



DEGREE REQUIREMENTS AND ACADEMIC GUIDELINES

Graduate programs are typically classified as either research or professional oriented programs. Research programs have a major research component. At the master's level, the research component may be included in a series of courses, a research product, and/or a thesis. At the doctoral level, the research product is a dissertation. Professional programs (usually available only at the master's level) may include an internship and/or a practicum in lieu of a research product.

Graduate studies tend to be more focused, provide greater depth of study within the chosen field, and foster independent learning. All of the graduate programs at Sam Houston State University require an assessment of knowledge retention toward the end of the academic program. The assessment may be incorporated as a comprehensive exam, in written and/or oral format, and/or a comprehensive capstone course.

Regardless of the type of program, the academic expectations placed on graduate students far exceed those experienced at the undergraduate level. While pursuit of knowledge is the major goal of graduate studies, graduate students are expected to achieve and remain in academic good standing. At Sam Houston State University, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate course work attempted. Review the "Scholastic Expectations" section of this section for further details.

Academic Expectations and Guidelines

Grading System

Four grades are given in graduate courses at the University:

Grade	Denotation
A	Academic Excellence
B	Acceptable Performance
C	Passing, yet Insufficient Performance

F

Failure

The mark IP denotes "in progress" and is given in these and other courses which cannot be completed within one semester. The mark "CR" denotes "credit" and is given in one-hour workshops and may be given on transferred courses. The mark WP denotes "withdrew passing" and the mark "WF" denotes "withdrew failing." Effective Spring 2008 marks of "WP" and "WF" will no longer be awarded and resignations will be identified with a mark of "W". The mark "X" denotes an incomplete course. If the student meets the prescribed requirements of the course before the end of the next academic semester after the "X" is given, the student will receive the grade earned; otherwise, the mark "X" will be automatically changed to an "F". The mark of "Q" will be given to students who drop courses from the thirteenth class day, for a semester, or from the fifth class day, for a summer session, until the last day for dropping courses without grade of "F" as stated in the Academic Calendar. Courses with the mark of "Q" will not be counted as courses attempted, and will not be included in determining grade point averages.

The graduate student who elects to drop all courses, i.e., to resign from the University, must notify the Registrar's Office and process a Resignation Request. (See Resignations)

Academic Honesty

The Graduate Faculty of Sam Houston State University expects students to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University.

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion (the unauthorized collaboration with another person in preparing work offered for credit), the abuse of resource materials, and misrepresentation of credentials or accomplishments.

The University's policy on academic honesty and appeal procedures can be found in the manual entitled Student Guidelines, distributed by Division of Student Services.

Scholastic Expectations

A minimum grade point average of 3.0 (on a 4.0 scale) is required in all course work. All grades earned in courses listed for graduate credit on the student's official Degree Plan will be utilized in computing the grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned in residence at Sam Houston State University. Semester hours of credit earned at another institution shall be recorded as received but not utilized in computing the student's Sam Houston State University overall grade point average. Only those transferred courses from accredited institutions in which a grade of A or B was earned and which are accepted toward an official degree program may be applied toward a degree (see Transferred Credit).

Transfer of Credit

In accordance with Academic Policy Statement 801007, graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward a graduate degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed. Transfer credit is not automatically conferred. Only courses with an earned grade of "B" or better may be used as transfer credit.

The maximum number of hours that may be transferred into a graduate program are as follows:

6 hours of transfer credit toward a degree of 30 or fewer hours;

9 hours of transfer credit toward a degree of 31 to 36 hours;

12 hours of transfer credit toward a degree of 37 to 48 hours;

15 hours of transfer credit toward a degree of 49 or more hours;

Students are encouraged to contact the appropriate graduate advisor for information concerning transfer credit allowed for a specific degree.

University Academic Policy Manual and Student Guidelines

Sam Houston State University's Academic Policy Manual and Student Guidelines provide specific information pertaining to the educational mission of the University and student conduct. Copies of these publications may be viewed at the Reference Desk of the Newton Gresham Library and online at <http://www.shsu.edu/students>.

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