GRADUATE ACADEMIC POLICIES AND PROCEDURES

1. About the College of Graduate Studies

History
The College of Graduate Studies was instituted in the fall of 1960 with the offering of the Master of Arts Degree. In 1962, graduate degrees in the Master of Science, Master of Engineering, and Master of Education were offered. In 1965, the Master of Business Administration was initiated. Our first doctoral degree, Doctor of Engineering, was authorized in 1970 in the College of Engineering. A Doctor of Education in Deaf Education was approved in 1993. The Doctor of Audiology degree was approved in 2003, the Doctor of Education in Educational Leadership in 2004, and the Doctor of Philosophy in Chemical Engineering in 2005. In 2007, the College of Education and Human Development initiated LU’s first online Academic Partnership degree program. A complete list of graduate degrees offered at Lamar University appears below.

Mission
The College of Graduate Studies promotes high-quality graduate education at Lamar University by recruiting, admitting, and enrolling qualified students and ensuring requirements are met.

Vision
The College of Graduate Studies provides leadership, vision, and support to enhance graduate education at Lamar University. We encourage the establishment, growth, development, and continuous improvement of graduate educational programs in targeted disciplines that address the advanced workforce needs nationally and internationally.

We will achieve our mission and vision by
- increasing the awareness of graduate educational opportunities and benefits.
- recruiting qualified graduate students.
- enhancing the academic rigor of graduate programs through continuous improvements.

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

a. Advance knowledge through quality education and research programs.
b. Cultivate critical thinking skills and intellectual advancement of graduate students through research and educational activities.
c. Engage graduate students in professional practice and training.

Degrees Offered
Please refer to the list of Programs (https://catalog.lamar.edu/programs/).

2. Regulations and Policies

Student Responsibility
It is the responsibility of each student to know the academic policies of the College of Graduate Studies and the academic department and colleges, to enroll in the appropriate courses for the degree plan, and to maintain the standards of the university, the College of Graduate Studies, and the degree programs.

Health Insurance
Health and accident insurance is required of all international students, residence hall occupants, and participants in intramural sports. Any registered student taking six or more credit hours (three hours during the summer sessions) is eligible for enrollment in an affordable insurance plan offered by an independent insurance company. This supplemental policy covers a portion of the costs for inpatient and outpatient medical services not available at the health center. Except in emergency situations, students are required to seek treatment at the Student Health Center first, where off-campus referrals will be issued if deemed necessary. Students enrolled in the plan may also insure their dependents. However, non-student dependents are not eligible to use the health center.

Premiums are due at the time of enrollment and are available per semester or on an annual basis. Detailed information and enrollment forms are available through the Student Health Center, the offices of Student Engagement or Residence Life, L.I.T. Student Services, or through the health center website (https://www.lamar.edu/students/student-engagement/student-health-center/).

3. 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.

a. Academic Year. The university divides the academic year into two long semesters (fall and spring) and two summer terms of six weeks each. There are also specific terms designated for select degree programs. Please consult with the department and colleges regarding the dates of those terms.
b. Time Limit for Degree Completion. All course work applied toward a given master’s or doctoral degree at Lamar University must be completed within a period of six years or 10 years, respectively. The timeline commences with the first semester of graduate enrollment. These time limits apply to all work at the graduate level, including work transferred from other institutions. Program faculty may request that graduate courses taken outside these time windows be recertified and counted toward the degree requirements based upon a specific, objective, written plan filed in the department, college, and College of Graduate Studies offices and approved by the dean of the College of Graduate Studies. Time spent in active military service is not included in the six, eight, and 10-year limits. Due to U.S. Citizenship and Immigration Services (US CIS) regulations, a shorter period of time may apply to international students.
c. Maximum Semester Course Load. The maximum course load for graduate students during the spring and fall semesters is 15 hours per term. Nine hours is a minimum full-time load. The maximum course load for graduate students for any 6-week summer term is 6 hours, or 7 hours if a lab course is taken, not exceeding 12 hours for the entire summer semester. These maximums apply even when the graduate student is enrolled in a combination of graduate and undergraduate courses.
d. Definitions of Full and Part-Time. A full-time graduate student is defined as a student taking at least 9 semester hours of graduate work during the fall or spring semesters. 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-
Graduate Academic Policies and Procedures

time even though they are enrolled in as few as 3 semester hours.
In the summer, full-time is 3 hours per term, or 6 hours for the entire
summer semester. Students taking fewer than 9 hours in the fall
and spring semesters and fewer than 6 hours for the entire summer
semester are considered part-time. Full-time status may be required
for certain fellowships and scholarships, including Competitive
Graduate Scholarship and Institutional Doctoral Scholarship.

e. 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 I-20 Form 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, 3 hours in each summer term, or 6 hours in the
entire summer semester), and permission must be given in writing
by the major department stating that the additional course work is
required for the degree sought. All additional course work must be
taken for credit, and a grade must be earned.

f. 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 6 semester hours of graduate
courses that may be applied toward a master’s degree of an approved
accelerated program. Both the chair of the intended graduate
program and the graduate dean must approve, and the total academic
load in that semester may not exceed 15 hours. The G-11 form,
available on the Graduate Studies website, can be used for obtaining
permission.

g. 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 6 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
credit transfer. Transfer courses must not be more than 6 years old
when applied to a master’s degree and 10 years old when applied to
docorate degree. Transferred credits are not considered in the
computation of the graduate grade-point average at Lamar University.

h. Application of Credits from One Master’s Degree toward a Second
Degree. A maximum of 6 semester hours taken for one master’s
degree at Lamar University may be counted toward a second master’s
degree, provided that the course credits to be applied are closely
related to the second master degree. Coursework must not be more
than 6 years old.

i. Use of Advanced Undergraduate Courses toward a Graduate degree.
Undergraduate courses, even if senior-level, may not be applied
toward a graduate degree.

j. Grade Replacement Policy. Students may replace a graduate course
grade by repeating the course. This is allowed for up to three
graduate-level courses (nine semester hours). If a student repeats a
course, the last grade recorded will be considered the official grade
and used in calculating the cumulative grade point average (CGPA),
although all grades remain on the student’s transcript. Special topics
courses that have the same course number are not considered to be
the same course if the topics differ. The repetition of a course taken
at another institution will not replace a grade in the CGPA calculation
of the corresponding Lamar University course. 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.

Once a degree has been conferred, a student may not use the Grade
Replacement Policy for any courses used to award the degree or to
recalculate the CGPA. The grade replacement request can be made
using a G-18 form (Request for Grade Replacement, available at
https://www.lamar.edu/graduate-studies/forms.html).

k. Change of Major. Graduate students may file a request to change
their graduate major after taking at least one long semester of
coursework in the degree program of admission. The request must
be made using the G16 form (Request to Change Graduate Major,
available at https://www.lamar.edu/graduate-studies/forms.html)
and is subject to qualification review by the Academic departments
and Colleges, and the College of Graduate Studies. Approval will be
granted only to students who meet the admission requirements of
the new program. No students are allowed to take multiple graduate
majors except in the dual degree programs that have been approved
by Lamar University, including the M.B.A./M.S.-MIS, M.S.A./M.S.-
MIS, M.B.A./M.S.A. and M.B.A./M.S.N. programs. Students who change their major and transfer from one department to another may
lose financial assistance. Students who are admitted to a graduate
program and who have not yet taken courses in the program to
which they have been admitted must contact the Office of Graduate
Admissions (gradadmissions@lamar.edu) to have their application
placed in review for the new major and their previous admission
vacated. The request to the Office of Graduate Admissions must be
made in a timely manner for a full review by the department of the
new major.

l. 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 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 the student is found (through due process) to be a
threat to the well-being of patients, students, clients, etc.

m. 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.

n. Grading System. The grading system for graduate students
“I” (incomplete), “S” (satisfactory), “U” (unsatisfactory), “Q” (drop),
and “W” (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. The student
is to have the 3.0 grade-point average required before the degree will
be awarded. 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 CGPA of “B” (3.0) on all graduate work attempted is required
for graduation. Thesis students must receive an S or U for thesis
courses until the thesis is approved. At that time, 6 semester hours of credit shall be awarded. If a grade of A, B, C, or D is issued, the student is required to pass an English proficiency test before they may be admitted to candidacy for a graduate degree.

ii. Quality of Work and Probation/ Suspension Regulations. A graduate student must maintain a 3.0 cumulative grade point average (CGPA) on all courses that receive graduate credit, whether or not they are to be applied toward a graduate degree, except thesis, dissertation and field study courses. Leveling and elective courses taken for graduate credit are included in the computation of the grade point average. Transferred credits will not be used in the computation of CGPA at LU. A student whose CGPA in graduate work falls below 3.0 must improve academic performance either by repeating courses in which the grades are low or by completing other graduate courses with grades high enough to bring the CGPA to at least 3.0. Graduate students who do not meet this academic standard 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.

i. Minimum Academic Performance. A graduate student with a CGPA of 3.0 or higher is in good standing. A student with a CGPA below 3.0 will be placed on probation, suspended, or expelled.

ii. Probation. Students with full graduate admission status who fail to achieve and maintain a CGPA of 3.0 at the completion of nine semester hours of graduate enrollment will be placed on academic probation (P1). A P1 student who fails to raise their CGPA to a 3.0 in the subsequent semester will be placed on (P2) probation.

iii. Students on probation may enroll in courses but may not apply for admission to candidacy or for graduation.

iv. A graduate student who has been placed on (P2) probation and who fails to raise his/her graduate CGPA to at least 3.0 in the next enrolled semester will be suspended. Suspended students may enroll in graduate courses in the summer and undergraduate courses during spring, fall, or summer semesters. However, students must receive a recommendation from their department chair, college dean, and approval from the graduate dean in order to enroll in graduate courses during spring and fall semesters, using the G-8 form (Academic Suspension Appeal, available at https://www.lamar.edu/graduate-studies/forms.html). Suspension for the fall semester may be removed if the student raises the graduate CGPA to at least 3.0 during the summer term. The first academic suspension (S1) shall be for one long semester (fall or spring). A graduate student who has been suspended (S1) and who fails to raise his/her CGPA to at least 3.0 in the next enrolled semester will be suspended again (S2), and the second suspension (S2) will be for two long semesters. An S2 student who fails to raise his/her graduate CGPA to 3.0 or higher in the next enrolled semester will be dismissed from the graduate program.

v. 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 and must raise their overall CGPA to at least 3.0 within the next nine semester hours of graduate course work. A student on probation may transfer to a new major department only once.

vi. 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 College of Graduate Studies and a graduate degree program.

vii. **Grades Earned in Deficiency, Leveling, or Background Courses.** A CGPA of 3.0 must be maintained for all undergraduate courses assigned as a deficiency, leveling, or background courses by the student’s major department. If the CGPA earned on these courses is below 3.0, additional undergraduate courses will be required, or courses with grades of “C” or lower will be repeated until the CGPA earned on all deficiency, leveling, or background courses is 3.0 or higher. Such courses must be repeated if grades of “D” or less are received.

viii. **Additional departmental Regulations.** A department, with approval from the academic college dean, may require its majors to meet additional standards with regard to probation, suspension, and expulsion. These may be found in the appropriate departmental section of this catalog.

4. **General Degree Requirements**

a. Students must earn the number of semester hours of graduate credit specified in the respective degree requirements. Specific details may be found in the program guide (https://www.lamar.edu/graduate-studies/program-guide/) on the College of Graduate Studies website.

b. Any student who writes a thesis or dissertation must defend it orally before his/her committee. Students who are in a degree program that does not require thesis and dissertation may be required to pass a comprehensive assessment, the form of which may be oral, written, or others as designated by the program.

c. A student must meet the specific requirements as set forth in this catalog for a particular degree program.

**Concentrations**

Within the major field of study, a student may (or if required by their major program, must) choose a concentration area from those listed and described in this catalog. This can only be earned as a part of a degree program, and cannot be awarded independently of a degree. This concentration will be indicated on the student’s official transcript. Only one concentration may be completed within a degree. Concentration hours are specialization areas within a discipline and are included in the minimum hours required to complete the degree. The specific requirements for each concentration will be established by the department or program offering the concentration. These requirements are published in the appropriate section of this catalog. Not all programs offer concentrations. Select programs have more than one concentration area to choose from while other programs require completion of a specific concentration area. Questions regarding concentrations should be referred to the academic department chair or program director.

**Certificates**

A student may choose to pursue a certificate from those listed and described in this catalog. A certificate offers students a focused study on a narrow subject, rather than the broader range of study offered by a degree. Often, credits earned toward a certificate can also be applied to complete a degree in the same field. Requirements are published in the appropriate section of this catalog. Following a review and recommendation from the University Curriculum Council, the Provost approves all certificates and decides all disputes concerning certificates. Questions regarding certificates should be referred to the appropriate academic department chair or program director.

**Master of Arts**

a. Meet all general degree requirements.

b. 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.

c. If not writing a thesis, complete 36 semester hours of graduate work approved by the graduate committee.

d. 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. (ASL may not be used for this requirement). This requirement may be satisfied by examination or by submitting college credit equivalent to that required for the degree of Bachelor of Arts at Lamar University. Candidates for the M.A. without evidence of a reading knowledge of a foreign language must take the non-thesis options.

**Master of Business Administration**

a. Meet all general degree requirements.

b. Complete 30 hours of second-year M.B.A. courses specified under College of Business degree requirements if a thesis is written, plus any first-year M.B.A. courses required.

c. If a thesis is not written, complete 36 hours of second-year M.B.A. courses as specified under College of Business degree requirements, plus any first-year M.B.A. courses required.

**Master of Education**

a. Meet all general degree requirements.

b. Complete 30 semester hours of graduate work if a thesis is written or 36 semester hours if a non-thesis program is selected.

c. Meet the specific requirements listed in the College of Education section of this catalog for each degree program.

**Master of Engineering**

a. Meet all College of Graduate Studies general degree requirements.

b. Complete a minimum of 30 hours (10 courses) of graduate work approved by the student’s graduate advisor.

c. Satisfactory completion of a final comprehensive examination.

**Master of Engineering Management**

a. Meet all College of Graduate Studies general degree requirements.

b. Complete a minimum of 30 hours (10 courses) of graduate work approved by the student’s graduate advisor.

c. Satisfactory completion of a final comprehensive examination.

**Master of Engineering Science**

a. Meet all College of Graduate Studies general degree requirements.

b. Complete a minimum of 24 semester hours (eight courses) approved by the student’s graduate committee chair and graduate advisor.

c. Satisfactorily complete and defend a master’s thesis (a minimum of 6 semester hours).

**Master of Music**

a. Meet all general degree requirements.

b. Performance Track. 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.

c. Special requirements in addition to the above: a formal public recital and a research paper OR a lecture recital.
d. Education Track. Complete 36 semester hours of graduate work: 18 in music education, six in music literature, six in music theory, and six in a thesis.
e. 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**

a. Meet all general degree requirements.
b. Complete 37 semester 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.
c. Complete at least 4 hours of Advanced Role Practicum in the selected track.
d. 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**

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

**Master of Public Health**

a. Meet all degree requirements
b. Complete 42 semester hours of graduate work as specified for the degree in the Department of Health and Kinesiology section of this catalog.
c. Pass 6 hours of a capstone sequence as part of the 42-semester hour requirement.

**Master of Science**

a. Meet all general degree requirements.
b. 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.
c. If a thesis is not required, complete 36 hours of approved coursework.
d. The graduate degree in psychology requires 38 hours in approved coursework and 6 hours in a thesis.
e. Students applying to the computer science program must satisfy the depth and breadth requirements as defined by the graduate faculty of the Department of Computer Science as stipulated in the department's section of this catalog.

**Doctor of Audiology**

a. Satisfactorily complete 57 semester credits of didactic coursework required by graduate faculty.
b. Satisfactorily complete 42 semester credits of clinical practicum. (24 clinical practicum; 18 externship).
c. Satisfactorily complete an approved Candidacy Research Project or comprehensive examination.
d. Satisfactorily complete an approved Candidacy Research Project

**Doctor of Education in Deaf Studies/Deaf Education**

a. 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.
b. Satisfactorily pass preliminary written and oral examinations after the completion of 18 semester hours.
c. Complete a four-semester (one calendar year) residency requirement.
d. 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**

a. Complete 60 semester hours: 33 hours of core courses, 15 hours in research and 12 hours in dissertation. All coursework, including successful defense of the dissertation, must be completed within 10 years.
b. 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.
c. For admission to candidacy, complete student proficiency assessment comprised of a portfolio, synthesis paper, and oral presentation.
d. Following admission to candidacy, complete six hours of dissertation courses and defend the dissertation proposal. Complete six additional hours of dissertation and successfully defend the dissertation.

**Doctor of Engineering**

a. 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 beyond the equivalent of a master’s degree will be required.
b. Complete a residency of one year.
c. Satisfactorily pass candidacy examinations as required by the student’s doctoral committee.
d. Complete a field study, normally 30 semester hours, involving some technological innovation.
e. Submit and defend a formal engineering report on the field study.

**Doctor of Philosophy in Chemical Engineering**

a. Ph.D. candidates must complete a minimum of 70 credit hours of coursework beyond the bachelor’s degree.
b. Complete direct action items.
c. Select the academic committee adhering to the requirements of the department.
d. Pass a written qualifying exam.
e. Select an advisor within one semester after passing the written qualifying exam and submit a degree plan within one year.

For special conditions, see the College of Engineering portion of this catalog, Section 11.

5. Candidacy Requirements for Degrees

New graduate students do not have an academic committee and are advised by the chair of the major department. Students who write a thesis must follow the procedure below. Students who have been admitted to candidacy are assigned an academic committee, and the committee establishes a graduation plan.

a. 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 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 select programs, students must pass a qualifying exam before being admitted to candidacy. Students who have been admitted to candidacy are assigned an academic committee, and the committee establishes a graduation plan.

b. Timing of Admission to Candidacy. Admission to the College of Graduate Studies 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 nine semester hours.

c. 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 must show English proficiency before they can be admitted to candidacy.

d. Procedure for Applying for Admission to Candidacy. The student is responsible for verifying that the process for admission to candidacy has been initiated by the major department through the degree Audit process.

e. Recommendation of Academic Committee and Degree Plan. If these recommendations are approved, the student is admitted to candidacy. The graduate dean has the option of appointing additional members to an academic committee.

f. Composition and Roles of the Academic Committee. The academic committee will include a member of the graduate faculty designated as the supervising professor, along with a minimum of two other members of the graduate faculty. For interdisciplinary or collaborative research, a co-supervising professor may be designated and must be approved by the graduate dean. Either the supervising professor or the co-supervising professor must be from the student’s home department and must have full or initial graduate faculty membership. An additional non-graduate faculty member may be included in the committee, subject to the approval of the graduate dean. 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.

g. Candidacy Examinations. In the process leading to admission to candidacy, an academic department may require a passing score on a standardized or locally produced examination.

6. Academic Committees - Appointment and Modification

Members of a student’s academic committee are appointed 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 current committee members, new committee members, the department chair, and the college dean. If the department chair or college dean 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 department chair and/or the academic 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.

7. Thesis and Other 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 not available in programs leading to the following degrees: Master of Public Administration, Master of Music, Master of Education in Counseling and Development, Master of Education in Educational Administration, Master of Engineering Management. A thesis is optional in all other degree programs. Students who write a thesis must follow the procedure below.

a. 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. Only an S or U will be entered for Thesis 5390 or Thesis 5391 until Thesis 5391 has been completed. Thesis 5390 and 5391 should not be taken in the same semester. 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, the semester hours of credit as specified by the degree program will be awarded a grade determined by the supervising professor.

b. Attend a thesis workshop given by the College of Graduate Studies in the first thesis course. Thesis workshops are held every semester and are designed to inform the student of the quality standards and accepted formats and styles. Students will have the opportunity to ask questions of the Graduate Office staff who oversee the thesis process.

c. Write a thesis under the direction of the supervising professor. The form and style of the thesis must follow the thesis guidelines that are available on the College of Graduate Studies website (https://www.lamar.edu/graduate-studies/).

d. After the thesis has been proofed for content, grammar, and format by the supervising professor and members of the thesis committee, the student will submit a preliminary electronic copy of the thesis in the final form via email to the College of Graduate Studies. Check the Graduate Studies website for important dates.

e. Defend the thesis orally at least 15 days before the date of graduation at a time and place specified by the supervising professor. Once the defense is complete, the supervising professor will use Degree Audit to enter the G-7 form to report the results of the defense to the College of Graduate Studies within two working days.
f. Submit the final copy of the thesis electronically on or before the
deadline set by the College of Graduate Studies (see the website
for deadline and instructions). A copy of the signature page with all
original signatures except the graduate dean must also be submitted
to the Graduate Office before the deadline.

8. Non-Thesis Requirements

a. Each candidate for a graduate degree who does not write a thesis
may be required to pass a comprehensive final assessment during
the last semester of attendance and at least 10 days before the
conferral of the degree. The requirement to take and the form of
the comprehensive final assessment will be determined by each
individual program as approved by the graduate dean.
b. A student must register for the comprehensive assessment by
completing and submitting the required form to the chair of the
major department at the same time when applying for graduation.
Applications must be filed before the deadline established by the
College of Graduate Studies. Specific dates will be found in the
Academic Calendar (https://www.lamar.edu/academic-calendar/).
c. With the approval of the graduate dean and if all requirements for
graduation except successful completion of the comprehensive
assessment have been completed, the student may complete the
assessment during a later semester without being enrolled in the
College of Graduate Studies.
d. Written comprehensive assessments will be administered in
accordance with the schedule set by the academic department.
For specific dates, please consult the official calendar (https://
www.lamar.edu/academic-calendar) or contact the College of
Graduate Studies for details.
e. Failure to pass a comprehensive assessment in three attempts
will result in permanent suspension from that degree program. The
assessment 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.
f. A department may prescribe additional academic requirements for
its majors with the approval of the dean of the College of Graduate
Studies.

9. 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 U will be given, and the student must re-enroll in this
course until completion.

10. Graduation Procedure

Students who intend to graduate at the end of a particular semester
must apply for graduation through Self-Service Banner on or before the
official deadline for application as established by The Academic Calendar
(https://www.lamar.edu/academic-calendar/).

Participation in commencement exercises is not required for the receipt
of a graduate degree, though participation is strongly recommended.