

College of Graduate Studies

History

The College of Graduate Studies was instituted in Fall 1960 with the offering of the Master of Arts degree in the fields of history and English.

In 1962, master's degrees were begun in mathematics, engineering and elementary education; in 1965, in business administration, chemistry, special education and secondary education; in 1968, in health and physical education, political science, speech-language pathology, audiology, and guidance and counseling; in 1969, in biology, and in 1970, in educational supervision. Also in 1970, a doctor's degree in engineering was authorized. In 1972, a master's degree in school administration was approved. Master's degrees in public administration and in psychology were authorized in 1974. In 1975, master's degrees in music, music education and home economics were initiated. In 1981 the Master of Science in Deaf Education was approved and the Master of Engineering Management degree was begun in 1983. A Master of Science in Computer Science was added in 1984. Master's degrees in Environmental Science and in Environmental Engineering were added in 1990. A Doctor of Education in Deaf Education was approved in 1993. A master's degree in nursing administration began in 2000. The Doctor of Audiology and a master's degree in nursing education were approved in 2003, the Doctor of Education in Educational Leadership in 2004 and the Doctor of Philosophy in Chemical Engineering in 2005.

Objectives

The objectives of the College of Graduate Studies are as follows:

1. Advancement of knowledge through research.
2. Intensification within a student's chosen field of specialization and allied areas.
3. Development of the student's skill in the methodology of research.
4. Promotion of the power of independent thought by teaching students to take charge of their own intellectual advancement.
5. Introduction to the profession and its organization and protocols.

Degrees Offered

Master of Arts

Art History, English, History, Visual Art

Master of Business Administration in

Accounting, Experiential Business and Entrepreneurship, Financial Management, Healthcare Administration, Management Information Systems, Nursing Administration (dual degree), and Service Management and Marketing

Master of Education in

Administration, Counseling and Development, Educational Technology Leadership, Elementary Education, Reading (certificate), Secondary Education, Special Education and Supervision

Master of Engineering or Master of Engineering Science in

Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, and Mechanical Engineering

Master of Engineering Management

Master of Music

Master of Music Education

Master of Public Administration

Master of Science

Applied Criminology, Audiology, Biology, Chemistry, Community Psychology, Computer Science, Deaf Education, Environmental Engineering, Environmental Studies, Family and Consumer Sciences, Industrial and Organizational Psychology, Kinesiology, Mathematics, Nursing, Speech-Language Pathology, Theatre

Doctor of Audiology

Doctor of Education in Deaf Education

Doctor of Education in Educational Leadership

Doctor of Engineering

Doctor of Philosophy in Chemical Engineering

Regulations

Student Responsibility

It is the responsibility of each student to know the regulations of the Graduate College and the major department, to enroll in the appropriate course work to complete the degree plan, and to maintain the standards of the University, the College of Graduate Studies, and specific departments and programs.

Enrollment

Admission to Graduate Programs

All students seeking admission to a graduate degree program must first meet the minimum standards of the College of Graduate Studies. Applicants must also have the approval of the department in which the degree program is offered. **The admission standards of departments may exceed those of the College of Graduate Studies.**

Applications for admission to graduate programs are processed by the Graduate Admissions Coordinator. The Graduate Admissions Coordinator sends to graduate programs only those applications which meet the minimum standards of the College of Graduate Studies. The graduate departments then select those to be recommended to the Graduate Dean for admission. **NOTE: Meeting the admission standards of the Graduate College does not imply admission to a particular degree program.** The Graduate Dean notifies the Graduate Admissions Coordinator of admission decisions and the Coordinator provides written notification of admission status to the applicants. Statements by other university officers concerning the applicant's admissibility are not valid until confirmed by the Graduate Dean.

Admission to any degree program is valid for one year from the admission date. The applicant who does not enroll during that period will be required to resubmit all application materials and meet the admission standards in force at the time of the second application.

Graduate students wishing to change from one major field to another must make application to the Office of the Graduate Dean and must meet all specific program admission requirements for the new major.

1. **Application Deadlines:** Domestic students (U.S. citizens and permanent residents) must submit all application materials at least 30 days before Fall, Spring, or Summer registration. Deadlines for international students are April 15 for Fall semester, September 1 for Spring, and January 15 for Summer terms.
2. **Application Submission by Domestic Students (U.S. citizens or permanent residents):** Applicants for admission to the College of Graduate Studies must submit the following to the Graduate Admissions Coordinator at least 30 days before registration.

A. Completed Application Form

B. Transcripts. Submit an official transcript sent directly from each college or university attended to the Graduate Admissions Coordinator. All transcripts submitted to Lamar University become the property of the University and are not returnable.

C. GRE and GMAT Test Scores. With two exceptions, all prospective graduate students are required to submit scores on the Graduate Records Examination (GRE). Applicants should have the Educational Testing Service, which administers the GRE, send test scores directly to Lamar University. The two exceptions to the GRE requirement are applicants for the Master of Business Administration (MBA) and deaf applicants. MBA applicants are not required to take the GRE but *must* submit scores on the Graduate Management Admission Test, GMAT. See the College of Business section of this *Bulletin* for specific requirements. Deaf applicants may substitute performance intelligence and reading ability test scores for the GRE. **GRE and GMAT scores more than five years old will be accepted only with permission of the Graduate Dean.**

3. **Deaf applicants** who have a severe or a profound hearing loss acquired congenitally or prelingually will be considered on an individual basis and need not submit GRE or GMAT scores. In lieu of GRE/GMAT scores, deaf applicants must submit above-average performance intelligence scores (preferably the performance scale of the WAIS-R) and above-average university grades, pass an interview with an admission committee comprised of faculty from the receiving department, and demonstrate adequate literacy and communication skills for graduate training. Literacy in this case includes both the reading and writing of English, but not necessarily equivalent to hearing norms. Communication skill may be demonstrated in sign language and/or speech.

4. **Admission Standards for Domestic Students (U.S. citizens and permanent residents):**

A. Undergraduate Degree. A prospective student must have a bachelor's degree from an institution approved by a recognized accrediting agency.

B. GRE Scores and Grade Point Average (GPA). All applicants for full admission, except for deaf students and those seeking admission to the MBA program, must meet the institutional GRE and GPA standard according to the formula $(GPA \times 200) + (GRE V+Q) \geq 1350$. The GPA used in the formula may be either the overall undergraduate GPA or the last 60 semester hours of undergraduate

work, whichever is higher. The grade point average is calculated by dividing the total number of grade points earned by semester hours considered (either the total number of semester hours attempted or by the last sixty semester hours). For this computation “A” equals 4 grade points, “B” equals 3, “C” equals 2, “D” equals 1, and “F” equals 0. Individual departments may have GRE and GPA standards that exceed the institutional minimum. See the department sections of this catalog for admission standards that vary from the institutional minimum.

- C. **GMAT Scores.** Admission to the Master of Business Administration (MBA) program is based in part on a formula that considers both the undergraduate GPA and the GMAT score. See the College of Business section of this catalog for details.
 - D. **MAT Scores.** Admission to the Master of Nursing (MSN) program is based in part on a formula considering both the undergraduate GPA and the Miller Analogies Test (MAT) scores. See the Department of Nursing section of this catalog for details.
 - E. **Undergraduate Grade Point Average.** Our admission standard of $(\text{GPA} \times 200) + (\text{GRE V} + \text{Q}) \geq 1350$ is such that lower GPAs require higher GREs. Similarly, for the College of Business, the admission formula considers the GPA in such a way that the GMAT and GPA are interdependent (the GPA minimum “floats” in relationship to the applicant’s GMAT score). See the College of Business section of this catalog for details.
 - F. **Provisional Admission.** In those departments or programs that have admission standards exceeding the institutional minimum, Lamar allows, at departmental discretion, provisional admission. A student admitted provisionally must complete the first nine semester hours of graduate work with a GPA of at least 3.0. A student who does not meet the 3.0 GPA after nine semester hours is subject to dismissal.
 - G. **Undergraduate Work in Intended Major Field, Prerequisites and Deficiencies.** The applicant for graduate study ordinarily must have completed no fewer than 24 semester hours of undergraduate work in the intended major field, 12 of which must be at the junior and/or senior level. Applicants who do not meet this requirement may be required to make up such deficiencies as prescribed by the graduate major. A GPA of 3.0 for assigned deficiency/leveling courses must be maintained and grades below “C” will not be accepted. Departments that wish to do so may establish more stringent requirements. MBA students with deficiencies will be required to complete first year MBA courses as determined by the College of Business with a grade of “C” or better and an overall GPA of “B” or better in all course work taken.
5. **Admission Procedures and Standards for International Students.** International students are required to follow the procedures and meet the standards for domestic students as stated above. According to the United States Department of Homeland Security’s Federal Regulations, an international student must meet all the University’s admissions requirements to be admitted to a degree-seeking program. Therefore, under no circumstances will provisional admission be granted to international applicants. Additional requirements for international students include the following:

- A. Transcripts.** International students must submit official certified transcripts from all colleges and universities attended. If the transcripts are not in English, the student must provide certified translations. Lamar University evaluates each foreign transcript using a comprehensive library of materials associated with the evaluation of foreign credentials, and each is notated using the standard U.S. four-point scale. In the event that the graduate admissions office cannot determine an appropriate evaluation of foreign credentials, the applicant will be required to have a course-by-course evaluation done by an accredited outside agency at his or her own expense, and no further action will be taken with his or her application until the Official Evaluation Report is received in the Graduate Admissions Office.
- B. TOEFL/IELTS scores.** The majority of international students whose first language is not English must take an English proficiency exam prior to their arrival on campus. They are required to have official test score reports sent to Lamar University from the appropriate testing agencies. In addition, these test scores may not be older than two (2) years old. Except for the Doctor of Engineering degree, which requires a TOEFL score of 530 or better, the TOEFL is not required of those international students who have received an undergraduate or graduate degree (bachelor or master) from a university where English is the language of instruction (e.g., universities in the United States, Canada and England). The minimum scores for English proficiency are as follows:

| TEST | iBT | PBT/TWE | IELTS |
|-------------------|-------|--------------|--------------|
| Totals | 71 | 525 (Master) | 6.0 |
| | 79-80 | 530 (Doctor) | 6.5 |
| | 79-80 | 550 (PhD) | 6.5 |
| Writing Component | 20 | 5 | 6.0 (Master) |
| | | | 6.0 (PhD) |

International students who took the TOEFL exam must also submit scores for the Test of Written English (TWE). The TWE is available at the same test centers that administer the TOEFL. The minimum TWE score required by Lamar University is a 5. Those scoring less than a 5 may be admitted to Lamar University but will be required to take a Lamar Language Institute (LLI) Writing Exam upon their arrival and prior to registration for the semester that they have been accepted.

Students who fail the Writing Component are required to take and pass an Academic English course (LLIA 1301) in addition to their regular course load. Students who do not attend class or who make unsatisfactory progress will be required to retake the course the next semester. This course is considered part of the degree requirements, and a student will not be eligible to graduate without satisfying this requirement for his or her degree plan.

- C. Proof of Financial Resources.** International students must prove that they have the financial resources to attend Lamar University. As part of the application process, international students must submit an original Confirmation of Financial Resources form that asks for personal, family, and/or sponsor financial information and a bank verification of financial holdings. All international students are required to have health and accident insurance for themselves and all their dependent family members in the United States. Insurance may be purchased at the University during the registration period.

D. Proficiency in spoken English may be required by some graduate programs.

E. **Bridge Program.** Students whose English proficiency does not allow them to be accepted to the College of Graduate Studies may apply for admission to the Bridge Program. This program allows students to take three hours of academic studies while taking six hours of English instruction with LLI. Students remain in the Bridge Program until they have successfully completed their required LLI courses and passed the iBT, PBT or IELTS.

| TEST | iBT | PBT/TWE | IELTS |
|--------|-----|---------|-------|
| Totals | 61 | 500-524 | 5 |

F. **Health Insurance.** Lamar University requires all international students to have health insurance coverage with the University Student Insurance program for the duration of stay. If the student has dependents who will arrive with him or her or at a later date, the annual premium is in addition to the student's annual premium, and it is mandatory that they have health insurance coverage with the University Student Insurance program. The dependents are not eligible to receive medical services from the Student Health Center.

G. An international student who is maintaining legal status at another DHS-approved school may apply to Lamar University by submitting the following documents to the Graduate Admissions Office in addition to those required above:

1. Completed "Transfer In" Form
2. Copy of SEVIS Form I-20
3. Copy of applicant's passport's biographical and visa pages
4. Copy of applicant's Form I-94 Arrival/Departure Card
5. Copy of Social Security Card and Driver's License (if applicable)

6. **Admission Procedures and Standards for Doctoral Degrees.** Prospective Doctor of Engineering (D.E.) students must send a letter to the Dean, College of Engineering, Box 10057 Lamar University, Beaumont, TX, 77710. The letter should give information on the applicant's engineering experience, current employment, and major research interests. For details on GPA, GRE, TOEFL and background requirements, see the College of Engineering section of this catalog.

Prospective Doctor of Audiology (Aud.D.) students must send a letter to the Chair, Department of Speech and Hearing Sciences, and Doctor of Education in Deaf Education (Ed.D.) students must send a letter to the Chair, Department of Deaf Studies and Deaf Education, Box 10076 Lamar University, Beaumont, TX 77710. The letter should give information on the applicant's audiology or deaf education experience, training, employment history, current employment, and major research interests. Deaf applicants are encouraged, and experience as a teacher of the deaf is required. For details on GPA, GRE, TOEFL, and background/experience requirements, see the College of Fine Arts and Communication section of this catalog.

Students applying to the doctoral program in Educational Leadership (Ed.D.) should be currently or previously involved in education-related careers and/or

activities and have education leadership experience encompassing a large number of settings, including schools, colleges and universities, health and human services agencies, and community-based organizations. The Executive Council will consider the following admission factors, and strength in one area may be weighed favorably against shortcomings in another:

- A. Evidence of a completed master's degree from an accredited university in an area related to the proposed studies, with a minimum grade point average of 3.5 on a 4.0 scale for courses applied toward a graduate degree.
- B. Commitment and demonstration of interest in education as a career and commitment to the advancement of education through professional leadership as indicated by:
 - 1) An essay of approximately 500 words on the applicant's background, professional career goal, and reason for pursuing a doctorate degree.
 - 2) an interview with program faculty.
- C. Regular admission will be based on the following formula: $[\text{GPA (last 60 hours)} \times 200] + (\text{GRE V} + \text{Q}) = \text{or} > 1350$.
- D. Three letters of completed references addressing the applicant's professional and academic background. (Use Reference Rating Form).
- E. Send applications to: Center for Research and Doctoral Studies, Box 10034, Lamar University, Beaumont, TX 77710

Prospective Doctor of Philosophy in Chemical Engineering (Ph.D.) students should refer to the College of Engineering section (page 123) of this catalog, for admission standards.

7. **Readmission of Former Graduate Students.** A former graduate student who has not maintained continuous enrollment for two semesters (summers excluded), but who is academically eligible to continue in the graduate degree program where he or she was most recently enrolled, may be permitted to return, assuming the program is not at capacity. The procedures are dictated by the period of absence from enrollment as follows:
 - A. **Less Than Two Years.** The student must notify the Graduate School and the program coordinator or department chair of his/her plans to return. A new application must be submitted, and official transcripts must be provided if the individual has enrolled in another university since leaving Lamar University.
 - B. **Two to Four Years.** A new application must be submitted and endorsed by the department chair or program director and by the Graduate Dean. The application must show any intervening graduate work, and he/she must provide official transcripts of such work. The applicable admission standards are those that were in effect when the student originally enrolled.
 - C. **Four or More Years.** The student is considered a new applicant, and new supporting materials are required. The applicable standards are those in effect when the student applies for readmission. Coursework more than six years old may not be counted toward a graduate degree.

Appeal of Admission Denial

Prospective students who have been denied admission to the College of Graduate Studies have the right to appeal to the appeals committee in the College to which they applied. The Committee considers appeals on an individual basis and makes recommendations to the Graduate Dean. Contact the Office of Graduate Studies (219 Wimberly Building) for complete details on the appeals process.

Admission for Nondegree Students Post-Baccalaureate (PB)

1. **Definition.** The Post-Baccalaureate (PB) classification carries undergraduate status, does not culminate in a graduate degree, and should not be considered as a means to enter graduate school. The PB admission category is designed primarily for students who do not intend to earn a graduate degree but wish to enroll in graduate courses. The PB classification may be used by students who are seeking teaching certificates, but it must be understood that PB status does not lead to a master's degree. Except for students classified as Pre Graduate (PG), all students who enroll in graduate courses without meeting admission standards or completing the admission process are given PB status.
2. **Admission.** To receive the PB classification, the applicant must:
 - A. Have received a bachelor's degree.
 - B. Submit an application for admission with PB status to the Graduate Admissions Coordinator.
 - C. Submit an official transcript from each college previously attended, showing highest degree earned.
 - D. Be approved for admission with PB status by the University.
3. **Enrolling in Courses as a PB Student.** PB students are not permitted to enroll in graduate courses without the prior consent of the chair of the department offering the course/s desired. PB students are not permitted to enroll in graduate business courses without the prior consent of the Associate Dean of the College of Business. PB students who want to enroll in elective undergraduate courses for personal or professional development are advised through the Center for Adult Studies – 106 Montagne Center.
4. **PB Classification and International Students.** International students will not be admitted with PB status.
5. **Application of PB Credits toward a Graduate Degree.** If a PB student is eventually admitted to the Graduate College, a maximum of six semester hours earned under PB classification may be applied toward a graduate degree if approved by the department and by the Graduate Dean. In addition to these 6 hours, if a student is admitted to the graduate school during a semester in which the student is taking further graduate hours, those further hours will be counted towards the degree.
6. **Competitive Graduate Scholarships and Assistantships for PB Students.** PB students are not eligible for graduate assistantships and scholarships.

Pre-Graduate (PG)

1. **Definition:** The PG admissions category is designed primarily for students who intend to enter a graduate program and earn a graduate degree but have not yet met all admission standards and/or submitted all application materials. The Pre-Graduate (PG) classification carries undergraduate status and does not culminate in a graduate degree unless the student is eventually admitted to graduate school. The PG status allows the prospective graduate student to enroll in a limited number of graduate courses while completing the application and acceptance process.
2. **Admission:** To receive the PG classification, the applicant must:
 - A. Have received a bachelor's degree.
 - B. Submit an application for regular admission to the Lamar University College of Graduate Studies **and** a PG application form to the Graduate Admissions Office.
 - C. Be approved for admission with PG status by the University.
3. **Enrolling in Courses as a PG Student:** PG students are not permitted to enroll in graduate courses without the prior consent of the chair of the department offering the course/s desired. PG students are not permitted to enroll in graduate business courses without the prior consent of the Associate Dean of the College of Business.
4. **PG Classification and International Students:** International students will not be admitted with PG status.
5. **Application of PG Credits toward a Graduate Degree:** If a PG student is eventually admitted to the College of Graduate Studies and to a graduate program, a maximum of six semester hours earned under PG classification plus current enrollment may be applied toward a graduate degree if approved by the department and by the Dean of the College of Graduate Studies.
6. **Competitive Graduate Scholarships and Assistantships for PG Students:** PG students are not eligible for graduate assistantships, fellowships, or scholarships.

Academic Policies of the College of Graduate Studies

All graduate students are expected to be familiar with the policies and regulations of the College of Graduate Studies.

1. **Academic Year.** The University divides the academic year into two long semesters (Fall and Spring) and two summer terms of 6 weeks each.
2. **Time Limit for Degree Completion.** All course work applied toward a given degree, except for doctoral degrees, must be completed within a period of six years. This time limit applies to all work at the graduate level, including work transferred from another institution. Time spent in active military service is not included in the six-year limit. Because of Immigration & Naturalization Service regulations, a shorter period may apply to international students.
3. **Maximum Semester Course Load.** The maximum course load for graduate students during Spring and Fall semesters is 15 hours per term. The maximum course load for graduate students for any one summer term is 6 semester hours, or 7 hours if a lab is taken. These maximums apply even when the graduate student is enrolled in a combination of graduate and undergraduate courses.

4. **Definitions of Full and Part-Time.** A full-time graduate student is defined as a student taking at least nine semester hours of graduate work during Fall or Spring semesters, or enrolled in ENGR 6601 or 6602 (doctoral field study). After completing the course work for a graduate degree, students who are enrolled in a thesis, dissertation, or field-study course may be considered full-time even though they are enrolled in as little as three semester hours. In the summer, full-time is 3 hours per term. Students taking fewer than 9 hours in the Fall and Spring semesters and fewer than 3 hours in the summer sessions are considered part-time. Full-time status may be required for certain fellowships and scholarships.
5. **Deferring Graduation.** International students who wish to defer graduation by taking additional course work after their original degree plan has been completed must meet one of the following conditions: (1) admission to the new program must be granted by the new major department, and a new Form I-20 must be issued indicating the new major program of study and the length of time for completion of the second degree; **or** (2) the student must be enrolled full time (9 hours in long semesters and 3 hours in each summer semesters), **and** permission must be given in writing by the major department as well as the department where additional course work is to be taken stating that said course work is required for the original degree. All additional course work must be taken for credit and a grade must be earned. Students may not petition for “no-grade” (NG).
6. **Permission for an Undergraduate Student to Enroll in Graduate Courses, Reservation of Work by Undergraduates for Graduate Credit.** An undergraduate student who is within 12 semester hours of graduation may take a maximum of six semester hours of graduate courses that may be applied toward a master’s degree. Both the chair of the intended graduate program and the Graduate Dean must approve, and the total academic load may not exceed 15 semester hours. The G-11 form, available in the Graduate Office (219 Wimberly) and in departmental offices, is used to obtain permission.
7. **Dual Degrees.** Graduate students wishing to take dual degrees must apply to and be accepted by both major departments. It is not required that completion of both major degree plans occur simultaneously. In addition, international students must comply with all Immigration & Naturalization Service federal regulations governing enrollment and employment opportunities. It is the student’s responsibility to keep both major departments apprised of his/her continuing dual degree status and to be aware of how this may effect any financial assistance from one or both of those departments. A dual degree candidate is still subject to all the academic policies listed herein.
8. **Transfer of Graduate Credits to Lamar University.** With the approval of the chair of the major department and the Graduate Dean, a student may transfer up to six semester hours of graduate work completed at another institution, and these transferred credits may be applied toward a graduate degree at LU. Only courses with grades of “A”, “B” or “S” (satisfactory) that were accepted as graduate credit at the institution where the work was taken may be considered for graduate transfer. Transfer courses must not be more than six years old. Transferred credits are not considered in the computation of the graduate grade-point average at Lamar University.

9. **Application of Institute Hours toward a Degree.** A maximum of six semester hours of work done in institutes may be approved for graduate credit toward a degree. Institutes are defined as graduate courses of less than three weeks' duration.
10. **Application of Credits from One Master's Degree toward a Second Degree.** A maximum of six semester hours taken for one master's degree may be counted toward a second master's degree with the approval of the department in which the second degree is sought.
11. **Use of Advanced Undergraduate Courses toward a Graduate Degree.** Undergraduate courses, even if senior-level, may not be applied toward a graduate degree.
12. **Correspondence Credit, Credit by Examination, and Course Work Earned through Distance Learning.** Courses taken by correspondence and credits earned through examination are not accepted toward graduate degrees. Courses completed through Distance Learning may be applied toward a graduate degree if approved by the student's graduate committee.
13. **Course Duplication, Repeating a Course.** With approval of the chair of the major department, a student may enroll for a course a second or subsequent time and have it count as part of the semester's load. If a course is repeated, the last grade recorded will be considered the official grade, but the original grade remains on the student's record as a course taken. A repeated course will be included in the student's cumulative record and in the computation of the GPA. Independent study/special topics courses may have the same course number but are not considered to be the same course if the topics differ. If a student earns a D or F in a course required for his/her graduate degree, the course must be repeated and a passing grade of A, B, or C must be earned.
14. **Change of Major.** Except in the College of Business, changes of major must be approved by the chair and/or the graduate advisor in the new graduate program and by the Graduate Dean. In the College of Business, changes must be approved by the Associate Dean and by the Dean of the College of Graduate Studies. New international students may begin the process of changing majors during their first semester but may not actually make the change until their second term. Obtain forms for changing majors (G-16) at the Graduate Office (219 Wimberly). Caution: financial assistance provided by an academic department is usually not transferable to other departments. Students who change their major and transfer from one department to another may lose their financial assistance.
15. **Enforced Withdrawal or Course Drop.** A graduate student may be required to drop a course or courses or withdraw from the University temporarily or permanently if the student's academic work is below the standards of the College of Graduate Studies (see discussion of probation/suspension below), or if the student is found (through due process) to have engaged in academic dishonesty or misconduct. In those programs that provide clinical training or student teaching (e.g., audiology, speech-language pathology, nursing, education and human development), a student can be removed from practicum and/or the program if it is found (through due process) that he/she is a threat to the well-being of patients, students, clients, etc.

16. **Academic Dishonesty, Misconduct, Discipline Code.** Student conduct regulations, as found in the Lamar University *Student Handbook*, apply to all graduate students. These regulations include policies relating to academic dishonesty, plagiarism, University disciplinary code, and student rights and responsibilities. It is the responsibility of all graduate students to read the *Student Handbook* and to abide by all University regulations.
17. **Grading System.** The grading system for graduate students is “A” (superior), “B” (good), “C” (marginal), “D” (poor), “F” (fail), “I” (incomplete), “S” (satisfactory), “U” (unsatisfactory), Drop, and Withdrawal. Credits applicable to graduate degrees are given only for the grades A, B, C, and S. Although C grades earned at Lamar University may be counted toward the requirements for a graduate degree, C grades are not considered acceptable graduate-level performance. Courses in which a student earns only a D or F may not be counted toward a graduate degree, although such grades are calculated in determining the grade-point average. Grades of C, D or F must be compensated for by the necessary hours of A if the student is to have the 3.0 grade-point average required before awarding the degree. In computing grade-point averages, an “A” is valued at four grade points, a “B” three, a “C” two, a “D” one, and an “F” zero. An overall grade point average (GPA) of “B” (3.0) on all graduate work attempted is required for graduation. Thesis students must receive a “NG” for Thesis courses until the thesis is approved. At that time, six semester hours credit are awarded with a grade and are included in the computation of grade point averages. Incomplete work that is not finished during the next long semester (Spring or Fall) will be credited with an “F.” International students must receive a “NG” for courses (such as Graduate Projects) that have not been completed, and should not receive an “I” in any course. With compelling justification, the Graduate Dean may grant an extension of the time limit for the completion of incomplete work.
18. **Grade Change.** After a degree has been conferred, no transcribed grade may be changed except those assigned to graduate students in their final semester. Such changes require the approval of the Executive Vice President for Academic Affairs.
19. **Additional Departmental GPA Requirements.** A department or graduate program may impose GPA standards for its majors that exceed those of the Graduate College when approved by the Dean of the academic college.
20. **Admission of Faculty to Graduate Degree Programs.** Lamar University faculty will not be permitted to work toward a graduate degree within their own department. To pursue a graduate degree in another department, faculty must have the approval of the Graduate Dean.
21. **English Proficiency Required of International Students for Graduation.** International students whose first language was not English are required to pass an English proficiency test before they may be admitted to candidacy for a graduate degree. The test is not used as an admissions requirement to the Graduate College and is taken after the student is admitted and arrives on the Beaumont campus. International students who do not pass the test are required to enroll in an English as a Second Language (ESL) course until they pass the test.
22. **Rule Changes.** The University reserves the right to change any of its rules, regulations, or course requirements without notice.

23. **Waiver of Regulations.** Graduate students have the right to file a petition for exemption from any academic regulation of the Graduate College. Petitions for exemption are considered by the Graduate Appeals Committee, which makes recommendations to the Graduate Dean. Decisions of the Graduate Dean may be appealed through administrative channels (i.e., to the Executive Vice President for Academic Affairs, then to the University President, the Chancellor, and finally to the Board of Regents).
24. **Open Records Policy.** Student records, which generally include information concerning the student and the student's individual relationship to the educational institution, are available on request to Lamar University personnel who have an educational interest in the records. Individual records are also accessible to the student in question. Without written consent of the student, records are not released except as noted above.

Quality of Work Required, Probation/Suspension Regulations

The graduate student must maintain a 3.0 grade point average on all courses that receive graduate credit, whether or not they are to be applied toward a graduate degree. Leveling and elective courses taken for graduate credit are included in the computation of the grade point average. A student whose GPA in graduate work falls below 3.0 must make up the deficit, either by repeating courses in which the grades are low or by completing other graduate courses with grades high enough to bring the GPA up to 3.0.

Graduate students who do not meet the academic standards of the Graduate College will be placed on probation or suspended. Students on probation may enroll in graduate courses but may not apply for graduation. Suspended students may be temporarily or permanently denied permission to enroll in graduate courses. In computing graduate academic status, all graduate work taken during the previous six years except thesis and field study courses apply. Graduate work taken at another institution will be included in the computation of semester hours toward a degree only when that work is applied toward a degree in progress at Lamar University. Transferred credits will not be used in the computation of the graduate grade point average at LU.

1. **Minimum Academic Performance.** Graduate students with grade point averages of 3.0 or better are in good standing. Students with GPAs below 3.0 will be placed on probation or suspended. International students must complete a minimum of nine semester credit hours in each long semester. Therefore, an incomplete (I) grade is not acceptable for maintaining status with immigration.
2. **Probation.** Students with full graduate admission status who fail to achieve and maintain an overall grade-point average of 3.0 after the completion of 12 semester hours of graduate enrollment will be placed on academic probation. Students on probation who fail to raise their GPA above 3.0 within 12 semester hours of graduate work will be suspended. Students on probation may enroll in courses but may not apply for admission to candidacy or for graduation. The probationary status applies whether or not the student receives a letter of notification from the Graduate Office.

3. **Suspension.** A graduate student who has been placed on probation and who fails to raise his/her GPA to at least 3.0 within 12 semester hours of graduate enrollment will be suspended. Suspended students may enroll in summer graduate courses, and they may enroll in undergraduate courses during spring, fall, or summer semesters. Undergraduate grades earned while on suspension will not be used in the computation of the graduate GPA. Suspension for the fall semester may be removed if the student raises the graduate GPA to at least 3.0 during summer terms. The first academic suspension shall be for one long semester (fall or spring), and the second suspension will be for two long semesters. The third suspension will be permanent.
4. **Transfers to New Major Departments by Students on Probation/Suspension.** Suspended students may be admitted to another department only after they have completed their suspension, provided that they meet the admission standards of the new graduate major. Students on probation may transfer to a different graduate program with the approval of the chair of the new program but will remain on probation until their GPA is 3.0 or better.
5. **PB and PG Students and Probation/Suspension.** Post Baccalaureate students taking graduate course work are not subject to probation or suspension until they have been admitted to the graduate college and a graduate degree program.
6. **Grades Earned in Deficiency, Leveling, or Background Courses.** A GPA of 3.0 must be maintained for all undergraduate and graduate courses assigned as deficiency, leveling, or background work by the student's major department. Such courses must be repeated if grades of "D" or less are received.
7. **Additional Departmental Regulations.** A department, with approval from the appropriate academic dean, may require its majors to meet additional standards with regard to probation, suspension, and dismissal. These may be found in the appropriate departmental section of this catalog.

General Degree Requirements

1. Students must earn the number of semester hours of graduate credit specified by their major departments. Specific details may be found in the departmental section of this Bulletin.
2. Any student who writes a thesis must defend it orally before his/her committee. Students who do not write theses must pass a comprehensive examination, which may be oral, written, or a combination of both. Please consult the departmental section of this catalog for specific details.
3. The student must meet the specific requirements as set forth in this catalog for a particular degree program.

Master of Arts

1. Meet all general degree requirements.
2. If writing a thesis, complete 30 semester hours of graduate work: 18 in the major field, six in thesis, six in an approved minor or six additional hours in the major.
3. If not writing a thesis, complete 36 semester hours of graduate work approved by the graduate committee.

4. Except for the non-thesis option in history, candidates for the M.A. degree must present evidence of a reading knowledge of at least one foreign language. This requirement may be satisfied by examination or by submitting college credit equivalent to that required for the degree of Bachelor of Arts in this institution.

Master of Business Administration

1. Meet all general degree requirements.
2. Complete 30 hours of second year MBA courses specified under College of Business degree requirements if a thesis is written, plus any first year MBA courses required.
3. If a thesis is not written, complete 36 hours of second year MBA courses as specified under College of Business degree requirements, plus any first year MBA courses required.

Master of Education

1. Meet all general degree requirements.
2. Complete 30 semester hours of graduate work if a thesis is written or 36 semester hours if a nonthesis program is selected.
3. Meet the specific requirements listed in the College of Education section of this catalog for each degree program.

Master of Engineering

1. Meet all general degree requirements.
2. Complete 36 semester hours of graduate work or complete 30 hours of graduate work plus a three-hour design project.

Master of Engineering Science

1. Meet all general degree requirements.
2. Complete 30 semester hours of graduate work, including six semester hours in thesis.
3. Meet the specific requirements listed in the College of Engineering section of this catalog.

Master of Music (Performance)

1. Meet all general degree requirements.
2. Complete 30 semester hours of graduate work: 12 hours in the Applied Major, six in Music Literature, six in Music Theory and six in Music Education.
3. Special requirements in addition to the above: a formal public recital and a research paper OR a lecture recital.

Master of Music Education

1. Meet all general degree requirements.
2. Complete 36 semester hours of graduate work: 18 in Music Education, six in Music Literature, six in Music Theory, and six in Thesis.
3. Exceptions: six additional hours in Music Education may be substituted for the Thesis, and six hours in Applied Music may be substituted for Music Education courses.

Master of Science in Nursing

1. Meet all general degree requirements.
2. Complete 37 semesters hours of graduate work: 15 hours of graduate nursing core courses, 13 hours in the track (Nursing Administration or Nursing Education), and 9 hours of support courses.
3. Complete at least 4 hours of Advanced Role Practicum in the selected track.
4. Meet the specific requirements listed in the College of Arts and Sciences, JoAnne Gay Dishman Department of Nursing section of this catalog.

Master of Public Administration

1. Meet all general degree requirements.
2. Complete 36 semester hours of graduate work as specified for the degree in the Department of Political Science section of this catalog.
3. Pass both oral and written comprehensive final examinations.

Master of Science

1. Meet all general degree requirements.
2. Complete 30 semester hours of graduate work: 15 to 18 semester hours in the major field, six in thesis, and six to nine semester hours in the minor field. With the approval of the head of the major department, a student may elect to take all work in the major field.
3. If a thesis is not required, complete 36 hours of approved course work.
4. The graduate degree in psychology requires 36 hours in approved course work and six hours in thesis.
5. Students applying to the Computer Science program must satisfy the depth and breadth requirements as defined by the Graduate Faculty of the Computer Science Department.

**Summary of Graduate School
Master’s Degree Requirements**

| | |
|----------------------------------------------|---------------------------------------------|
| Language requirement..... | M.A. only |
| Minimum GPA for good standing..... | 3.00 |
| Minimum TOEFL (international students) | 525 |
| Probation | less than a 3.00 GPA |
| Suspension | less than a 3.00 GPA for more than 12 hours |
| Maximum transfer..... | 6 semester hours |
| Maximum PB credits toward degree | 6 semester hours |
| Minimum thesis credits | 6 semester hours |
| Time limit for degree..... | 6 years |
| Maximum age of GRE scores..... | 5 years |
| Minimum credit hours, most degrees..... | 36 semester hours |
| Minimum credit hours, second degree..... | 30 semester hours |
| Maximum registration, long semester | 15 semester hours |
| Maximum registration, summer term..... | 6-7 semester hours |
| File for candidacy | after 12 hours and before final 9 hours |

Doctor of Audiology

1. Complete 86 semester credits of didactic coursework required by graduate faculty.
2. Complete 66 semester credits of clinical practicum.
3. Satisfactorily complete an approved Candidacy research project
4. Satisfactorily pass a Comprehensive examination
5. Satisfactorily complete a oneyear fulltime externship in the student's fourth year of the program.

Doctor of Education in Deaf Education

1. Obtain credit for all courses required by the student's doctoral committee. The number of these courses will depend upon the student's pre-doctorate educational preparation, previous experience, and specialization emphasis during the program. Students must complete a minimum of 60 hours of coursework and six hours of dissertation.
2. Satisfactorily pass preliminary written and oral examinations after the completion of 18 semester hours.
3. Complete a four semester (1 calendar year) residency requirement.
4. Obtain admission to candidacy by completing all coursework required for the degree, complete six hours of dissertation credit following admission to candidacy, and successfully defend the dissertation prior to graduation.

Doctor of Education in Educational Leadership

1. Complete 60 semester hours: 24 hours of core courses, 12 hours in research, 12 hours in dissertation, and 12 hours in the concentration(s) and electives. All coursework, including successful defense of the dissertation, must be completed within ten years.
2. Obtain credit for all courses required by the student's doctoral committee. The number of these courses will depend upon the student's pre-doctorate educational preparation, previous experience, and specialization emphasis during the program.
3. For admission to candidacy, complete student proficiency assessment comprised of a portfolio, synthesis paper, and oral presentation.
4. Following admission to candidacy, complete 6 hours of dissertation courses and defend dissertation proposal. Complete 6 additional hours of dissertation and successfully defend dissertation.

Doctor of Engineering

1. Obtain credit for all courses required by the student's doctoral committee. The number and extent of these courses will depend upon the student's diagnostic examination, engineering experience, and educational objectives. In general a minimum of 30 semester hours of 5000 and 6000 level course work, excluding ENGR 6601 and ENGR 6602, beyond the equivalent of a master's degree will be required.
2. Complete a residency of one year.
3. Satisfactorily pass candidacy examinations as required by the student's doctoral committee.

4. Complete a field study, normally 30 semester hours, involving some technological innovation.
5. Submit and defend a formal engineering report on the field study.

Doctor of Philosophy in Chemical Engineering

Details of degree requirements are available in the College of Engineering section (page 134) of this catalog.

Advisement and Admission to Candidacy

New graduate students do not have an advisory committee and are advised by the chair of the major department or a member of the graduate faculty designated as the initial advisor.

Graduate students are not considered to be candidates for a degree until they have completed a specified set of graduate courses and have proven their academic capability. In some programs students must pass a qualifying exam before being admitted to candidacy. Students who have been admitted to candidacy are assigned an advisory committee, and the committee establishes a graduation plan.

1. **Initial Advisement.** For the first 12 hours of graduate work, students are advised by the chair of the major department or a member of the graduate faculty who has been designated by the chair as the initial advisor. In the College of Business, all graduate students are advised each semester by the Associate Dean.
2. **Timing of Admission to Candidacy.** Admission to the Graduate School does not imply admission to candidacy for a graduate degree. Students seeking a graduate degree must be admitted to candidacy **after** completing a minimum of 12 semester hours of graduate study and **before** their last 9 semester hours.
3. **Restrictions and Prohibitions to Admission to Candidacy.** Graduate students may not be admitted to candidacy if they a) are on probation, b) are suspended, c) have not removed all undergraduate deficiencies, and/or d) have not completed at least 12 hours of recommended graduate courses. International students required to pass the Michigan Test to indicate English proficiency must do so before they can be admitted to candidacy.
4. **Procedure for Applying for Admission to Candidacy.** The student is responsible for initiating the process for admission to candidacy by submitting the “Application for Admission to Candidacy for Master’s Degree” form (G2) to the chair of the major department. The form is available in the Graduate Office (219 Wimberly Building) and departmental offices. Students should submit the form after completing 12 graduate hours but before enrolling in their final 9 hours.
5. **Recommendation of Advisory Committee and Degree Plan.** After receiving the “Application for Admission to Candidacy for Master’s Degree” form (G2), the departmental chair or the designated graduate advisor submits a recommended degree plan and suggested graduate committee to the Graduate Dean by filing a “Recommendation for Admission to Candidacy for Master’s Degree” form (G3). If these recommendations are approved, the student is admitted to candidacy. The graduate dean has the option of appointing additional members to an advisory committee.

6. **Composition and Roles of the Advisory Committee.** The advisory committee will include a member of the graduate faculty designated as the supervising professor along with at least two other members of the graduate faculty. The committee will assist in monitoring/supervising the remainder of the student's program, including revision of the degree plan; supervision of research; writing and approval of the thesis, field study report, or dissertation; and administration and evaluation of the final comprehensive examination.
7. **Candidacy Examinations.** Departments may require passing examination scores in the admission to candidacy process.

Master's Degree

A student should file for candidacy after completing 12 hours and before the final nine hours.

Doctor of Audiology

A student will be admitted to candidacy for the Doctor of Audiology degree only upon recommendation of his/her doctoral committee. In general, this committee will require the following:

1. An undergraduate degree in communication disorders or related field
2. GPA of 3.0 or better (based on 4 pt. scale)
3. Competitive GRE score
4. 3 letters of recommendation
5. A written essay on career goals
6. Personal interview

Doctor of Education in Deaf Education

A student will be admitted to candidacy for the Doctor of Education in Deaf Education degree only upon the recommendations of his/her doctoral committee. In general, this committee will require the following:

1. Satisfactory progress in all course work.
2. Continuous pursuit of the degree by earning at least three semester hours credit in a two consecutive semester period. Any student who does not do so must apply to the graduate faculty in deaf education for permission to continue in the program.
3. Preparation of a proposal for a research study involving deaf studies/education issues and defense of this proposal to a doctoral committee as part of the candidacy examinations.
4. Passing satisfactorily other examinations designed to determine whether the student is ready to do the dissertation.

A student who fails to be admitted to candidacy on the first attempt may take additional courses or otherwise prepare for an additional attempt as may be recommended by the doctoral committee. Any student who does not meet the minimum requirements as established by the student's doctoral committee may be required to withdraw from the doctoral program.

Doctor of Education in Educational Leadership

A student will be admitted to candidacy for the Doctor of Education in Educational Leadership upon the recommendations of his/her doctoral committee. In general it requires the following:

1. Satisfactory progress in all course work.
2. Continuous pursuit of the degree by earning at least six semester hours credit in two consecutive semesters each year. Any student who does not do so must apply to the Director of the Doctoral Program in Educational Leadership for permission to continue in the program.
3. Completion of a comprehensive student proficiency assessment which occurs in the course EDUD 6353: Synthesis Seminar. This has three components: a portfolio, synthesis paper, and synthesis paper oral presentation.
4. Defense of the dissertation proposal in an oral examination. (See Doctoral Handbook).

Failure to meet successfully all candidacy requirements will result in a review of the student's program by the student's academic advisor and the Executive Council. They will recommend a course of action to the Dean of the College of Graduate Studies regarding continuation. Work that must be redone must be submitted within one academic year. Results of the second proficiency assessment are final.

Students must advance to candidacy within three years of initiating coursework on the Ed.D. All students are expected to maintain continuous enrollment and register for dissertation hours until the dissertation has been completed and defended. Students must be registered for the Dissertation course at the time of their graduation. The maximum number of dissertation credit hours that apply toward graduation is 12.

Doctor of Engineering

A student will be admitted to candidacy for the Doctor of Engineering degree only upon the recommendations of his/her doctoral committee. In general this committee will require the following:

1. Satisfactory progress in all course work.
2. Continuous pursuit of the degree by earning at least three semester hours credit in two consecutive semesters. Any student who does not do so must apply to the graduate engineering faculty for permission to continue in the program.
3. Prepare a proposal for a field study involving a technological innovation and defend this proposal to a doctoral committee as part of the candidacy examinations.
4. Satisfactorily pass other examinations designed to determine whether the student is ready to do the field study.

A student who fails to be admitted to candidacy on the first attempt may take additional courses or otherwise prepare for an additional attempt as may be recommended by the doctoral committee. Any student who does not meet the minimum requirements as established by the student's doctoral committee may be required to withdraw from the doctoral program.

Doctor of Philosophy (Ph.D.) in Chemical Engineering

A student will be admitted to candidacy for the Doctor of Philosophy (Ph.D.) in Chemical Engineering only upon the completion of the following steps:

1. Be admitted into the Doctor of Philosophy (Ph.D.) in Chemical Engineering program.
2. Satisfactorily progress in all course work.
3. Pass a written qualifying examination.
4. Submit a degree plan within one year after passing the Ph.D. written qualifying examination and get approval.
5. Complete and defend the dissertation proposal and get approval.
6. Complete a minimum of 12 graduate credit hours.

The details of the degree requirements may be found in this catalog under the Chemical Engineering Department, College of Engineering.

Advisory Committees

Members of a student's advisory committee are appointed by the Graduate Dean upon recommendation by the Chair of the student's major department at the time the student is admitted to candidacy. After admission to candidacy, but before the date of the final examination or the oral defense, the student may request a change in the committee composition with the approval of the student's Department Chair. If the Department Chair does not approve a request for a committee change, the student may request the Graduate Dean to appoint a three member Review Committee. In the event the Review Committee fails to effect an agreement between the student and the original committee, a new committee may be selected for the student by the Graduate Dean, the Dean of the student's academic college, and two members of the graduate faculty of the student's academic college chosen by the Graduate Dean. The time period should not exceed 10 class days from the date of receipt by the Graduate Dean of a written request for review and arbitration by the student and the appointment of a new committee, should one be necessary.

Thesis Requirements

A thesis is required for the Master of Science degrees in chemistry and psychology and for the Master of Engineering Science degree. It is also required for the Master of Arts in Visual Arts degrees in Studio Art and Art History. It is not available in programs leading to the Master of Public Administration and Master of Music degrees, or the Master of Education degrees in Counseling and Development, or in School Administration. A thesis is optional in all other degree programs. Students who write theses are expected to follow the procedure below.

1. Register for the departmental thesis course with the approval of the student's graduate advisor. The first registration is for Thesis 5390; all subsequent registrations are for Thesis 5391. No grade will be entered for Thesis 5390 or Thesis 5391 until Thesis 5391 has been completed. All students are expected to register for Thesis 5391 until the thesis has been completed, and all students must be registered for Thesis 5391 at the time of their graduation. NOTE: No academic credit is given for thesis courses until the thesis has been approved and accepted by the major department and the College of Graduate Studies. At that time six semester hours credit will be awarded with a grade.

2. Write a thesis under the direction of the supervising professor. The form and style of the thesis must follow the thesis guidelines which are available from the College of Graduate Studies.
3. Submit a single, unbound copy of the thesis in final form to the Dean of the College of Graduate Studies at least 30 days before the last class day.
4. Defend the thesis orally at least 10 days before the date of graduation at a time and place specified by the supervising professor. The defense must be scheduled in the Graduate College at least 10 days before the defense is to be held. The supervising professor will report the results of the defense to the College of Graduate Studies within two working days.
5. Submit three official final copies of the thesis on rag content paper to the Graduate College at least 10 days before graduation. Additional copies may be turned in for binding at the same time if desired or if required by the student's major department. All copies must be signed by the student's supervising professor and committee members, department head, and academic dean.
6. Submit two extra copies of the thesis abstract and a completed University Microfilms form at least 10 days before graduation.
7. Pay all binding and abstract publication fees in the University Bookstore at least 10 days before graduation.

Non-Thesis Requirements

1. Each candidate for a graduate degree who does not write a thesis must pass a comprehensive final examination that must be taken during the last semester of attendance and at least 10 days before the conferral of the degree. The form of this examination is determined by the student's major department and may be oral, written, or a combination of both. An exception to this rule exists for Audiology/Speech-Language Pathology: those students who pass the ASHA national boards may be exempt from master's oral and/or written comprehensive examinations.
2. A student registers for the comprehensive examination by applying for graduation in the Graduate College. Applications must be filed **before** the deadline established by the Graduate College. Those deadlines are:

For December graduation First Monday in October

For May graduation First Monday in March

For August graduation First Monday of Summer Term I

Specific dates will be found in the calendar at the front of this Bulletin.

3. If all requirements for graduation except the comprehensive examination have been completed, the student may take the examination during a later semester without being enrolled in the College of Graduate Studies.
4. All oral examinations must be scheduled in the Office of the Graduate Dean at least 10 days prior to the date of the examination. The Dean may attend or may send a representative to attend.

5. Written comprehensive examinations will be administered in accordance with the following schedule.

| | |
|-------------|----------------------------|
| Fall Term | First Thursday in November |
| Spring Term | First Thursday in April |

NOTE: Written comprehensive examinations will be given only once during the summer: on the last Monday of the first summer term. If this date conflicts with the July 4 holiday, the examinations will be given on the last Monday in June. For specific dates, please consult the official calendar in the front of this Bulletin or call the Graduate College for details.

6. Failure to pass a comprehensive examination in three attempts will result in a student's being permanently suspended from that degree program. The examination may be taken only once each term. Students suspended under this provision may be admitted to another degree program if they meet the required standards and are accepted by the new degree program.

A department may prescribe additional academic requirements for its majors with the approval of the Dean of the College of Graduate Studies.

Special Topic Projects

A Special Topic Project may be required for some degrees. Those taking Special Topic Projects will be required to be continuously enrolled in the course until completion. If a student is unable to complete this course in one semester, a "no grade" (NG) will be given, and the student must re-enroll in this course until completion.

Graduation Procedure

Students who intend to graduate at the end of a particular semester must apply for graduation in the office of the Graduate Dean on or before the official deadline for application as established by The College of Graduate Studies.

Participation in commencement exercises is not required for the receipt of a graduate degree, though participation is strongly recommended. Graduating students who elect not to attend graduation exercises should notify the Graduate Dean.