

# MASTER'S IN BILINGUAL EDUCATION *STUDENT HANDBOOK*



## **College of Education & Human Performance Department of Teacher & Bilingual Education**

**MSC 196, 700 University Blvd., Kingsville, TX, 78363-8202**

**Contact Phone: 361-593-2871**

<http://www.tamuk.edu/education/index.html>

<http://www.tamuk.edu/education/departments/tbed/index.html>

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## 1. WELCOME TO THE DEPARTMENT OF TEACHER & BILINGUAL EDUCATION

The College of Education and Human Performance (CEHP) prepares professionals for positions of responsibility and leadership in a global society. Faculty and staff are dedicated to enabling students to attain high academic, professional, and ethical standards that promote student achievement and lifelong learning. The programs in the CEHP prepare students to be successful in their professional careers by integrating technology, valuing diversity, and promoting authentic applications of knowledge. The College strives to offer the highest quality in teaching, research, and service.

The Department of Teacher and Bilingual Education welcomes you to Texas A&M University-Kingsville (TAMUK). We offer a Master of Arts and a Master of Science in Bilingual Education, a Master of Science in Reading Specialization, a Master of Science in Education, a Master of Education in Early Childhood, and a Master of Education in Special Education. The programs are designed to serve the professional staff development needs of educators. Students can earn supplemental certificates valid in Texas while completing their master's degree. Our programs are designed to support the academic growth and development of teacher educators and other educational professionals who are interested in contributing to the teaching and learning of an ever-growing community of culturally and linguistically diverse groups. By deciding to start your graduate studies at TAMUK, you are joining a vibrant community of committed and caring professionals.

*Graduate Faculty:* Norma Guzmán, Gina Garza Reyna, Ari Sherris, and Roberto Torres

This student handbook serves as an orientation and guide for students for the successful completion of a **Master's Degree in Bilingual Education**. It contains an overview of the bilingual education program, enrollment process, degree requirements, and suggested sequence of courses. In addition, the handbook includes checklist to help guide students through the admissions process, degree options and graduation requirements.

For more information about the degree offerings and other professional opportunities, we encourage you to contact our Program Coordinator:

### **Dr. Norma Guzmán**

Associate Professor  
Department of Teacher and Bilingual Education  
700 N. University Blvd., MSC 152  
Kingsville, Texas 78363-8202  
Rhode Hall 208  
Email: [norma.guzman@tamuk.edu](mailto:norma.guzman@tamuk.edu)  
Phone: 361-593-2871 Fax: 361-593-3255  
Department Webpage: <http://tamuk.edu/education/index.html>



## 2. MASTERS' DEGREE IN BILINGUAL EDUCATION PROGRAM OVERVIEW

The Master's degree in Bilingual Education has two options. A Master of Science (MS) or Master of Arts (MA) based on graduate studies criteria (see degree requirements, section 5). The master's program is designed to promote the professional development of school personnel involved in meeting the educational needs of English Learners (ELs). The program is open to teachers, administrators, counselors, supervisors, and other professionals interested in the education of bilingual learners. Courses are scheduled to accommodate the needs of individuals working full-time. Beginning in fall 2015, our Master's degree program has been offered at the University Center in Harlingen, Texas (<http://www.tstc.edu/theuniversitycenter>) to make them accessible to professionals in the Rio Grande Valley. The department offers courses leading to alternative certification (ACP), designed to benefit those individuals who already hold a Bachelor's degree. Educators may also consider obtaining supplemental certification in Bilingual Education / English as a Second Language (ESL).

## 3. ADMISSION REQUIREMENTS – GRADUATE STUDIES

The Masters' degree program in Bilingual Education follows the admission requirements set by the Office of Graduate Studies at A&M-Kingsville <http://www.tamuk.edu/grad/index.html> Applicants must submit letters of recommendation to the Department of Teacher & Bilingual Education (TBED) Master's program coordinator.

### 3.1 GRADUATE SCHOOL ADMISSION REQUIREMENTS

#### 3.1.1 MINIMUM REQUIREMENTS

- Proof of Bachelor's degree
- GPA of 2.60 or above. Or your last 60 credit hours from the Bachelor's degree must add up to 3.0 GPA.
- GRE or MAT Score. Scores can be submitted before admission, to qualify for some scholarships. If not, scores must be provided before the end of your first semester.
- No test score required for certificate programs
- Submit two (2) letter of recommendation from an undergraduate faculty, administrator or immediate supervisor. Letters are submitted directly to the Department.

#### 3.1.2 GRADUATE APPLICATION PROCESS

DOMESTIC APPLICANT PROCESS	INTERNATIONAL APPLICANT PROCESS
<ul style="list-style-type: none"> <li>• To apply go to <a href="http://www.applytexas.org">www.applytexas.org</a></li> <li>*You will be required to create a profile if it is your first time on ApplyTexas</li> <li>*All fields must be filled out completely</li> <li>*A user name is provided after the profile is created and submitted.</li> <li>*<b>Choose</b> <a href="#">go to my application</a> located directly below the username provided</li> <li>• After these initial steps the rest of the application is self-explanatory and easy to complete. Please make sure to use the save and continue button to move on</li> </ul>	<ul style="list-style-type: none"> <li>• To apply go to <a href="http://www.applytexas.org">www.applytexas.org</a></li> <li>*You will be required to create a profile if it is your first time on ApplyTexas</li> <li>*All fields must be filled out completely</li> <li>*A user name is provided after the profile is created and submitted.</li> <li>*<b>Choose</b> <a href="#">go to my application</a> located directly below the username provided</li> <li>• After these initial steps the rest of the application is self-explanatory and easy to complete. Please make sure to use the save and continue button to move on</li> </ul>

<p>without losing your work. At the end of the application, please make sure you submit your application. You will get an e-mail confirmation from TAMUK if your application is submitted. A few days later you will receive an e-mail with your University ID or K number.</p> <ul style="list-style-type: none"> <li>• <b>\$35</b> Non-refundable Application Fee</li> <li>• Official Transcripts from all previously attended Colleges and/or Universities.</li> <li>• Proof of English Proficiency - All applicants, regardless of immigration status, whose educational instruction has <i>not</i> been in the English language and/or whose first or native language is not English, is to demonstrate proficiency in English by submitting TOEFL/IELTS scores.</li> <li>• GRE or MAT (education) score</li> <li>• <a href="http://www.tamuk.edu/grad/index.html">http://www.tamuk.edu/grad/index.html</a></li> </ul>	<p>without losing your work. At the end of the application, please make sure you submit your application. You will get an e-mail confirmation from TAMUK if your application is submitted. A few days later you will receive an e-mail with your University ID or K number.</p> <ul style="list-style-type: none"> <li>• <b>\$50</b> Non-refundable Application Fee</li> <li>• Official Transcripts from all previously attended Colleges and/or Universities (with certified English Translation)</li> <li>• Proof of English Proficiency - All international students are required to take the TOEFL or IELTS unless they qualify for a waiver. TOEFL score of 79 (Internet-based) or 550 (Paper-based), or IELTS score of 6.0 or higher in all bands.</li> <li>• GRE or MAT (education) score</li> <li>• Copy of biographical page of your passport</li> <li>• Financial documents required for I-20 issuance. <a href="http://www.tamuk.edu/grad/index.html">http://www.tamuk.edu/grad/index.html</a></li> </ul>
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Official Transcripts must be submitted unopened, directly to the Office of Graduate Studies. Official transcripts must be provided as soon as possible to avoid registration holds. Transcripts can be sent to the mailing address or contact information provided below.

**College of Graduate Studies**  
Texas A&M University-Kingsville  
700 University Blvd., MSC 118 Kingsville, Texas 78363-8202  
Unofficial transcripts can be sent by e- mail to [GradSchool@tamuk.edu](mailto:GradSchool@tamuk.edu)

### 3.2. GRADUATE SCHOOL TESTING INFORMATION

- **TAMUK - Academic Testing Center**  
<http://www.tamuk.edu/academictesting>
- **Graduate Record Examination (GRE)**  
<http://www.ets.org/gre> (Code #6822)
- **TOEFL**  
<http://www.ets.org/toefl> (Code #6822)
- **International English Language Testing System (IELTS)**  
<http://www.ielts.org>
- **Miller Analogies Test**  
(for Education Majors only, Code #2242)  
**Website:** <http://tamuk.edu/education/index.html>

### 3.3. ENGLISH LANGUAGE TRAINING CENTER

The mission of the English Language Training Center (ELTC) is to offer, within an English-speaking environment, the training in English language skills which will help participants achieve their academic, personal, and social goals. For more information contact

#### **English Language Training Center**

MSC 147, 700 University Blvd., Kingsville, TX 78363-8202

Contact Phone: (361) 593-2855 Contact Email: [eltcrecruitment@tamuk.edu](mailto:eltcrecruitment@tamuk.edu)

Website: <http://www.tamuk.edu/eltc/>

The English Language Training Center (ELTC) at Texas A&M-Kingsville offers intensive instruction in English as a Second Language (ESL) to international students and individuals seeking to enhance or develop their English speaking skills. Students of ELTC may wish to improve their English for personal, professional, or academic purposes.

#### **Intensive English Instruction**

ELTC offers an intensive English language program from five up to fifteen week sessions. This program is offered to students with academic goals as well as for their personal or professional goals. Part time enrollment is also available.

#### **ESL Training for Admission to Academic Programs (Graduate)**

ELTC works closely with both Undergraduate and Graduate Admissions through English language instruction, individual and group tutoring, as well as ESL testing. Based on Texas A & M-Kingsville's Admission policy, international students who are academically qualified but do not meet the University's required level of English proficiency, may be admitted to ELTC for English language instruction. Upon completion of the Center's advanced level of instruction with an overall average of 90% or better, the student is recommended for admission to the College of Graduate Studies. With an average of 85% upon completion at ELTC, the student is recommended to undergraduate admission. The Office of Graduate Admissions also refers some of its foreign born domestic students to ELTC for ESL testing to ensure their success in their chosen program of study at the Graduate level.

### 4. FINANCIAL AID

The university's Office of Student Financial Aid offers various forms of Financial Aid available to students who qualify. The objective of the Financial Aid Office is to provide assistance through Grants, Scholarships, Loans, and College Work-Study to students who, without such aid, would be unable to attend college. For additional information, please contact:

#### **Financial Aid Office**

Texas A&M University Kingsville, 700 University Blvd. MSC 115

Kingsville, TX 78363. Tel.: 361 593 2808.

Since the department and faculty are not qualified to address financial aid matters, and to avoid confusion, students receiving financial aid should direct all questions and concerns to that office.

## 4.1 SCHOLARSHIPS AND FUNDING

### Graduate Scholarship Information:

<http://www.tamuk.edu/enrollment-management/scholarships/index.html>

New Domestic and International Students	TAMUK Undergraduates (Domestic)
<ul style="list-style-type: none"> <li>• <b>TAMUK Graduate Scholarship (\$2000 divided into two consecutive semesters).</b> You must meet the following requirements:               <ol style="list-style-type: none"> <li>a) Be a TAMUK undergraduate domestic student,</li> <li>b) Be admitted into the graduate program of your choice</li> <li>c) Have a final overall undergraduate GPA of 3.0 or above</li> <li>d) Register for at least <u>6 credit hours</u> for each semester while on this scholarship, and</li> <li>e) Maintain a TAMUK institutional Graduate GPA of 3.25 while you are on this scholarship.</li> </ol> </li> <li>• No application needed. *Offers are made on a first-come, first –serve basis and are limited. *Only First time Master’s degree program students who qualify <u>may</u> be offered a scholarship.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>New Graduate Student Scholarship (\$1000 in two consecutive semesters).</b> Admitted students with a high GPA and a high GRE score may be considered for this scholarship. This criteria may change each semester.</li> <li>• This scholarship is offered to new incoming <i>domestic</i> and <i>international</i> graduate students on a first come, first serve basis.</li> <li>• Does not require an application.</li> <li>• Admitted students get automatically considered.</li> <li>• For details visit <a href="http://www.tamuk.edu/enrollment-management/scholarships/index.html">http://www.tamuk.edu/enrollment-management/scholarships/index.html</a></li> </ul>

Presidential Graduate Fellowship (\$9000 for three consecutive semesters). The Presidential Graduate Fellowship is for fall newly admitted full time students (Master’s or Doctoral) who are U.S. Citizens or permanent residents and who meet an academic merit criteria. It is open to all majors (preference will be given to STEM related majors). An application is needed through Javelina Scholarships (<https://tamuk.academicworks.com/>)

## 4.2 GRADUATE TEACHING ASSISTANTSHIP INFORMATION

Graduate Teaching Assistants (GTA) provides academic program support under the supervision of a faculty member. Students wishing to apply for graduate assistantships must correspond with the department. Find more information about GTA in the link:

<https://www.tamuk.edu/grad/GTA/GraduateTeachingAssistantships.pdf>



## 5. MASTER'S IN BILINGUAL EDUCATION DEGREE REQUIREMENTS

### 5.1 DEGREE OPTIONS

Students have an option within the Master's program to obtain a Master of Arts or Master of Science degree in Bilingual Education, with or without an ESL specialization. It is the student's responsibility to provide proof of requirements for the Master of Arts degree, as noted by the office of Graduate Studies.

Master of Arts (MA)	Master of Science (MS)
<ul style="list-style-type: none"> <li>• Complete 24 semester hours of required coursework</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 24 semester hours of required coursework</li> </ul>
<ul style="list-style-type: none"> <li>• Complete two six-hour resource areas or one twelve-hour minor area</li> </ul>	<ul style="list-style-type: none"> <li>• Complete two six-hour resource areas or one twelve-hour minor area</li> </ul>
<ul style="list-style-type: none"> <li>• Pass a comprehensive examination</li> </ul>	<ul style="list-style-type: none"> <li>• Pass a comprehensive examination</li> </ul>
Complete a thesis or research project *Based on degree plan option	Complete a thesis or research project *Based on degree plan option
<ul style="list-style-type: none"> <li>• In order to earn the <i>Master of Arts</i> degree, a candidate needs to complete four college-level courses in single foreign language or have the equivalent in advanced placement.</li> <li>• It is the student's responsibility to submit to the Graduate Office the proper documentation showing the completion of four college-level courses taken in a single foreign language for the MA degree option.</li> </ul>	

### 5.2 DEGREE PLANS

Effective Fall 2014, students have one of three degree plan options at A&M-Kingsville

#### A. Thesis Option

1. Thirty semester hours of approved graduate courses, with at least 18 semester hours (including 6 hours of Thesis 5306 research) in a major subject.
2. No more than 6 semester hours of credit for special problems courses may be accepted.
3. A research thesis must be prepared under the direction of a professor in the major subject area who is the student's thesis adviser. A thesis proposal approved by the thesis adviser must be completed for a letter grade (A, B, C) to be assigned in the first 3 hours of Thesis Research 5306.
4. The student must be registered for the thesis course during the semester of graduation.
5. The thesis must be accepted by a committee of at least 3 faculty members including the thesis adviser and at least, one other professor from the major area. Other committee member(s) may be selected from the major field area or other. The student will make an oral defense of the thesis and comprehensive exam before the committee *no later than five weeks before commencement*. The thesis defense report forms, signature page and abstract are to be filed in the Graduate Office.
6. Thesis 5306 is used solely by 'Thesis Option' students. The thesis requires 6 semester credit hours of grades, the first 3 semester credit hours consisting of a proposal and the last 3 semester credit hours consisting of a thesis. The students should be enrolled in 5306 during semesters or summer terms when the student is receiving supervision from the thesis adviser, thesis committee or is receiving a research stipend.
7. The final form of each thesis must be approved by the graduate dean for style, format and scholarly merit. A copy of the first page of the Turnitin report signed by the thesis adviser has to be submitted as well. Instructions concerning the form to be used and details to be followed in preparing the thesis may be obtained from the Graduate Office.



## **B. Courses-Only Option**

1. Thirty-six semester hours of approved graduate courses, with at least 24 semester hours in a major subject area. Each student's degree plan must be approved by the program coordinator and the department chair.
2. Each department will make sure that the graduate courses in the major provide students with knowledge of the literature of the discipline and ensure student engagement in research and/or appropriate professional practice and training experiences will be required.
3. Without special permission from the program coordinator, the department chair and the graduate dean, no more than 6 semester hours of credit for special problems or independent study courses may be accepted. Courses such as 5305 and 5306 cannot be used to fulfill the requirements of Courses-Only option.
4. A common written comprehensive examination that illustrates knowledge of the literature of the discipline and ensures student engagement in research and/or appropriate professional practice and training experiences will be required. It will be conducted by a departmental committee comprised of at least two faculty members. The comprehensive exam should be taken by each student in the last semester.

## **C. Project Option**

1. Thirty-six semester hours of approved graduate courses, with at least 24 semester hours in a major subject area. Each student's degree plan must be approved by a faculty advisor, the graduate program coordinator and department chair.
2. Without special permission from all members of the student's committee and the graduate dean, no more than 6 semester hours of credit for special problems courses may be accepted.
3. *A project report produced as a major assignment in a 3 hour 5000-level course* from a department approved list of courses including 5305 is required.
4. Upon recommendation of the project adviser, the project report must be approved by a faculty member in the major, the graduate program coordinator and department chair. The project will demonstrate knowledge of the literature of the discipline and ensure student engagement in research and/or appropriate professional practice and training experiences.
5. One copy of the approved research project will be placed in the student's file in the major department. Also, a copy of the signed project cover page with the appropriate signatures, original first page of Turnitin Report and a completed comprehensive exam form must be submitted to the Graduate Dean for final approval.
6. An Oral and/or written comprehensive examination that illustrates knowledge of the literature of the discipline and ensures student engagement in research and/or appropriate professional practice and training experiences will be required. It will be conducted by a departmental/project committee comprised of at least two faculty members. The comprehensive exam should be taken by each student in the last semester.

## 5.3 BILINGUAL EDUCATION (EDBL) & ENGLISH AS A SECOND LANGUAGE (EDSL) COURSES

**BILINGUAL EDUCATION (EDBL)** courses listed in the graduate catalog:

**5305. Graduate Research Project. 3(3-0)**

Designed for Plan II and Plan III students and requires completion of a research project. Prerequisite: departmental approval. May be repeated for a maximum of 6 semester hours.

**5306. Thesis Research. 3(3-0)**

Designed for Plan I students. The course requires completion of thesis research. Prerequisite: departmental approval. May be repeated for a maximum of 6 semester hours.

**5338. Foundations of Bilingual Education. 3(3-0)**

Introduction to conceptual, linguistic, sociological, historical and legal foundations of bilingual education.

**5358. The Bilingual Child in the Bicultural Environment. 3(3-0)**

Psychological and sociological perspectives on the child's learning environment.

**5386. Teaching Mathematics, Science and Social Studies in the Bilingual Classroom. 3(3-0)**

Methods, techniques and vocabulary needed for teaching mathematics, science and social studies in Spanish will be presented.

**5387. Teaching Language Arts and Reading in the Bilingual Classroom. 3(3-0)**

An examination of methods and techniques for teaching oral skills, reading and writing in the bilingual classroom. Relationship among the communication skills will be explored.

### **ENGLISH AS A SECOND LANGUAGE (EDSL)**

The Department of Teacher and Bilingual Education offers courses in English as a Second Language (ESL). The courses are designed to prepare teacher educators for leadership roles with educational institutions that serve limited-English proficient children and adults.

**5320. Research in English as a Second Language. 3(3-0)**

Focuses on research in ESL with special emphasis on research methods suitable to the field.

**5330. ESL Assessment for Elementary/Secondary Levels. 3(3-0)**

An overview of testing theories and procedures; review of tests available for use in ESL classrooms. Prerequisites: admittance to Master's Program in ESL.

**5333. Contrastive Analysis: Spanish/English 3(3-0)**

The study of contrastive analysis and its application in identifying potential problem areas for Spanish speakers learning English as a Second Language.

**5335. Teaching Materials for Elementary and Secondary Classrooms. 3(3-0)**

The evaluation, adaptation and development of instructional materials in ESL suitable for different elementary and secondary classroom environments.

**5367. Language Acquisition and Development. 3(3-0)**

Theories of child's first language acquisition and second language learning presented and researched.

**5377. Teaching English as a Second Language. 3(3-0)**

Theories and methodologies for teaching listening, speaking, reading and writing of English as a second language.

*(Graduate Catalog, 2015-2017, p. 129-131)*

## 5.4 COURSE LONGEVITY

\*Courses taken toward a Master's degree are valid for 7 years. After this time, courses cannot be used toward degree completion.

## 5.5 CREDIT BY EXAM

Credit by examination for graduate courses may be available to students for organized graduate courses. The graduate student should contact the department in which the course is offered for information about the examinations. Eligibility will be determined by the department and will be dependent on a student's particular qualifications due to study or work experience. Through a documented evaluation, the department will determine that enough knowledge has been gained in all topics covered by the organized graduate course and whether any further requirements for credit are to be met. The department recommendation and evaluation documents will be sent to the graduate college for final approval. Students may not receive credit by local examination for more than 9 credits hours in any graduate degree without written approval of the Graduate Dean. Students must be currently enrolled in a degree program and be in good academic standing. There is no fee charged for these examinations. (*Graduate Catalog, 2015-17, p. 57-58*)

## 5.6 SUGGESTED COURSE SEQUENCE

For cohorts and individuals starting in the fall semester, the following is a suggested course sequence for the Master's degree in Bilingual Education.

Year 1	Part-Time (6 Hrs)*	Hrs	Year 1	Full-time (9 Hrs)	Hrs
Summer	Elective	3			
	Elective	3			
Fall	EDBL 5338	3	Fall	EDBL 5338	3
	EDSL 5367	3		EDSL 5367	3
				Elective	3
Spring	EDSL 5330	3	Spring	EDSL 5330	3
	EDSL 5377	3		EDSL 5377	3
				Elective	3
Summer	Elective	3	Summer		
	Elective	3			
Year 2			Year 2		
Fall	EDBL 5386	3	Fall	EDBL 5386	3
	EDBL 5358	3		EDBL 5358	3
				Elective	3
Spring	EDSL 5320	3	Spring	EDSL 5320	3
	EDBL 5387	3		EDBL 5387	3
				Elective	3
	<i>Comprehensive Exam</i>			<i>Comprehensive Exam</i>	
Total		36			36
Commencement					

\*\*For professionals working full-time, it is not recommended to take more than 6 hours or two courses per semester.

## 5.7 COMPREHENSIVE EXAM

### **Q: What is a Comprehensive Exam (CE)?**

**A:** A comprehensive exam is a summative assessment taken by candidates who are eligible for graduation with a Master's degree from A&M-Kingsville. Comprehensive Exams are program specific and each department has their own guidelines and procedures.

### **Q: When are Comprehensive Exams taken?**

**A:** Exams are taken once the candidate has completed all core courses and usually the semester the student anticipates graduating. Exams are generally offered in Fall and Spring semester; therefore, for a student who anticipates graduation in Summer, must take their comprehensive exams in Spring.

### **Q: How are comprehensive exams taken?**

**A:** In the Department of Teacher & Bilingual Education, candidates are provided with essay questions which will be completed as a take-home. The written portion of the exam is scheduled no later than the middle of each semester (week 8).

- Following the written exam, oral exams may be arranged or scheduled for 1-2 weeks after the written exam, if needed. Written exams are submitted to Turnitin.com for plagiarism detection prior to being sent to committee members for evaluation.

### **Q: How do I prepare for Comprehensive Exam?**

**A.** Students should begin preparing for the comprehensive exams prior to the semester they are taken.

Students should ensure they organize their previous class materials and readings from core courses in bilingual education; review notes; prior assignments, research papers, etc. Students should search the Jernigan library databases for current research on Bilingual Education (No more than 10 years).

Students are encouraged to form a study group with fellow classmates and program participants to review material prior to the exam to assist with preparation. Plan to meet regularly as a study group and in order to assist with exam preparation. Preparation may include re-reading material, organizing an office space to work; ensuring you have all sources in APA style, etc. Searching the Jernigan Library databases and journals for current research in bilingual education. Review current issues of *Bilingual Research Journal*.

(STUDENTS ARE TO WORK INDIVIDUALLY ONCE THE EXAMS BEGIN. Students are expected to use APA style for the exam and complete the exam within the timeline given; there will be no exceptions for not following APA formatting).

**NOTE:** Comprehensive Exams are not offered during summer sessions

See Graduate Studies WebPage for further information on Comprehensive Exams and Master's degree requirements.

<http://www.tamuk.edu/grad/index.html>

**IMPORTANT:** For those students with a **Supporting Field (9 or more hours)**, you must arrange a comprehensive exam from that department. Example: Special Education, Counseling, Spanish, etc.

## 6. GRADUATION/COMMENCEMENT REQUIREMENTS

### 6.1 GRADUATION PROCESS

Students who are ready for graduation must ensure they follow these steps to complete the graduation process.

**Step 1.** Meet with your Graduate coordinator/advisor prior to applying for graduation to ensure your success in meeting graduation requirements. UPDATE YOUR DEGREEWORKS prior to meeting:  
<http://www.tamuk.edu/registrar/DegreeWorks.html>

**Step 2.** Fill online the Application for degree candidacy. Application for Candidacy can be found at the following link: [http://www.tamuk.edu/grad/documents/forms/APPForCandidacy\\_Dec2016.pdf](http://www.tamuk.edu/grad/documents/forms/APPForCandidacy_Dec2016.pdf)

**Step 3.** Review Information  
 Review the information on your application regarding commencement

#### Checklist

SN	Requirements	Signatures Required
1.	Application for Candidacy: Office of Graduate Studies Website - General Graduate Forms: Candidacy Forms (See Appendix A)	Graduate Advisor Dept. Chair
2.	Final Degree Plan (See Appendix B)	Graduate Advisor Dept. Chair
	Graduate Research Project /Course Only Option	
3.	Comprehensive Exam Report (Research Project and Courses-only) (See Appendix C) Located: Graduate Studies Website	Graduate Advisor Dept. Chair Committee Members
	Thesis Option	
4.	Thesis Defense and Comprehensive Exam Report Form Located: Graduate Studies Website	Graduate Advisor and Committee members
	Graduate Research Project	
5.	Final Research Project Submission Form (See Appendix D) Located: Graduate Studies Webpage	
	Diploma Card (See Appendix E)	Student

### 6.2 GRADUATION/COMMENCEMENT IMPORTANT LINKS

#### Graduation

Office of the Registrar

<http://www.tamuk.edu/registrar/index.html>

#### FAQ Graduation

<http://www.tamuk.edu/grad/index.html>

#### DEGREE WORKS & Commencement

<http://www.tamuk.edu/registrar/DegreeWorks.html>