



HORTICULTURAL SCIENCES
TEXAS A&M UNIVERSITY

Graduate Policy Manual

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This policy manual primarily pertains to Horticulture graduate students. If you are not a Horticulture major, please visit your program's academic advisor for questions pertaining to course work, degree plan, etc.

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GRADUATE POLICY MANUAL

DEPARTMENT OF HORTICULTURAL SCIENCES TEXAS A&M UNIVERSITY

(Revised August 2014)

PURPOSE

The purpose of the Department of Horticultural Sciences Graduate Policy Manual is to summarize those policies that frequently are encountered or misunderstood by graduate students in the Department. In addition, specific policies established by the College of Agriculture and Life Sciences (COALS) and the Department of Horticultural Sciences are presented. These policies appear in the text in italics. The Policy Manual is a supplement to the Graduate Catalog and does not replace it.

GRADUATE CATALOG

The official policies of Texas A&M University are published annually in the Graduate Catalog and updated on the Office of Graduate and Professional Studies website (<http://ogs.tamu.edu>). It is the responsibility of each graduate student to study and abide by the policies set forth in the most recently published Graduate Catalog and on the Office of Graduate and Professional Studies Website.

The Department cannot stress enough that it is the graduate student's responsibility and duty to become intimately familiar with all policies that affect their graduate program and to correctly follow all policies in a timely manner.

OFFICE OF GRADUATE AND PROFESSIONAL STUDIES

The Office of Graduate and Professional Studies (OGS) is the University office responsible for administering the graduate programs of Texas A&M University. OGS is located on main campus in the Jack K. Williams Administration Building (Room 101). All petitions, requests and proposals are turned in to OGS for final approval. Technical questions that cannot be answered at the Department level should be addressed to OGS. The Office of Graduate and Professional Studies publishes a Graduate Student Calendar every semester which gives the precise dates for all deadlines, and it should be consulted regularly. The calendar can be obtained from OGS in the Administration Building or the OGS website. The OGS also produces a Graduate Handbook that contains much helpful information which is available on their website (<http://ogs.tamu.edu>).

The OGS has much of the information relative to graduate programs on their website. The OGS website can be accessed at <http://ogs.tamu.edu>. All university level forms relative to your graduate program must be obtained from the OGS website. All Department level forms can be obtained from HFSB 204 or the Department's Home Page – <http://hortsciences.tamu.edu>.

DEPARTMENT'S HOME PAGE

The Department of Horticultural Sciences' website <http://hortsciences.tamu.edu> contains a wealth of information about the Department, including the Graduate Policy Manual, biographical sketches of all graduate faculty members in the Department, and links to other useful information, such as the OGS website. Aggie-

Horticulture.tamu.edu is also a good source to keep up with the activities of the Department.

REGISTRATION PROCEDURE

To maximize efficient use of funds and facilities, graduate students should move toward fulfillment of their degree requirements as rapidly as possible. Students should work with their Graduate Advisor and Advisory Committee to establish the courses to be taken to satisfy their degree requirements (see section on Degree Program). The registration procedure is as follows:

1. Select the courses in consultation with your Graduate Advisor and Advisory Committee.
2. You may register on-line during your designated registration period at <http://howdy.tamu.edu> and accessing “my record”. It is advisable to pre-register. There are monetary penalties for late registration (<http://finance.tamu.edu/sbs>).

MINIMUM REGISTRATION AND CONTINUOUS REGISTRATION

The Graduate Catalog and OGS website contain the latest official information on this topic. Policies specific to Horticulture graduate students or frequently asked questions are as follows:

Minimum and Maximum Registration

Table 1 lists the minimum and maximum registration requirements for graduate students. It is basically a tabular interpretation of the guidelines specified in the Graduate Catalog as modified by policies set forth by the Department, COALS, and OGS. In the event of a conflict in requirements, the default is always to those requirements of the University and College over those of the Department.

Departmental Policy on Minimum and Continuous Registration

All graduate students in the Department (regardless of major) must maintain a continuous enrollment of a minimum of 1 credit hour per semester (fall, spring and summer) from the semester of first enrollment until the semester of graduation. The student can request a waiver based on full-time employment by Texas A&M University System (TAMUS), medical reasons, leaves of absence, etc. If a waiver is granted, the student cannot be on-campus or at a Texas A&M AgriLife Research Center or other TAMU System facility actively completing requirements for their degree, except for a waiver granted to full-time TAMUS employees. The Minimum Registration Waiver form (see Form 1) can be obtained from the Department (HFSB 204). This continuous registration requirement is in addition to the University requirement for continuous registration for students that have completed all course requirements (other than 684, 691 and 693) on their Degree Plan. A waiver from the University requirement can only be obtained by filing a Leave of Absence petition with the Office of Graduate and Professional Studies (OGS). Any student in violation of the continuous registration requirement will have their registration blocked. The block can be removed only after the student consults with the Associate Head for Graduate Programs, who will consult with the Chair of the student’s Advisory Committee before removing the block. A letter of reinstatement must be sent from the Associate Head for Graduate Programs to the Director of OGS for students blocked by OGS. If a student is allowed to register after missing continuous registration for 1 or more semesters, then they must register for 1 credit hour for each semester in violation plus the current semester.

Waiver of Minimum Registration

If you feel your situation justifies registration below that stated in Table 1, fill out a Minimum Registration Form (Form 1) and turn it in to the Associate Head for Graduate Programs (HFSB 204) for approval before the first day of classes for that semester. Waivers cannot be granted for students on assistantships.

Time Limit on Course Work

Masters degree candidates must complete their course work within seven years of the first semester registration, and Ph.D. degree candidates must complete their course work within ten years. Course work taken before these periods of time cannot be used towards the degree.

100 Hour Cap Rule

Ph.D. students exceeding seven years will be penalized on hours enrolled above 100 hours in following semesters. Tuition equivalent to that of out-of-state tuition will be charged on the excess hours. This is a TAMU policy which cannot be waived by the Department.

MINIMUM COURSE PREREQUISITES

Suggested Course Prerequisites

Suggested course prerequisites vary among the M.Ag., M.S. or Ph.D. degrees depending upon the desired internship experience, research project, subdiscipline within the field that is chosen, and the post-graduation goals of the prospective student. Most prerequisites for programs within the Department are accomplished by a B.S. in Horticulture, Agronomy, Biology or related sciences. Some remedial course work may be required for applicants with Bachelor's degrees from widely divergent fields of academia.

Departmental Policy on Course Prerequisites

It is highly recommended that all graduate students in the Department of Horticultural Sciences have taken or will take 6 credit hours of 200, 300, 400 or 600 level HORT courses prior to admission. In the event that the student is deficient in HORT, the Chair of the student's Advisory Committee can require the student to take an additional 6 credit hours of HORT (300, 400 or 600 level course) at TAMU as part of their degree. The courses must be approved by the Chair. Any 300, 400 or 600 level courses may be applied towards the student's Degree Plan with the Chair and Committee's approval. These 6 hours of HORT courses will be in addition to the 9 hour Master's and 12 hour Doctoral requirement at the 600 level for all HORT graduate students. If the student is deficient in non-HORT supporting field courses (for example, chemistry, soils, plant physiology, etc.), the Chair will determine course prerequisites that need to be taken.

Graduate students in the Department of Horticultural Sciences majoring in molecular and environmental plant science (MEPS), genetics (GENE), food science and technology (FSTC), or plant breeding (PLBR) must meet the course prerequisite requirements set forth by the Interdisciplinary Faculty of that major.

Courses Specified by the Graduate Admissions Process

In addition to the above Departmental course prerequisites the graduate admissions process may specify certain courses as a condition of acceptance into the Department's graduate program. Individual Chair or Advisory Committees may also require certain courses to be taken as a prerequisite to a degree. These decisions are made based on the student's background, degree pursued and/or type of research or internship to be undertaken, and are made on a case by case basis.

DEGREE PLAN AND GRADUATE ADVISORY COMMITTEE

Degree Plan

The Degree Plan establishes all course work required for the graduate degree and also establishes the Graduate Advisor and Advisory Committee.

The Degree Plan will list the courses that a student must complete for their degree. In addition, prerequisite courses that the committee feels are necessary to fill-in gaps in the student's previous training or education may be listed. See Degree Plan Deadlines for pertinent deadlines.

The degree plan is submitted on-line. Please see the OGS website (<http://ogs.tamu.edu>) under current student tab for specific instructions.

Departmental Policy on Minimum Course Requirements

Requirements are subject to change. Students are required to follow the newest set of minimum course requirements at the time the Degree Plan is submitted.

All graduate students in the Department must:

1) Regardless of major, take or have taken one graduate level statistics course per degree (i.e. one for the Masters and another for the Ph.D.; if none were taken for the Masters, then two are required for the Ph.D.). This may be satisfied by a graduate level statistics course or a graduate level experimental design/data analysis course in a subject matter department;

2) Regardless of major, take at least one 681 seminar course per degree (i.e. one for Masters and another for Ph.D.). The seminar may be in Horticulture (i.e. HORT 681) or in the student's major (i.e. MEPS 681, GENE 681 or FSTC 681). Up to three repeated hours of HORT 681 may be applied to satisfy the minimum number of graduate hours required in Horticulture courses. If a student transfers from another major and has already taken a 681 equivalent in that major, then the 681 requirement will be waived for that degree. It is also expected that all Horticulture graduate students attend the biweekly seminar series organized by the Department of Horticultural Sciences throughout their studies in the Department. This series is designed to expose students and faculty to the wide diversity of activity in horticulture.

3) All HORT majors must take at least one hour of HORT 690 that is taught by a Departmentally designated faculty member as a professional development course. If the course has been previously taken during a Masters degree at TAMU, then the requirement will be waived for the Ph.D. Additional hours of HORT 690 may be taken under other faculty as various theory of research courses, however these will not substitute for the HORT 690 to be required as a professional development course.

4) All HORT Master of Agriculture or Master of Science students must take nine hours and HORT Ph.D. students must take twelve hours of graduate level instructional HORT courses (excluding HORT 684, 685, 690, 691 or 693) in addition to the HORT 690 requirement as a professional development course. Ph.D. students who have taken nine hours during their M.S. program in the Department can use these nine hours as part of the 12 hour requirement for their degree. Up to three hours of HORT 681 Seminar can be applied toward these 9 and 12 hour requirements, respectively.

5) *All other curricular matters are at the discretion of the student and his/her Graduate Advisor and Advisory Committee, assuming the requirements of the Department and Graduate Catalog are met.*

Schedule of Horticulture Graduate Course Offerings

Table 2 lists all graduate courses offered in the Department and the tentative semesters in which they are projected to be offered. This table is intended for planning purposes, but due to a variety of reasons impacting faculty schedules and Departmental resources is subject to change without notice.

Use of Transfer Courses

Consult the latest edition of the Graduate Catalog for the section on Limitation on the Use of Transfer, Extension and Certain Other Courses. These guidelines located under the degree type section (M.Ag., M.S., Ph.D) must be followed in preparing a Degree Plan.

Degree Plan Deadlines

Degree Plans must be completed and filed with OGS: 1) during the 2nd regular semester and prior to registration (or preregistration) for a third semester for Master's candidates and during the 4th regular semester and prior to registration (or preregistration) for the fifth semester for Doctoral candidates and 2) no later than 90 days prior to the date of the final oral examination or thesis defense for Master's candidates or preliminary exam for Doctoral candidates. The student will be blocked from registering by OGS if the degree plan has not been filed by the specified semester.

Graduate Advisor or Chair of the Graduate Advisory Committee

The graduate advisor serves as the Chair of the Graduate Advisory Committee. The graduate advisor should be selected based on the interest and goals of the student, workload and interest of the faculty, funding availability, and availability of facilities and equipment. Students seeking to apply for a M.Ag., M.S., or Ph.D. degree in Horticulture should have identified a member of the graduate faculty to serve as their advisor as students applying for Horticulture degree programs are not admitted unless a faculty member indicates agreement to serve as their advisor.

The graduate advisor plays the primary role in the development of a graduate student's program. The graduate advisor assists the student in preparation of a Degree Plan.

The student should work closely with the graduate advisor to determine that the graduate program is meeting the student's goals, and to seek advice from the advisor on problems that may develop during the course of graduate study.

Members of the Graduate Advisory Committee

In addition to the graduate advisor, who functions as the Chair, Master's candidates must select two faculty members to serve on their Advisory Committee, and Doctoral candidates must select three faculty members to serve on their Advisory Committee. At least one of the committee members must be from outside the student's Department or major.

Any member of the Graduate Faculty can serve as a committee member. Graduate Faculty in the Department of Horticultural Sciences include those faculty who hold Assistant Professor, Associate Professor, or Professor rank or a Distinguished Lecturer designation and have been approved at the Department, COALS, and University levels for inclusion as Graduate Faculty. A list of all Graduate Faculty in the Department appears in Table 2. A Biographical Sketch of all Graduate Faculty

and Adjunct Graduate Faculty in the Department is available on the Department's website, <http://hortsciences.tamu.edu>. The Graduate Catalog contains a list of all members of the Graduate Faculty in the University. The Advisory Committee may include Texas A&M University faculty or staff that are non-members of the Graduate Faculty (such as post-doctoral Research Associates, Research Scientists, Lecturers, Research Assistant Professors, Research Associate Professors, or Research Professors), or even qualified individuals from outside the University, with special permission from the Director of OGS. Special appointments to a graduate committee are non-voting members and they must be in addition to the normal contingent of graduate faculty members on the committee. Committee members become official upon the submission of the degree plan.

Preliminary Graduate Advisory Committee Meeting

The student should schedule an advisory committee meeting prior to the second semester's registration. The purpose of this meeting is to determine a student's level of competence, and to guide the student in developing a plan of study which meets his or her career goals. The meeting is informal and consists of an interchange between the student and the committee members. The student, with the help of the graduate advisor, should prepare a preliminary Degree Plan and a preliminary research/internship plan for discussion at the meeting. The meeting will end with suggestions for the student on preparing the Degree Plan and the internship/thesis/dissertation proposal. The committee may suggest an additional meeting at a later date to finalize the program of study and proposal as needed.

THESIS/DISSERTATION PROPOSAL

An M.S. candidate must develop a thesis proposal, and a Ph.D. candidate must develop a dissertation proposal. The proposal describes the area of research, lists the objectives of the research, and presents the methodology and approach that will be used. A cover page for the proposal (Form 2) and the guidelines for preparing the proposal can be obtained from the OGS website. If the research involves human or animal subjects, an approved protocol number from the Institutional Review Board for Human Subjects or The University Laboratory Animal Care Committee for animal use must be included on the proposal approval page. If the research involves the use of recombinant DNA, pathogens of humans, plants or animals or other biohazards, an approved Institutional Biosafety Committee permit number must be included on the proposal approval page. *All M.S. students in the Department of Horticultural Sciences must file a thesis proposal with the OGS prior to registration (or preregistration) for a third regular semester. All Ph.D. students in the Department of Horticultural Sciences must file a dissertation proposal with the OGS prior to registration (or preregistration) for a regular fifth semester. If the thesis or dissertation proposal is not filed by this time, students will be blocked from registration by the Department.*

PRELIMINARY EXAMINATION

A preliminary examination is required for all Ph.D. students; waivers are not permitted. Refer to the latest issue of the Graduate Catalog and OGS website for details. All Ph.D. students are eligible, beginning the semester after successful completion of the preliminary examination, for a \$50 per month increase if they have successfully completed their preliminary examination and are employed on an assistantship. This increase will be provided from the same source of funds used to fund their assistantship during a given semester. It is the **student's responsibility** to notify payroll in the Horticultural Sciences Departmental office of the new status.

M.S. THESIS AND Ph.D. DISSERTATION

In the Department of Horticultural Sciences, an M.S. degree requires a thesis and a Ph.D. degree requires a dissertation. Research problems should be carefully selected by the student, their Graduate Advisor, and Advisory Committee to investigate areas of mutual interest with significant research potential.

The M.S. thesis and Ph.D. dissertation must be prepared according to the guidelines set forth in the "Thesis Manual", which can be accessed at <http://ogs.tamu.edu>. An example of the thesis title page can be found on page 26 (Form 3).

Master of Agriculture students within the Department are required to provide a CD containing one electronic copy of the professional paper in Adobe Acrobat (pdf) format and an original paper copy of the signed signature page in paper copy format to the Associate Head for Graduate Programs by the last Friday of regularly scheduled classes during the semester in which the student intends to graduate. If these are not provided, a block will be placed on graduation. Copies of the thesis and dissertation for M.S. and Ph.D. students, respectively, are maintained by the Texas A&M University library and clearance from the thesis office by their published deadlines is required prior to graduation.

EXIT SEMINAR

An exit seminar summarizes the major findings, experiences and accomplishments of a Master of Agriculture internship, Master of Science thesis or Doctor of Philosophy dissertation. The exit seminar is presented at the end of a student's graduate program. See OGS Calendar for deadlines.

Departmental Policy on Exit Seminar

All graduate students in the Department, regardless of major, must present a final exit seminar (not for course credit) on the final results of their internship and professional paper for M.Ag. students, or their thesis or dissertation research for M.S. and Ph.D. students. These seminars must be announced by the graduate student between 1 to 2 weeks in advance of the seminar by placing fliers in mailboxes and posting on bulletin boards on all floors of the HFSB and sending a copy of the announcement to the Department's Associate Head for Graduate Programs or their designated representative for electronic distribution. The exit seminar must have open attendance. The scheduled time for the exit seminar is determined by the student and graduate advisor, and is often held just prior to the final examination. Alternatively, the exit seminar may be presented as a part of the Department's seminar series during the last semester of the student's graduate program.

MINIMUM GRADE POINT RATIO (GPR)

Graduate students must maintain a minimum cumulative grade point ratio (GPR) of 3.00 on both the courses on the Degree Plan and on all graded graduate (600) and advanced undergraduate (300, 400) courses eligible to be applied toward a graduate degree. The cumulative GPR is calculated from all graded (excludes S/U) courses taken at Texas A&M University that are eligible to be used on the Degree Plan (i.e. all 300, 400 and 600 level courses). The University policy and method of calculation of the GPR is described in detail in Graduate Catalog.

Departmental Policy on Minimum GPR

If a graduate student's GPR falls below a cumulative 3.00, then the following Departmental policy details the procedures that are followed.

All graduate students must maintain a cumulative grade point ratio (GPR) of 3.00 or greater. Any student whose cumulative GPR falls below a 3.00 will be allowed the next semester in which they are enrolled to raise their cumulative GPR to or above a 3.00. For students on an assistantship or fellowship, funding for that semester will be allowed only if justified to the satisfaction of the Associate Head for Graduate Programs, Department Head, Executive Associate Dean of COALS, and Director of OGS. A letter of justification for continued funding is forwarded from the Chair of the Advisory Committee, through the Associate Head for Graduate Programs, and to the Department Head. The Department will then make a recommendation to the Executive Associate Dean of COALS and Director of OGS for a final decision.

If the student's cumulative GPR is not raised to 3.00 or above after the next semester of enrollment, or if the student's cumulative GPR falls below 3.00 in any subsequent semester (i.e. if a student ever has two semesters with a cumulative GPR below a 3.00, whether the semesters are consecutive or not), the Chair and Advisory Committee will be asked to recommend if the student should be allowed to continue their graduate program. A written recommendation as to the future of the student's graduate program will be sent from the Chair, through the Associate Head for Graduate Programs, and to the Department Head. If the student is allowed to continue, all graduate assistantship and fellowship funding will be terminated immediately, unless extraordinary justification is presented. The Department will then make a recommendation to the Executive Associate Dean of COALS and Director of OGS for a final decision.

If, after the second violation, the student's cumulative GPR is not raised to 3.00 or above after the next semester of enrollment, or if the student's cumulative GPR falls below 3.00 in any subsequent semester (i.e. if a student ever has three semesters with a cumulative GPR below a 3.00, whether the semesters are consecutive or not), the graduate student will be terminated from the graduate program immediately, unless extraordinary justification is provided by the Chair, through the Associate Head for Graduate Programs, and to the Department Head. The Department will then make a recommendation to the Executive Associate Dean of COALS and Director of OGS for a final decision.

ELEMENTS OF A MASTER OF AGRICULTURE PROGRAM

Internship

All M.Ag. students must devote a minimum of three consecutive months full-time, or its equivalent, to an internship experience. The internship is selected in cooperation with their Graduate Advisor and Advisory Committee and approved by the Associate Head for Graduate Programs. In the interest of broadening a student's experiences, advisory committees are discouraged from approving internships at the student's family business or at a firm at which the student is currently or formerly employed. Along this same reasoning, advisory committees are discouraged from approving internships that allow students to remain on campus. M.Ag. students should request a copy of the Internship manual from the Graduate Advisor in HFSB 204 which contains useful information on the guidelines and policies to follow prior to embarking on an internship. At the completion of the internship, an evaluation between the student and agency supervisor takes place using the internship evaluation

form that can be obtained from the Graduate Advisor in HFSB 204. The agency supervisor should turn in the form as soon as feasible following the evaluation.

Professional Paper

The professional paper is based on the internship experience and has three main parts: preliminary pages, the text, and supplementary pages.

1. Preliminary Pages (in the following order)
 - a. Title page
 - b. Approval page (Form 4 in Appendix)
 - c. Abstract (the first numbered page, iii)
 - d. Dedication page (optional)
 - e. Acknowledgment (optional)
 - f. Table of Contents
 - g. List of Tables (if more than one table is used)
 - h. List of Figures (if more than one figure is used)
2. Text (normally requires the following)
 - a. Introduction (problem studied at internship site)
 - b. Review of Literature
 - c. Objectives (for the problem-solving experience)
 - d. Results
 - e. Conclusions and/or Recommendations
 - f. Additional Internship Experiences
3. Supplementary Pages (in the following order)
 - a. Bibliography, references or literature cited
 - b. Appendices (if needed)
 - c. Vita

APPROVAL AND FILING OF PROFESSIONAL PAPER

- a) During their final semester, Master of Agriculture students are required to enroll, in addition to any other course requirements, in one hour of HORT 693 under the direction of the Associate Head for Graduate Programs.
- b) The Head will only sign the signature page after the paper has been cleared by the Associate Head for Graduate Programs. The Head may designate the Associate Head for Graduate Programs as an alternate signatory.
- c) One CD containing one electronic copy of the professional paper in Adobe Acrobat (pdf) format and an original signed paper copy of the signature page for the professional paper will be provided to the Associate Head for Graduate Programs by the last Friday of regularly scheduled classes during the semester in which the student intends to graduate. If these are not provided, a block will be placed on graduation.

ASSISTANTSHIPS AND FELLOWSHIPS

Types of Assistantships and Fellowships

The following graduate assistantships are available: Graduate Assistant Research (GAR), Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT), Graduate Assistant Extension (GAE) and Graduate Fellowship (GF). Assistantships and fellowships are awarded by the Department, College, University, endowments or sponsoring agencies. Assistantships require a work commitment, such as teaching undergraduate laboratory sections or working in a research

laboratory. Students that hold full-time graduate assistantship positions are required to work 20 hours per week (50% effort). Assistantship positions are not allowed to work beyond 50% effort without the approval of OGS. These guidelines vary between domestic and international students so consult the OGS web site for more information. Fellowships do not require a work commitment and are more comparable to a scholarship.

Competitively Awarded

All graduate assistantships and fellowships are awarded on a competitive basis. Those awarded for a given semester will be for the specified academic semester only. Those awarded for multiple semesters or for the duration of the student's graduate program (subject to Departmental guidelines) are contingent on continued satisfactory performance as a graduate assistant as well as their overall graduate performance and availability of funds.

Graduate Application Deadlines

Two soft deadlines for evaluation of graduate program applications occur each year, September 15 each fall and January 15 each spring. Applications received by that date will be given full consideration by the Department's graduate application evaluation committee (GAEC) for open assistantships.

- i) The GAEC will consist of all full and associate members of the graduate faculty in the Department of Horticultural Sciences.
- ii) Assignment of teaching assistantships will be based on the strength of the qualifications of the student and their suitability to teach the courses associated with the available slot. Although students will be assigned to assist with a given course or courses, the need to change course assignments to accommodate budget changes, undergraduate curriculum changes and other considerations may exist. Students assigned to a given course will be independent of whether or not their advisor instructs the course(s). There will be an attempt to minimize shifts in teaching assignments, in order not to over burden students with preparation of new lesson/lab plans nor faculty with retraining student teaching assistants each semester.
- iii) Recruitment of the highest quality students for graduate research and quality instruction in the classroom/laboratory will be the first priority. This is combined with a fair and equitable rotation of assistantships to various programs in the department including due consideration of faculty participation in undergraduate and graduate classroom instruction, student organization advising, and departmental service.

Individual faculty seeking to recruit individual students for grant-funded assistantships may request evaluation of students' applications outside of the general departmental application deadlines. Evaluation of the applications for these students will follow our previous model of an ad hoc evaluation committee of six faculty members from related fields to those areas of interest indicated by the student in their statement of purpose. These committee members will be appointed by the Associate Head for Graduate Programs at the request of the faculty member(s) interested in recruiting the students.

Minimum GPR and GRE

The Department requires all students on assistantships and fellowships to have a minimum entrance GPR of 3.00 and to maintain a minimum graduate GPR of 3.00 throughout their program. Successful applicants to the M. Ag. or M.S. programs typically have an undergraduate GPR of 3.00 or better, GRE scores of approximately 153 (500 previous scale) in verbal and 144 (500 previous scale) in quantitative or greater, strong letters of support for admission to the graduate program from faculty

mentors, a well written letter of application, and in the case of international students strongly demonstrated competency in English via TOEFL scores or other testing instruments. Applicants for the Ph.D. program whom have successfully completed a prior M.S. degree usually have similar or greater qualifications than those outlined for admission to the Masters programs. Applicants for a Ph.D. program directly from an undergraduate program without a prior M.S. degree are typically successful in being admitted only if able to demonstrate abilities beyond those usually demonstrated by applicants to the Masters programs. Examples might include a combination of more highly competitive GPR or GRE scores, very strong letters of reference, and evidence of prior research experience. Evidence of prior research experience might include authorship or co-authorship on peer reviewed research articles, experience in an undergraduate research program or course, or a letter from a faculty member detailing direct involvement in research efforts in their laboratory. Students successfully admitted to the Ph.D. program with only a B.S. are strongly discouraged from transferring to a Masters program later in their term of study.

Transfer from M.S. to Ph.D. programs

Transfer from a M.S. program to a Ph.D. program of study is permitted with unanimous approval from the student's graduate advisory committee. A consenting committee member will likely need to be added to the advisory committee to reach the required minimum number as outlined by OGS. Upon changing majors, a new degree plan will need to be submitted to OGS.

Minimum Registration - Full-Time Status

Graduate students on **any level** of assistantship or fellowship funding must register for full-time course load. For the fall and spring semesters, full-time status is 9 credit hours. Full-time status for the summer semester is 6 hours. Full-time registration cannot be waived for students on assistantships or fellowships. Full-time status may also be required for certain scholarships, insurance coverage, loan eligibility or international student status. Typically, all international students must be registered as full-time students for the fall and spring semesters, regardless of funding source. All international students must register for a full-time course load during their first semester at Texas A&M, first semester in a new academic program, or last semester in an academic program. For the summer semester, international students who are not supported on an assistantship or fellowship are required to register for a minimum of 1 hour. International students are allowed to petition for a Reduced Course Load due to medical reasons, academic difficulty, or final semester. These requirements should be investigated by the student when less than full-time enrollment is being considered.

Time Limit on Assistantships

As a general policy, appointment to a graduate teaching assistantship will be granted to Master's level students for a maximum of 5 long semesters (fall and spring). These 5 semesters of teaching do not have to be consecutive. Similarly doctoral students will be allowed to hold teaching assistantships for a maximum of 9 long semesters (fall and spring). Extensions can be granted with approval of the Associate Head for Graduate Programs on a case by case basis. Each student's teaching performance is reviewed each semester by the instructor of record for that course. Continuation as a graduate teaching assistant will be contingent on a satisfactory evaluation. All graduate research assistantships are provided by grant funds secured by the faculty member. Appointment to and continuation of a graduate research assistantship is at the discretion of the student's advisor and is typically contingent on satisfactory student performance and availability of funds. The length of fellowships varies, and is specified when the fellowship is awarded. Continuation of fellowships is typically contingent on student performance and availability of funds.

Medical Benefits

Graduate students on full-time assistantships (50% effort; 20 hours/week) receive medical benefits through the Graduate Student Insurance Plan after 90 days for new employees (students should consult the appropriate agency or university personnel office to obtain the latest rules relating to employment and benefits). The benefits can be extended to their spouse and dependents for an additional fee. Graduate students on fellowships do not receive medical benefits. Medical insurance policy information is available on the Office of Graduate and Professional Studies (ogs.tamu.edu) website.

Outside Employment

According to the Payroll Office, if a graduate student is on a 20 hour per week teaching or research assistantship they cannot be employed in any other capacity on-campus without prior approval from OGS. If approval is obtained from the Department and OGS, a domestic student is not allowed to work more than 10 hours per week beyond the assistantship anytime during the semester. International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules. The Payroll Office conducts computer checks of all students for additional employment on-campus on a semester basis, and actively enforces this policy. Off-campus employment is not restricted by the Department unless a conflict of interest is involved. Any potential conflicts of interest between on-campus and off-campus employment should be reported immediately to the Department Head and the appropriate financial disclosure forms must be filed.

Training & Safety Documentation

Each graduate student is responsible to provide evidence of the introductory laboratory safety training course to the Main Administrative Offices of the TAMU Department of Horticultural Sciences and the Graduate Advisor. Those students working in research or teaching laboratories must provide lab safety certification prior to beginning employment with the Department. For those students working in greenhouses or nurseries, a Texas Department of Agriculture Pesticide Handler's Card is required before beginning work in the greenhouse or nursery. Training for pesticide handler's certification is offered in the Department on a regular basis and students should consult with the office staff to determine the next available training date. Graduate students are periodically required by TAMUS, COALS, the Department, or their graduate advisors to obtain additional safety and employment related training. Documentation of all such training should be provided to the appropriate personnel in the Main Administrative Offices of the Department and Graduate Advisor. Refer to page 16 for details on how to access the trainings.

Student Travel

Graduate students who travel beyond 25 miles for educational purposes (i.e. attending meetings/conferences, volunteer activities, field trips, performing research, internship, etc.) must file a travel documentation form with the University. Refer to page 17 for the University Travel Policy.

TEACHING EXPERIENCE

Wherein possible, all students should be encouraged to obtain a minimum of one semester's teaching experience as a teaching assistant in an undergraduate laboratory section during their tenure at Texas A&M University. All new teaching assistants must attend and complete the Teaching Assistant Institute (TAI) training prior to teaching in the classroom. Documentation of this training should be provided to the appropriate personnel in the Main Administrative Offices of the Department. Additionally, international students whose native language is not English must pass

the English Language Proficiency Exam prior to serving as a graduate teaching assistant. All graduate students are eligible, beginning the semester after successful completion of the Center For Teaching Excellence Graduate Teaching Academy Fellow program (gta.tamu.edu), for a \$25 per month increase if they have successfully completed the GAT Fellow program and are employed on a teaching assistantship. This increase will be provided from the same source of funds used to fund their assistantship during a given semester. It is the **student's responsibility** to provide documentation to payroll in the Department of Horticultural Sciences of their new status.

NONRESIDENT TUITION EXEMPTIONS

The following conditions allow a non-resident of the State of Texas to obtain a non-resident tuition waiver as a result of House Bill (HB) 1147. Current information on this topic can be found in the appendix of the most current catalog in "Rules and Regulations for Determining Residence Status" which can be obtained through OGS.

Competitive Scholarships

A scholarship is one, which is designated as competitive by the institution, whose sum either singularly or in combination with other competitive scholarships totals the amount of \$1000, that is publicized and open to all students including Texas residents; and which has been selected by the institution to be a basis for the waiver of non-resident tuition charges.

Faculty and Dependents

Teachers, professors, and research associates who are employed at least one-half time on a regular monthly basis by a Texas institution of higher education are entitled to register themselves, their spouse, and their children in a Texas institution of higher education by paying the tuition and fees required of Texas residents. This is subject to change by the Texas state legislature.

Assistantships and Fellowships

Teaching assistants, research assistants, and graduate assistants non-teaching who are employed at least one-half time at a Texas institution of higher education and whose job duties are related to teaching or research in an academic program associated with their field of study are entitled to register themselves, their spouse and their children in the employing Texas institution of higher education by paying the tuition and fees required of Texas residents subject to change by the state legislature.

Provisions for Improper Registration for Tuition Purposes

HB 1147 requires that if a student falsely registers as a resident student when he or she is actually a non-resident, the student has 30 days from the date of notification by the University to pay the amount he or she should have paid as a non-resident. If the individual fails to make a timely payment as required by law, the individual is not entitled to receive a transcript or to receive credit for courses taken during the time the individual was falsely registered as a resident student.

Non-resident Tuition Exemption Form

Blank forms can be obtained from HFSB 204 and must be completed each semester. The form is completed by the student, signed by their employer, and then signed by the Associate Head for Graduate Programs or designated Departmental representative (currently Ms. Jennifer Jakubik). If the student is employed by the Department of Horticultural Sciences, the form is filed and processed in HFSB 202 before fees are to be paid. If a student is employed by another department, the form should be filed with the Office of Graduate and Professional Studies. The student is required to be registered for 9 or more hours before processing the form.

Establishing Texas Residency

The ideal solution is to be declared a Texas resident. This determination is made by the Registrar in the Office of Admissions and Records. You should contact the Registrar directly if you have questions.

HOLIDAYS FOR GRADUATE STUDENTS ON ASSISTANTSHIPS

Graduate students on assistantships are considered part-time employees of TAMU, TAES or TCE. As such they are entitled only to time off during official University holidays and do not accrue vacation time or sick leave. However, students on GAR or GAT may make arrangements with their supervisor to take time off during non-University holidays; but this must have their supervisor's approval and they must make up the work missed either before or after the time gone.

PERSONAL COMPUTER USE IN GRADUATE STUDENT OFFICES

Graduate students may use their personal computers in their assigned offices and laboratories, but TAMU, Texas A&M AgriLife Research, Texas A&M AgriLife Extension, and the Department assume no liability for theft or damage to the computers. Only Department / University owned computers are eligible to be connected to the Departmental computer network. This restriction is a result of potential liability, security, and labor issues related to the connection of the personal computers to the Departmental network. Appeals for exceptions to this policy should be made to the Associate Head for Graduate Programs. If an exception is granted, unrestricted access to the computer will be granted to the Department's System Analyst for purposes of maintaining security and risk management of the Departmental network. Any computers connected to the network must be equipped with up-to-date virus protection software and other software as dictated by TAMU System, University, College, and Departmental policies. In addition, all users regardless of who owns the computer are subject to university guidelines for computer usage (<http://student-rules.tamu.edu/>).

SIGNATURES

All petitions, degree plans, thesis/dissertation proposals, requests for final exams, change of major, drop/add forms, late registration, minimum registration forms, etc. require Departmental approval. The current Department Head has designated that all requests and forms be signed by the Associate Head for Graduate Programs. If the Associate Head for Graduate Programs is not available, then the Head can sign in their place. **The final copy of the thesis/dissertation is signed by the Head, or at his designation the Associate Head for Graduate Programs.** Many items also require Dean's approval. Dean's signatures are obtained from the Dean's Office.

BLOCKS

Blocks (such as registration blocks) placed on the student by the Department can only be removed by the Department Head or Associate Head for Graduate Programs. Blocks placed by other units within TAMUS (Deans Office, OGS, Parking and Transit, Fiscal Office, etc.) can only be removed by that unit.

ANNUAL GRADUATE STUDENT EVALUATION

At the end of each academic year all graduate students adloced to the Department of Horticultural Sciences are required to complete in cooperation with their advisor (co-advisors) the Annual Graduate Student Evaluation form. The latest version of this form is available on the graduate section of the TAMU Department of Horticultural Sciences website. The purpose of this evaluation is to determine a student's progress toward fulfilling their degree requirements, enhancing goal setting for the coming year, documenting the student's accomplishments, and encouraging timely feedback between the student and advisor on the student's professional development and career goals. The annual graduate student evaluation is due July 1st each year. If a student fails to have the annual evaluation with their advisor and does not submit the completed form by July 1st, a block will be put on their upcoming fall semester registration and remain in effect until the evaluation form is turned in. If the student has already registered for fall classes by July 1st, their courses will be dropped by the graduate advisor and they will not be allowed to re-register until the evaluation form is completed and turned in.

GRADUATE RECORDS CONFIDENTIALITY

The Graduate Records in the Department offices are confidential and as such you are not allowed access to your complete graduate folder without permission of the Department Head or Associate Head for Graduate Programs, subject to TAMU System guidelines. If you would like to view any of the information in your folder, you may ask the Associate Head's Administrative Assistant, who will make you a copy of the appropriate materials when time permits. Confidential letters of reference, evaluations, etc. will not be copied if the prospective student has signed a waiver of the right to view those documents.

FINAL COMMENT:

Every attempt is made to meet the needs of individual students. You are encouraged to discuss your goals and objectives fully with your Graduate Advisor, Advisory Committee, Department Head, or Associate Head for Graduate Programs. Solicit the help of the Associate Head for Graduate Programs if the Department, College or University policies are unclear or if you feel a policy is in conflict with your objectives. Suggestions for changes, additions or deletions to all policies are welcomed. Your views and suggestions are taken seriously by the Department and have a real impact on formulating Departmental policies. Therefore, please speak up when you feel it is appropriate. Communication is the key to a successful graduate program.

Laboratory compliance:

Every student is required to enroll in the Laboratory Safety course (classroom). You can find the schedule of available dates for this class at: <https://ehsd.tamu.edu/default.aspx>. (Please check to make sure that it does not conflict with any other mandatory Orientation events.) At the 'Environmental Health & Safety Assistant Login' page, choose the 'Training Calendar' link. Then login using your name and UIN. Select the Introduction to Laboratory Safety Training class that fits your schedule and register. You need to attend this class ASAP.

When you take Introduction to Laboratory Safety Training class, it will include 'Hazard Communication'. If you cannot attend Introduction to Laboratory Safety Training **before your first working day in the lab environment**, you must complete 'Hazard Communication (Webbased)' training on **TrainTraq**. Once you sign into SSO, click on TrainTraq, and search through the Course Catalog for Hazard Communication. You may also take the course by using <https://ehsd.tamu.edu/default.aspx>. Login using your HOWDY username and password. Then follow the links: Training, EHS Web-based Training, Begin Session, Hazard Communication Training, and begin training. This will document this phase of training. You will be prompted for a mailing address for the certificate (your name, Dept. of Hort Sci., Mail Stop 2133). When you get the certificate, you and your direct lab supervisor will engage in 'on the job' safety training specific to your lab. Subsequently, you will be able to fill out the bottom half of the certificate. **You are responsible for getting this training before you work in the lab, and you will not receive a paycheck until this is accomplished.**

Additionally, Teaching Assistants are required to take the Laboratory Safety for Teaching Assistants training in addition to the Laboratory Safety course (classroom based). Go to <https://ehsd.tamu.edu/default.aspx> and login using your HOWDY username and password. Then follow the links: Training, EHS Web-based Training, Begin Session, Laboratory Safety for Teaching Assistants, and begin training. Once you complete the training and receive the certificate, you must provide a copy to the Graduate Advisor.

If you teach a lab, you and your direct supervisor will deliver the appropriate Lab Safety training to your students during the first days of the semester. This will include training of students in safe techniques, as well as documentation of this training. Your supervisor will provide you with these documents for students, and inform you of the specifics of your lab's safety training program.

Miscellaneous Compliance:

All users of power tools and farm equipment or vehicles will receive training before using said equipment. Many of the appropriate training courses are available in **TrainTraq** (found in SSO). Tractor, Utility (gator) vehicle, Riding lawnmower, and WPS for agricultural pesticides are available. We have DVD's for power tool safety in our department. See the Farm Shop or Safety Officer. All greenhouse workers and students in labs using the greenhouses are required to receive WPS training. This is also available on **TrainTraq** for employees. Non-employee Students should view the WPS DVD.

Student Travel Rules

The opportunity to represent Texas A&M University throughout the state, nation, and world is one of the many benefits of being a recognized student organization. The university has established a travel registration process to promote the health and welfare of students. The Student Travel Rule and accompanying Standard Administrative Procedure apply to student travel sponsored by an academic department, university unit, or student organization. Specifically, these procedures are required when the intended travel is to an activity or event located 25 miles or more away from the university and any of the following circumstances apply:

- The event is funded by the University,
- The travel is undertaken using a vehicle owned or leased by the University,
- The activity or event is required by a recognized student organization, or
- The travel is undertaken under the scope, direction or election of a college, department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.

Having access to current information is an essential factor in the University's ability to effectively respond to a critical incident involving Texas A&M students. In an effort to ensure individuals responsible for providing assistance during an emergency have the information needed, student organizations are responsible for completing the appropriate travel forms.

All students who travel internationally for educational purposes (i.e. attending meetings/conferences, volunteer activities, field trips, performing research, internship, etc.) must register your travels with the study abroad office.

Foreign Travel:

Register with Study Abroad Program Office at <http://studyabroad.tamu.edu/?go=international%5Fconference>

For all trips outside of Brazos County for educational purposes, students are required to complete a Student Travel Information Form.

Domestic Travel:

Register with Student Activities at https://studentactivities.tamu.edu/app/form_travel

Table 1. Minimum¹ and maximum² registration requirements

	Each Fall and Spring Semester		For Entire Summer ³	10-Week	SSI / SSII
	Min.	Max.	Min.	Max.	Max
Assistantship (research/teaching/extension)					
1) State Funds	9	13	6	10	5/5
2) Grants/Contracts	9	13	6	10	5/5
Fellowship	9	16	6	14	7/7
International Students					
1) Self Supported	9	16	1	14	7/7
2) Government Support	9	16	1	14	7/7
Self-supported					
1) On-Campus entire or portion of semester	1	16	1	14	7/7
2) In Absentia Registration	1	16	1	14	7/7
3) Off campus registration	1	16	1	14	7/7
4) Full-time Employee ⁴	0	4	0	4	4/4
Thesis/Dissertation cleared by Thesis Clerk by 1st class day	0	0	0	0	0

¹All graduate students must maintain a minimum continuous enrollment of 1 credit hour each fall, spring and summer (all 10 weeks) semester(s) from the semester of first enrollment until the semester of graduation, unless 1) a Leave of Absence is granted, 2) a Minimum Registration Request is granted (for example, full-time employees), or 3) thesis or dissertation is cleared by Thesis Clerk before the start of the semester of graduation.

²Requests to exceed the maximum registration requires a petition approved by the Department and OGS.

³Minimum summer enrollment requirements for students on assistantships and fellowships is 6 hours in any combination.

⁴Full-time employees must fill-out a Minimum Registration Form if 0 credit hours registration is chosen.

Table 2. Projected graduate course offerings by the Department of Horticultural Sciences.

COURSE # AND TITLE	2014-2015			2015-2016			2016-2017			2017-2018		
	F	Sp	Su	F	Sp	Su	F	Sp	Su	F	Sp	Su
HORT												
604 Applied Physiology of Hort. Plants				LL						LL		
608 Plants for Landscape Design	MA			MA			MA			MA		
609 Plants for Landscape Design II		MA			MA			MA			MA	
610 Plant Stress Response	HK & KC						HK & KC					
611 Ecology Urban Landscapes												
618 Root Biology												
619 Plant Assoc. Microorganisms		EP						EP			EP	
626 Int'l. Floriculture Marketing		TS & CH						TS & CH			TS & CH	
630 Postharvest Biology		LC			LC			LC			LC	
640 Phytochemicals Fruits and Veggies				BP								
641 Science of Foods for Health	BP						BP			BP		
681 Seminar	PK			PK			PK			PK		
689 Fall Greenhouse Crops	TS											
689 Enology	GC											
690 Theory of Research/Prof. Dev.	PK			PK			PK			PK		

ABBREVIATIONS: BP = Bhimu Patil, CH = Charlie Hall, EP = Betsy Pierson, HK = Hisashi Kiowa, LC = Luis Cisneros, LL = Leonardo Lombardini, MA = Michael Arnold, TS = Terri Starman, PK = Patricia Klein, KC = Kevin Crosby, GC = Greg Cobb.

HORT 611 and 618 are not currently scheduled due to a change in instructor.

Table 3. Graduate faculty listed by area of specialization and (degrees that can be obtained under their direction).

Floral Design and Event Planning (Horticulture)

<u>On-Campus</u>	<u>Off-Campus</u>
Jim Johnson (retired)	
Jayne Zajicek	

Food Science & Technology / Bioactive Compounds / Postharvest Physiology (Horticulture, Food Science)

<u>On-Campus</u>	<u>Off-Campus</u>
Luis Cisneros-Zewallos	
Bhimu Patil	
Al Wagner (retired)	

Greenhouse / Floriculture Production and Marketing (Horticulture)

<u>On-Campus</u>	<u>Off-Campus</u>
Charles Hall	Brent Pemberton (Overton)
Terri Starman	

International Horticulture (Horticulture)

<u>On-Campus</u>	<u>Off-Campus</u>
Tim Davis	Daniel Leskovar (Uvalde)
Fred Davies	Raul Cabrera (Uvalde)
Leonardo Lombardini	
Mengmeng Gu	
Bhimu Patil	

Nursery / Floriculture Economics (Horticulture)

<u>On-Campus</u>	<u>Off-Campus</u>
Charles Hall	

Ornamental Horticulture / Landscape Plant Establishment / Landscape Plant Development (Horticulture, MEPS, Plant Breeding)

<u>On-Campus</u>	<u>Off-Campus</u>
Michael Arnold	Raul Cabrera (Uvalde)
David Byrne	Steve George (Dallas)
Douglas Welsh (retired)	Genhua Niu (El Paso)
	Brent Pemberton (Overton)

Plant –Associated Microorganisms / Plant Health (Horticulture)

<u>On-Campus</u>	<u>Off-Campus</u>
Elizabeth Pierson	

Table 3. continued

Plant Physiology (Horticulture, MEPS)

On-Campus

Gregory Cobb
Fred Davies
Hisashi Koiwa
Leonardo Lombardini
Patricia Klein
Elizabeth Pierson
Terri Starman

Off-Campus

Raul Cabrera (Uvalde)
John Jifon (Weslaco)
Daniel Leskovar (Uvalde)
Genhua Niu (El Paso)
Kendal Hirschi (Baylor)

Plant Breeding and Genetics (Horticulture, Plant Breeding)

On-Campus

David Byrne
Kevin Crosby
Patricia Klein
Creighton Miller (retired)
Richard Jones (adjunct)

Off-Campus

L.J. Grauke (USDA, College Station)
Xinwang Wang (Dallas)
Eliezer Louzada (Weslaco)

Sociohorticulture / People:Plant Interactions (Horticulture)

On-Campus

Jayne Zajicek
Charles Hall

Off-Campus

Tina Waliczek Cade (Texas State)

Sustainable Horticulture Production / Nursery Production (Horticulture)

On-Campus

Michael Arnold
Mengmeng Gu

Off-Campus

Raul Cabrera (Uvalde)

Vegetable Production (Horticulture)

On-Campus

Joe Masabni
Richard Jones (adjunct)
Creighton Miller (retired)

Off-Campus

John Jifon (Weslaco)
Don Henne (Weslaco)
Daniel Leskovar (Uvalde)
Gene Lester (USDA, Weslaco)
Shad D. Nelson (Kingsville)

Viticulture / Enology (Horticulture)

On-Campus

Gregory Cobb
Justin Scheiner
George Ray McEachern (retired)

Off-Campus

Edward Hellman (Lubbock)

Table 3. continued

DEGREES OFFERED THROUGH THE DEPT. OF HORTICULTURAL SCIENCES¹

	<u>M.Ag.</u>	<u>M.S.</u>	<u>Ph.D.</u>
Horticulture	X	X	X
Plant Breeding		X	X
Molecular & Environmental Plant Sciences (MEPS)		X	X
Genetics		X	X
Food Science and Technology	X	X	X

¹ M.Ag=Master of Agriculture -Non-Thesis, internship and internship professional paper required

M.S. = Master of Science - Thesis required

Ph.D. = Doctor of Philosophy - Dissertation required

Degrees obtained under the direction of off-campus faculty, require a co-advisor on campus for the student's benefit while they are on-campus completing coursework.

Form 1. Example of the form used to request registration below the minimum.

Minimum Registration Request	
Department of Horticultural Sciences	
All graduate students are required to maintain continuous enrollment during their graduate program.	
Fill out this form if you wish to register for hours below the required minimum of 1 credit each semester. Students on assistantships and fellowships cannot register below the minimum required. You may also use this form to request a leave of absence. Submit the completed form to the Associate Head for Graduate Programs prior to the first day of classes for each requested semester.	
Semester _____	Credit Hour Request _____
<u>STUDENT INFORMATION</u>	
NAME _____	MAJOR _____
CLASSIFICATION _____	DEGREE SOUGHT _____
LOCAL TELEPHONE _____	
<u>JUSTIFICATION</u>	
_____ Student's Signature	_____ Graduate Advisor's Signature
Approved:	
_____ Associate Head for Graduate Program's Signature	_____ Date

Form 2. Example of research proposal title page for thesis, dissertation, or record of study. Always consult the OGS website for the latest version.

Reset Form

Print Form

Office of Graduate and Professional Studies



**PROPOSAL APPROVAL PAGE FOR
THESIS, DISSERTATION, OR RECORD OF STUDY
Full proposal should be attached**

Major: _____ Date: _____

I submit for approval the following research proposal for my: thesis dissertation record of study

Tentative Title: _____

Verification of research regulatory compliance: Check each category below if included in any research to be reported in the final document and provide the requested protocol or permit numbers, if relevant. *The student's name must be included on any required IRB or IACUC protocols and/or the IBC permit.* This is not an all-inclusive list of all possible required compliance approvals, so check the website* below for full information.

Yes	No		If you checked yes at left:
<input type="checkbox"/>	<input type="checkbox"/>	Human subjects, including survey data	Provide the IRB protocol #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Human tissue/cell lines	Provide the IRB protocol #: _____ and the IBC permit #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Protected health information (human subjects)	Provide the IRB protocol #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Vertebrate animals	Provide the IACUC protocol #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Animal tissues/cell lines	Provide the IACUC protocol #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Recombinant DNA/transgenic animals, plants	Provide the IBC permit #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Agents infectious to humans, animals or plants	Provide the IBC permit #: _____

*Additional information can be obtained at <http://rcb.tamu.edu> (click on "Obtain Approval" link) or by calling the Office of Research Compliance and Biosafety, Division of Research, at 979.458.1467.

Approval Recommended:

_____ **Chair	Dept. _____	_____ Student's I.D. Number
_____ Member	Dept. _____	_____ Student's Name
_____ Name (Member)	Dept. _____	_____ Student's Signature
_____ Name (Member)	Dept. _____	_____ Student's Email
_____ Name (Member)	Dept. _____	_____ Student's Mailing Address
_____ Name (Member)	Dept. _____	_____ Date of Approval:

For the Office of Graduate and Professional Studies

** (Department head OR Intercollegiate Faculty Chair)

** I certify that all research compliance requirements have been addressed prior to submission of this proposal.

Last Revised: 9/20/2013

Form 3. Example title page for a thesis from OGS.
(see <http://ogs.tamu.edu/current-students/thesis-dissertation/>)

Second page in ETD file

Double space title. THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS *Title is in all capital letters.*
FOR GRADUATE STUDENTS

A Thesis
by *Name is in all capital letters.*
JOHN PHILIP SMITHERS

Submittal statement is single spaced. Submitted to the Office of Graduate Studies of
Texas A&M University
in partial fulfillment of the requirements for the degree of *Degree is in all capital letters.*
MASTER OF SCIENCE

Approved by:

Chair of Committee,	Charles Doakes	<i>Names do not include the title Dr. or Prof.</i>
Committee Members,	John J. Anderson	
	David Benner	
	Harold B. Morton	
Head of Department,	Darla J. Marsh	

December 20XX *Date is month and year of graduation.*

Major Subject: Educational Administration

NOTE: There are NO signatures on this page. The "Approval of Written Thesis" form to be signed is available at Thesis Office website.

Form 4. Example of professional paper approval page.

TITLE OF PROFESSIONAL PAPER IN BOLD CAPS

A PROFESSIONAL PAPER

By

(Insert name of student here)

Approved as to style and content by:

Dr. (Insert name), Department Head

Dr. (insert name), Committee Chair

Dr. (insert name), Committee Member or Co-chair

Dr. (insert name), Committee Member

Graduation Checklist (see <http://graduation.tamu.edu>)

The following is a general list of items adapted from OGS recommendations (the Department does not imply that this is everything a student needs to do) that a student will need to complete in order to graduate. Students are expected to refer to the current Graduate Catalog (see OGS website) for issues related to your specific degree.

1. Familiarize yourself with the OGS deadline calendar and meet all deadlines.
2. Run a degree audit on <http://howdy.tamu.edu>. Discuss any concerns with your advisor, the Associate Department Head for Graduate Programs, or OGS as appropriate.
3. Finalize your degree plan. Submit any petitions needed to correct deficiencies. Confirm that any incomplete grades have been changed to letter grades or back to an incomplete.
4. Schedule your final oral exam by the posted OGS deadlines.
5. Advertise the location, time and date of your exit seminar within 1 and 2 weeks of the seminar and notify the Department of such as indicated in this policy manual.
6. Apply for graduation by the deadline published on the OGS website.
7. Order your academic regalia by the published deadline.
8. Submit your thesis or dissertation to the Thesis Office by the posted OGS deadlines.
9. Obtain all necessary original signatures from your graduate committee and the Department and submit your thesis or dissertation revisions to the Thesis Office in time for them to clear before the posted deadlines. M. Ag. students should submit the paper copy of the original signed signature page for your internship paper and an electronic copy of the internship paper on CD to the Associate Head for Graduate Programs prior to the last Friday of regular classes.
10. Clear your academic record. Confirm that all incomplete grades have been converted to the appropriate grades.
11. Satisfy all financial obligations with Texas A&M University.
12. If you plan to continue for another graduate degree at TAMU, submit a Letter of Intent to the OGS.

Byline

This version of the Graduate Policy Manual for the Texas A&M University Department of Horticultural Sciences was revised and updated in October 2012 by Michael A. Arnold from the original versions written by David Wm. Reed and subsequently updated by Michael Arnold or David H. Byrne, with assistance from Carol Nesbitt. The most recent revisions were completed in August 2014 by Patricia Klein with assistance from Holly Smith. *All materials in this departmental graduate policy manual are subordinate to policies set forth by the Texas A&M University System, Texas A&M University, the Texas A&M University College of Agriculture and Life Sciences, and the TAMU Office of Graduate and Professional Studies as well as all local, state, and federal regulations.* Programmatic issues at the Department level represent decisions reached by the TAMU Department of Horticultural Sciences Graduate Faculty as a whole, while other policy issues are the results of guidelines from governing entities above the Department level or were determined by the Associate Head for Graduate Programs in consultation with the Department Head and College Administration. Please forward suggestions and corrections to this manual to the attention of the Associate Head for Graduate Programs, Texas A&M University, Department of Horticultural Sciences, College Station, TX 77843-2133.