July 18, 2014

To: Graduate Instruction Committee, COE  
From: Dr. Andreas Klappenecker  
Professor and Graduate Advisor  
Through: Dr. John Criscione  
Assistant Dean for Graduate Programs  
College of Engineering  
Re: Master of Computer Science

The Master of Computer Science program requests approval for the following change:

Allow students to be exempt from the final exam

The Master of Computer Science Degree no longer requires a final exam for the degree which is considered a terminal degree.
Scholastic Requirements
To maintain good academic standing and to be eligible for graduation, a Mays Professional MBA Program participant must maintain a cumulative 3.000 GPR in the Mays Professional MBA Program curriculum, and he/she must not have any unabsolved grades of D, F, or U on any course on his/her degree plan. To resolve deficient grades, the student must repeat the course at Texas A&M University attaining a final grade of C or better. A student failing to attain or maintain a cumulative 3.000 GPR by the end of the next term may be dismissed from the program. The Director of the Mays Professional MBA Program and the Associate Dean for Graduate Programs will evaluate all scholastic probation participants at the end of each of the program’s terms and take appropriate action. When necessary, recommendations regarding the blocking of a student from further enrollment will be made to the Office of Graduate Studies.

A PMBA participant who withdraws or is dismissed from the Mays Professional MBA Program may not reenter the program. An exception may be granted in the case of voluntary withdrawal in good academic standing with prior written approval at the time of withdrawal from the Director of the Mays Professional MBA Program and the Associate Dean for Graduate Programs. A participant who withdraws or who is dismissed from the program after the deadline for refund will not receive any refund of tuition and fees.

GMAT and TOEFL Requirements
Students in the Mays Professional MBA Program are required to take the GMAT or GRE exam. International students are required to meet a minimum TOEFL score or receive a waiver.

Application for Degree
Graduate degrees are conferred at the close of each regular semester and 10-week summer semester. A candidate for advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application for degree to the Office of the Registrar and by paying the required graduation fee at the Fiscal Department no later than the Friday of the second week of the fall or spring semester or the Friday of the first week of the first summer term. Cancellations made after the application deadline will not receive a refund of the diploma fee. The electronic application for degree can be accessed via the student’s Howdy portal.

Final Examination
A final oral examination is not required for the Professional Master of Business Administration degree.

The Degree of Master of Computer Science
The degree of Master of Computer Science (MCS) is a non-thesis degree, designed to complement the Master of Science degree in Computer Science. The degree requires the completion of a minimum of 30 hours of coursework and a satisfactory comprehensive final examination.
after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old at the time of the final examination (oral or written) may not be used to satisfy degree requirements.

Final Examination

The candidate must pass a final examination by dates announced each semester or summer term in the "Office of Graduate Studies Calendar" unless the student has been exempted from the examination. The Office of Graduate Studies must be notified in writing of any cancellation. The candidate is eligible to petition for an exemption from the final examination with departmental and committee approval. The approved petition should be submitted to the Office of Graduate Studies by the deadline announced for the student's final semester (or semester of graduation) in the Office of Graduate Studies Calendar. See Office of Graduate Studies website ogs.tamu.edu/current-students/dates-and-deadlines/.

A request for permission to hold and announce the final examination must be submitted to the Office of Graduate Studies a minimum of 10 working days in advance of the scheduled date for the examination. Examinations which are not completed and reported as satisfactory to the Office of Graduate Studies within 10 working days of the scheduled examination date will be recorded as failures. A student may be given only one opportunity to repeat the final examination for the master's degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded). The final exam cannot be held prior to the mid point of the semester if questions on the exam are based on courses in which the student is currently enrolled.

To be eligible to take the final examination, a student's GPR must be at least 3.000 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and no unabsolved grades of D, F or U can occur for any course listed on the degree plan. To absolve a deficient grade, the student must have repeated the course at Texas A&M University and have achieved a grade of C or better. All coursework on the degree plan must have been completed with the exception of those hours for which the student is registered. Additionally, all English language proficiency requirements must be satisfied prior to scheduling the examination.

The final examination covers all work taken on the degree plan and at the option of the committee may be written or oral or both. The examination is conducted by the student's advisory committee as finally constituted. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department can have a stricter requirement provided there is consistency within all degree programs within a department.

Exam results must be submitted with original signatures of only the committee members approved by the Office of Graduate Studies. If an approved committee member substitution (1 only) has been made, his/her signature must also be submitted to the Office of Graduate Studies.
Students who have completed all their degree requirements will not be allowed to cancel their graduation. The Registrar attempts each semester to balance the size of each ceremony. Thus, the makeup of the ceremony by colleges does change from semester to semester. Graduation times are posted each semester on the website of the Office of the Registrar. A student should check the website at graduation.tamu.edu to determine the date and time of his/her graduation ceremony.

Final Examination
A final oral examination is not required for the Professional Master of Business Administration degree.

The Degree of Master of Computer Science

The degree of Master of Computer Science (MCS) is a non-thesis degree, designed to complement the Master of Science degree in Computer Science. The degree requires the completion of a minimum of 30 hours of coursework. No final examination is required for the MCS degree.

Residence (See Residence Requirements, page 34)
A student must complete 12 credit hours in resident study at Texas A&M University to satisfy the residence requirement for the Master of Computer Science degree.

Students who are employed full-time while completing their degree may fulfill total residence requirements by completion of less-than-full time course loads each semester. In order to be considered for this, the student is required to submit a Petition for Waivers and Exceptions along with verification of his/her employment to the Office of Graduate and Professional Studies.

Student's Advisory Committee
After receiving admission to graduate studies and enrolling for coursework, the student will consult with the head of the department or the department head's designee (e.g. departmental graduate advisor) concerning appointment of the chair of his or her advisory committee. The student's advisory committee for the Master of Computer Science will consist of the departmental graduate advisor. The graduate advisor will serve as the student's committee chair or, the departmental graduate advisor may appoint/approve another departmental faculty member to serve as the appropriate chair of the student's advisory committee. Depending on the departmental policy, additional committee members may be required. If additional committee members are deemed necessary by the department, the chair, in consultation with the student, will select the remainder of the advisory committee. The student will interview each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members located on the campuses at College Station, Galveston, Qatar, Texas A&M University–Temple Campus or Institute of Biosciences and Technology–Houston may serve as chair of a student's advisory committee. Other graduate faculty members located off-campus may serve as a member or co-chair (but not chair), with a member as the chair. The chair of the committee, who usually has immediate supervision of the student’s degree program, has the responsibility for calling meetings at any other time considered desirable.