

GRADUATE HANDBOOK
FOR
AGRICULTURAL SCIENCE MAJORS



DEPARTMENT OF AGRICULTURAL SCIENCES
AND ENGINEERING TECHNOLOGY
COLLEGE OF SCIENCES
SAM HOUSTON STATE UNIVERSITY

Revised Fall, 2014

GRADUATE STUDENT CONTRACT

I, _____ have received a copy of the Graduate Student Handbook from the Department of Agricultural Sciences and Engineering Technology. I understand that I am expected to abide by all policies, deadlines, and time lines set forth both in this handbook and those found in the Graduate Catalogue, Guidelines for Admission to Candidacy, Schedule of Classes, and Thesis Requirements. I also acknowledge that it is **my** responsibility, and not the Graduate Coordinator nor members of my graduate committee, to see that I meet these obligations and deadlines. Additionally, I agree that any financial assistance provided by the Department of Agricultural Sciences and Engineering Technology may be withdrawn should it be found that I have not followed these policies in good faith.

Signed: _____ Date _____

Expected Graduation (Semester, Year): _____

Contact Information:

Student ID: _____

Email: _____ Local Phone Number: _____

Cell Phone Number: _____ Permanent Phone Number: _____

Permanent Address: _____

prospective students must demonstrate their ability to speak, write, and understand the English language.

Transfer Credit. A total of six (6) credit hours may be transferred to SHSU from another accredited graduate program. Exceptions to this require approval by the department chair and the academic dean.

Correspondence Course Study. Credit toward a graduate degree may not be obtained by correspondence course study. This does not apply to on-line courses.

ACADEMIC EXPECTATIONS

Grading System.

- A Academic Excellence
- B Acceptable Performance
- C Passing, yet Insufficient Performance
- F Failure

Scholastic Expectations. A minimum cumulative grade point of 3.0 (4.0 scale) is required. When the grade of C is earned in any course, it must be balanced by a grade of A in an equivalent course taken in the same academic program. (A grade of A earned at another institution may not be used to remove a grade deficiency earned in residency at Sam Houston State University. Transfer course grades (A or B, only) will be recorded as received and apply to degree plan but will not be utilized to compute grade point average.

Academic Probation and Suspension. For a student to remain in academic good standing at Sam Houston State University and graduate, a graduate student must maintain an overall grade point average of at least 3.0 (B) on all graduate course work attempted.

A student who falls below a 3.0 overall grade point average at the end of any semester or completion of the summer session (both sessions) during which one or more semester hours are attempted will be placed on probation. If a probationary student does not achieve a minimum 3.0 overall grade point average at the close of the next semester or summer session, the student will be suspended.

A student who earns a total of two grades of C in any combination of courses during their degree program will have his or her graduate status reviewed by a committee of the department and/or college Graduate Faculty. The committee will consider the status of the student as probation or suspension. A student who earns a total of three grades of C or one grade of F will be terminated. Any appeal for a review of termination should be directed in writing to the appropriate academic dean.

CREDIT HOUR RESTRICTIONS

The normal course load is 9-12 credit hours per full semester and 3-6 credit hours per summer session. Increased academic loads must be approved by the academic dean.

Other limitations include:

- 1.

Documentation. Each student is responsible for submitting necessary paperwork to the graduate coordinator in a timely manner. The attached time-table and checklist are used for reference, but the deadlines in the Graduate Catalog, Schedule of Classes, academic dean's office, etc. supersede any deadlines listed herein. The official checklist will be kept in each student's graduate folder. Should the student's graduate committee change, a revised Graduate Committee Application should be submitted to the Graduate Coordinator.

TIME TABLE OF PROCEDURES AND PROCESSES FOR THE MASTER OF SCIENCE DEGREE PROGRAM

Prior to the second semester of degree program. The graduate student must submit his/her graduate advisor and committee member selections to the Graduate Coordinator for review and approval. The student's advisor's or coordinator's signature will be required on all further course registration forms and other official paperwork. With the assistance of the graduate advisor, the student will select a minimum of two other faculty members to comprise their advisory committee. It is the role of the committee, working in concert with the student, to establish an appropriate course sequence to attain the student's goals. A thesis or non-thesis option must be chosen as a minor. Thesis guidelines are available from the University Office of Graduate Studies in the Administration Building, Room 203, respective dean's office, or from the web at <http://library.shsu.edu/research/ThesisDirections.pdf>. The student must meet with their committee and prepare a formal degree plan that is submitted to the graduate coordinator, the department chair, and the academic dean for approval. Changes to the degree plan may be made only when deemed appropriate by the graduate committee, and approved by the department chair and the academic dean.

Prior to the submission of a prospectus and conducting research. For research projects that involve animal or human subjects, forms should be completed and approved by the IACUC (animal research) or IRB (human subject) Committee prior to beginning the research project. Forms and information may be obtained from the Graduate Coordinator.

After the completion of 6 semester hours. All non-fully admitted students must apply for full admission and must have removed all conditional requirements.

Two semesters before expected graduation. The student must file a degree application in the Registrar's Office (see current Academic Calendar for the specific deadline). If the

later than the third week of November, April, or July unless otherwise scheduled and approved by the graduate coordinator and committee.

Students completing a thesis must be enrolled in AGRI 6099 and must submit 3 approved final copies of their thesis to the Dean of the College of Sciences by the date specified by the college. The student's graduate committee and the department chair must approve the thesis prior to submission to the dean. Additional deadlines may be put in place by each committee chair so that adequate time is available for review and corrections.

Students participating in commencement ceremonies must arrange for a cap and gown at the University Bookstore at least 2 months before expected graduation.

SUGGESTED TIME SCHEDULE FOR DEGREE PROGRAM

	<u>Fall</u>	<u>Spring</u>
Application for Admission	August 1	December 1
College Graduate Scholarship	April 1	September 15
Application for Graduation	Mid October of semester prior to graduation	Early March of semester prior to graduation
Thesis Defense	Early November	Early April
Approved Thesis to Dean	Mid November	Early April
Thesis Prospectus	Mid September of semester prior to graduation	Mid February of semester prior to graduation
Comprehensive Exam	No later than the third week of November	No later than the third week of April
Final Thesis Corrections	Early December	Late April

SAM HOUSTON STATE UNIVERSITY
A Member of The Texas State University System
College of Sciences
SPECIAL GRADUATE SCHOLARSHIP AWARD
NOMINATION / APPLICATION

~~THE AGREEMENT~~

~~ADVISORY COMMITTEE~~

_____, do hereby submit the names of the following faculty as _____
~~_____~~

COMPREHENSIVE EXAMINATION APPLICATION

Submit to the Graduate Coordinator by October 1st, March 1st, or July 1st
of the semester of graduation

Name: _____ Date: _____

Mailing address: _____ Home Phone: _____

_____ Cell Phone: _____

_____ Student ID#: _____

Do you have a degree plan on file? _____ Yes _____ No

Committee Chairperson: _____

List your committee members (please print names):

Date of Comprehensive Exam: _____

This form is not an official request until signed by the applicant.

Student Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

