

# **Toxicology at Texas A&M University**

## **Graduate Studies: Academic Policies**

### **Calendar**

Texas A&M University's academic year is divided into two semesters of 16 weeks each and a 10-week summer session. The fall semester opens in late August or early September and ends in mid-December. The spring semester opens in mid-January and ends in mid-May. The summer session may be divided into two five-week terms, the first beginning in late May and the second in early July. Texas A&M holds graduation ceremonies in May, August, and December of each year.

### **Grading**

Students receive grades of A, B, C, D, F, S (satisfactory) or U (unsatisfactory) for completed courses. Students must receive an A, B or S in most courses to include the course on their degree plan. Students must maintain a cumulative GPA of 3.0 on a 4.0 scale to continue graduate study. If the minimum GPA is not attained in a reasonable time, the student may be dropped from graduate studies.

### **Full-Time Status**

Graduate students are considered full-time if they are registered for 9 credit hours during a fall or spring semester, 6 credit hours during a 10-week summer session or 3 credit hours during each 5-week summer session. Assistantships and fellowships require students to maintain full-time status.

### **Time Limit**

All degree requirements must be completed within a period of seven consecutive years for a Masters degree to be granted and ten years for a doctoral degree. Most toxicology students complete M.S. degrees in 2-3 years and Ph.D. degrees in 4-5 years.

### **Major Steps To Complete M.S.**

1. Meet with advisor or Toxicology chair to plan course of study for first semester before registering for courses.
2. Establish advisory committee (3 faculty members) and submit degree plan before 3rd semester.
3. Meet with Graduate Council Representative, the 4th member of the advisory committee who is appointed by the Office of Graduate Studies, once degree plan is approved.
4. Complete course work detailed on degree plan.
5. Submit proposal for thesis at least 14 weeks before graduation\*.
6. Prepare thesis.
7. Apply for degree and pay diploma fee during final semester\*.
8. Complete final oral examination, with at least two weeks' notice given to the Office of Graduate Studies\*.
9. Submit 2 approved final copies of thesis\*.

\* specific deadline dates listed on Office of Graduate Studies Calendar each semester

### **Major Steps To Complete Ph.D.**

1. Meet with advisor or Toxicology chair to plan course of study for first semester before registering for courses.
2. Establish advisory committee (4 faculty members) and submit degree plan before 5th semester.
3. Meet with Graduate Council Representative, the 5th member of the advisory committee who is appointed by the Office of Graduate Studies, once degree plan is approved.
4. Complete course work detailed on degree plan.
5. Complete written and oral preliminary examination by end of 3rd year, with at least two weeks' notice given to the Office of Graduate Studies\*.
6. Submit proposal for dissertation at least 14 weeks before graduation\*.
7. Prepare dissertation.
8. Apply for degree and pay diploma fee during final semester\*.
9. Complete final oral examination, with at least two weeks' notice given to the Office of Graduate Studies\*.
10. Submit 2 approved final copies of dissertation\*.

\* specific deadline dates listed on Office of Graduate Studies Calendar each semester