

Option B: Report the incident, in writing, to the Director of Human Resources in Room 109 Harrington Science Building or to the Provost and Senior Vice President for Academic Affairs in Room 212 A.I. Thomas Building.

10. If the class related complaint involves another student(s) and is related to issues including, but not limited to sexual harassment, violence, drug use, possession of firearms, or other behaviors prohibited by federal law, state law, Texas A&M University System policy or University regulations, the student should report the incident to the Office of the Vice President for Student and Enrollment Services.

### ***Graduation Requirements***

#### **General Requirements**

The following requirements apply to all graduate degree programs. Specific degree requirements may be found in the appropriate college sections of this catalog. All candidates expecting to graduate must file an application for the degree. The deadline for filing an application for the degree is published each semester by the registrar. Upon completion of all requirements for the master's degree, candidates are certified for graduation by the dean of the Graduate School. Degrees are publicly conferred at each university commencement.

*Admission to Candidacy:* The graduate student admitted to full degree status does not automatically become a candidate for the master's degree. To become a candidate, the student must complete the following minimum requirements:

1. Achieve a satisfactory score on the GRE or GMAT as stipulated by the department and college.
2. Prepare and submit an official Application for Admission to Candidacy Form showing the applicant's successful completion of 12 semester hours of required graduate courses with an average of "B" or better.
3. Submit the application, when approved by the department head and college/school dean, to the Graduate Dean for final approval.

Advancement to candidacy for doctoral programs is governed by the procedures of the program. Information for the specific program is found in this catalog under the degree description.

*Registration Requirement:* Students completing work required for a degree must be enrolled during the term in which the work is completed and the application for graduation is filed. A fee is required for registration in absentia.

### **Application for Graduation**

A student who plans to receive a degree from Prairie View A&M University must apply for graduation. Students are to apply by the published deadline available on the website for each graduation semester (fall, spring or summer). The application for graduation for any student submitted after the published deadline for that semester will be processed for graduation for the following semester.

To start the process, secure the application for graduation form from the Office of the Registrar's webpage at [www.pvamu.edu/registrar](http://www.pvamu.edu/registrar). Proceed to your academic department for appropriate approval/signatures. A fee is required as part of the application process and will be billed to the student at the time the approved application is submitted to the Office of the Registrar. Payment of the application fee is to be submitted to the Office of Treasury Services. Students who apply for graduation but who are not enrolled for the term in which they plan to graduate will be charged an absentia fee. Finally, students receiving financial aid must participate in the financial aid exit loan process and should visit the Office of Student Financial Aid for assistance.

Students who are indebted to the University will not be allowed to participate in the commencement exercises. The degree will be posted, if earned, but the transcript and diploma will be withheld until the debt is paid.

### **Commencement and the Conferring of Degrees**

Commencement exercises are scheduled in May, August and December of each year. Participation in the commencement exercises does not constitute the formal conferral of the degree. Formal conferring of degrees and awarding of diplomas take place after the final graduation audit review conducted by the academic dean and Office of the Registrar.

The University has the right to withhold a degree if academic, financial or disciplinary deficiencies arise before the degree is posted. The University may rescind a previously granted degree if it becomes aware of information leading to the determination that the degree(s) should never have been granted.

### **Graduate Thesis and Dissertation Committees**

The dean, school/college graduate program coordinator, department head, and the University graduate program director are responsible for approving the assignment of faculty to graduate committees. Members of the departmental faculty chair thesis and dissertation committees. It should be noted on all documents, including thesis and dissertation, when the graduate committee chair is not the thesis/research advisor.

### **Graduate Thesis, Dissertation or Project Report**

The graduate thesis, dissertation or project report must be signed by the thesis and dissertation committee members, school/college graduate program coordinator, department head, and dean; it must be prepared in a style and format that is prescribed by the specific degree program. Not later than two weeks prior to the last day of classes for the term or semester the student must submit a final draft of the thesis, dissertation or project report to the Graduate School for approval. If the manuscript meets the style and format criteria established by the faculty of a specific degree program, the student will be permitted to submit the document to the student's graduate advisory committee for approval and signature.

The bound copies of the signed thesis, dissertation or project report must be submitted to the Graduate School with the approval signatures of the thesis and dissertation committee members, school/college graduate coordinator, department head, and dean on or before the last day of classes for the Dean's approval and signature (the specific number of copies will be designated by the College or School). The Graduate School will be responsible for distributing the copies to the appropriate offices.

### **Oral Examination**

An oral examination is required of thesis and dissertation students. The oral examination is designed to test verbal and explanatory abilities of students as they explain and defend their research. The examining body is the student's Graduate Thesis/Dissertation Committee and may include other interested departmental faculty. The Graduate School may assign a member of the Graduate Council to attend or monitor an oral examination. The examination can be repeated only once.

### ***Probation and Dismissal***

All graduate students are required to maintain a 3.0 cumulative grade-point average. If a student's cumulative GPA falls below 3.0 during any semester of enrollment, the student will be placed on academic probation. In the next semester of enrollment, the student must raise his/her GPA to 3.0 or above or be dismissed from the Graduate School.

**Readmission after Academic Dismissal.** A graduate student may file a written appeal to the Dean of the College or School in which he/she was previously enrolled. An Appeals Committee in the College or School shall review the appeal and transmit a recommendation to the Dean of the College or School, who will make a recommendation to the Dean of the Graduate School. If a graduate student is re-admitted after dismissal, he/she must maintain a 3.0 GPA in each semester of enrollment or be dismissed again. Individual graduate programs may also impose additional cumulative GPA restrictions for their students.