

ADMISSION

APPLICATION FOR ADMISSION

Application for admission must include the following:

1. Completed official AAMU Application for Admission to Graduate Studies (hardcopy or on-line) and a non-refundable application fee of \$25.
2. Two official transcripts from each collegiate institution attended directly mailed to the Graduate Office, P. O. Box 998, Normal, AL 35762.
3. Official transcripts of Graduate Record Examination (GRE) are required for all programs except for MBA to which Graduate Management Admission Test (GMAT) scores are required (University Code: 1003).
4. Two letters of recommendation that speak to the applicant's potential for successful completion of the graduate program to which he/she is applying.
5. Details on any professional work experience.
6. Other requirements specified by the particular degree program.

GRADUATE ADMISSION REQUIREMENTS

To gain admission to the Graduate School, applicants must meet the following minimum requirements; in addition, individual departments may require higher scores or other specific requirements. See departmental sections for details.

Regular/Full Admission Status - To be admitted unconditionally, applicants must meet the following criteria:

1. Have a minimum grade point average of 2.5 over a 4.0 GPA at the undergraduate level from a regionally accredited college/university.
2. Have a minimum score of 400 on the verbal portion of GRE. Quantitative score of GRE requirements vary by program. MBA students require a GMAT score of 350.
3. Must have completed undergraduate requirements for admission to the proposed graduate department, and,
4. Must have met any program specific requirements.

Conditional Admission Status - Applicants who are graduates of a recognized college or university but who do not satisfy all of the full or regular admission requirements described above can be considered for conditional graduate status, usually for one semester if strong supporting evidence of their ability to complete a graduate program is provided. Courses taken to remove deficiencies do not contribute toward completion of graduate degree requirements. Transfer from conditional to regular graduate status is possible only after removal of deficiencies noted at the time of admission, achievement of an overall "B" average in the first four courses for which graduate credit is received, and recommendation by the student's major department. Otherwise, the student is dismissed from the School of Graduate Studies.

Provisional/Special Admission Status - Students may be granted temporary admission for one semester under the following conditions: Special students who are unable to meet the deadline for filing an official applications for admission may be granted temporary admission, provided they present acceptable evidence concerning their qualifications for graduate study. Regular admission must be accomplished within the first term of registration or the student may be terminated.

Transient Admission Status - An applicant who is a graduate student in good standing at another university may be admitted to graduate study as a transient student upon submitting a supporting certificate or letter signed by the Graduate Dean of his home institution.

Non-Degree Status - This is a category for graduates of regionally accredited institutions in the United States with a 2.5 undergraduate GPA but do not intend to seek an advanced degree from Alabama A&M University. It grants permission to register for graduate courses provided that all prerequisites have been met. Such students usually include:

1. Those who intend to transfer graduate credit earned at Alabama A&M University to other institutions.
2. Those who intend to use graduate credits earned for professional certification.
3. Those who enroll for personal satisfaction.

Certain students admitted on a non-degree basis may not wish to declare a major. Applications and schedules for such students with an undeclared major are processed directly by the Graduate office; no departmental signatures are required.

A non-degree student who subsequently seeks a full admission must satisfy requirements for admission to the specific program. Students initially granted permission to take graduate courses on a non-degree basis, are permitted to take up to 9 semester hours of graduate credit. If a student later chooses to undertake a graduate degree program, no more than nine semester hours taken as a non-degree student may be applied to that program.

ADMISSION OF STUDENTS FROM OTHER COUNTRIES

Alabama A&M University welcomes applications for admission from students of other countries. Applications should be initiated three to six months before the registration date for each term. All applicants must meet departmental requirements listed in the full admission requirements as described above. In addition, international students need to meet specific requirements listed below.

Official academic credentials accompanied by official/or notarized English translations must be directly forwarded from the institution(s) attended; personal copies are not acceptable. Also, these transcripts must be sent through World Education Services (WES) or American Association of Collegiate Registrars and Admissions Officers (AACRAO) for evaluation of undergraduate courses and degree. Included must be evidence of the receipt of a degree comparable to the American bachelor's degree, which normally terminates 16 years of full-time study, 4 years of which are at the post-high school level. The official transcripts must show all post-high school work attempted, including grades or marks in each course, examination grades and standing in examinations and classes, or whatever other credentials are available to give a clear description of the student's academic accomplishments.

1. Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT), as appropriate; be sent directly to Graduate School from Educational Testing Services (ETS).
2. The Test of English as a Foreign Language (TOEFL) is required if the applicant's first language is not English; minimum score for admission is 173 (computer test) or 500 (written test) (Alabama A&M University Code: 1003). This applies where English is not the native language even if English has been the medium of instruction.
3. The Educational Testing Service, Princeton, New Jersey 08540, administers these tests in testing centers all over the world. Further information about the test and testing dates may be obtained from the nearest U.S. Embassy, Consulate or United States Information Service, United States Educational Commission and foundations abroad, and bi-national centers.

All international applicants will be assessed a student health insurance fee. Coverage for a spouse and/or dependents is available and must be purchased separately at the Student Health Center. A brochure explaining the coverage of the student health insurance program is available at the Student Health Center.

Admission to graduate study does not carry any implication concerning the award of financial aid. Assistance for graduate students in the form of assistantships is available from some programs, but applicants from abroad are in competition with U.S. students for available awards. Applicants who will be supported by other organizations or private funds will be required to submit certification of the non-University sources of support. A certified financial statement is required as evidence of sufficient finances to cover fees and personal expenses.

The University reserves the right, even after the arrival and enrollment of students from another country, to make individual curricular adjustments whenever particular deficiencies or needs are found. Students may be required to take such courses without credit and at their own expense. This could also apply to additional course work in English as a foreign language whenever necessary.

READMISSION

A student who is not registered for at least three credits during a twelve-month period will be transferred to inactive status and must file an application for readmission to graduate study before being permitted to register again. Readmission is not automatic, nor does it necessarily reinstate the student in the status accorded prior to becoming inactive. When readmitted, the student must be prepared to demonstrate proper preparation to meet all current degree requirements.

ADMISSION OF UNDERGRADUATES TO GRADUATE COURSES

Senior undergraduate AAMU students who have completed all required courses and who are within 6 hours of graduation and have a 2.5 GPA may enroll for a maximum of six semester hours of graduate work, provided a letter is received from the student's advisor indicating permission is granted to enroll in two graduate courses.

When graduate courses are taken for undergraduate credit, they may not be used as part of a future graduate program. Seniors who are completing their final semester at other institutions will be considered for admission when they present the following documents:

1. Official transcript
2. Letter from Registrar stating the student has applied for graduation and will graduate that semester if the courses enrolled in are successfully completed.

Admission, if granted, will be contingent upon the receipt of the diploma or a letter from the Registrar indicating that the student has completed the requirements for the degree and when the degree will be awarded. The student will also be required to provide the Graduate Office with an official transcript within 30 days of registration.

REGISTRATION

Once admission has been granted, students are required to complete registration within the set time period stipulated by the university calendar. It is imperative that students enter accurate and complete information on all registration cards/forms.

CROSS-REGISTRATION

Alabama Agricultural and Mechanical University and the University of Alabama at Huntsville offer graduate students in the Biological Sciences the opportunity to cross register. Each department at each institution retains the authority to establish the prerequisites for admission and the maximum enrollment in its home courses and to grant priority in registration to its own graduate students.

GENERAL DEGREE REGULATIONS

Every graduate student is expected to become familiar with the general university regulations and with the specific regulations of the major department of graduate study and to accept responsibility for the completion of degree requirements as prescribed.

GRADES AND CREDITS

Letter Grades: One of two types of grading systems is assigned to each course for recording the evaluation of each student's performance on his or her official transcript: (I) the Letter Grade System, and (II) the P-No Quality Point System. Each department has the responsibility for developing supplemental procedures that will enable the student and interested persons to learn about the faculty's judgment of the student's competence.

Type I	A	superior attainment
	B	satisfactory graduate attainment
	C	attainment below graduate expectations
	D	Failure
	F	Failure

Type II P satisfactory graduate attainment (A or B quality).

Type II (explanation and authorization for its use): The "P" grade is a critical and evaluative grade indicating at least satisfactory graduate attainment. Each department in cooperation with the Graduate School determines when Type II grading will be available for a graduate course. With respect to each of its graduate courses, each department may forbid or request the use of the Type II system

In addition, the following non-evaluative letters are used, when appropriate:

I	work incomplete
W	withdrawal from course
AU	non-credit audit

Auditing: A student may register to audit a course only with the approval of the instructor. The letters "AU" will be recorded on the transcript if the student satisfies the conditions agreed upon with the instructor. All students who audit courses are required to be registered as auditors.

Incomplete Work: The letter "I" is recorded for incomplete work in programmatically designated research, thesis and fieldwork courses, and in other courses in which the scope of the student's project requires more time for its proper completion. An "I" grade given for courses other than thesis or dissertation research is to be removed within one term after the end of the term of registration for the course.

A course for which an "I" is recorded is not included in the calculation of the GPA, and no credit is awarded until the course is completed with a quality grade. Removal of an "I" must be authorized by the instructor and approved by the School Dean on a Grade Change Authorization Form. A student may not graduate without removing "I" grades from the record.

Credits and Quality Points: Each credit for which the grade "A" is recorded has a quality point value of 4; B=3; C=2; D=1 and F=0. The GPA is defined as the total number of quality points earned in courses divided by the total number of credits attempted. Each credit for which "P" is recorded carries no designated number of quality points but implies a performance in the range of 3 or 4. Courses for which "W", "I", or "AU" are recorded do not contribute either credits or quality points toward graduation. When a course is repeated, only the last grade received is counted in computing the GPA.

Students must achieve the minimum GPA established by their programs, in no case less than 3.00, in order to be eligible to take the comprehensive examination, to be admitted to candidacy or to be eligible for graduation.

Withdrawal: A student may withdraw from a course under the conditions listed below:

1. Classes dropped after the first week of the regular semester and through the end of the withdrawal period specified in the course schedule will carry a grade of "W".
2. Thereafter, the actual grades obtained will be reported.

Repetition of Courses: Graduate students normally are not permitted to repeat courses for which they have received credit, but under unusual circumstances a department may authorize an exception to this policy. When a graduate student repeats a course in which the subject matter has not changed, only the last grade received is counted in computing the quality point average. A grade given by an instructor for completed work will not be changed unless an error has been made in reporting or recording the grade. Re-examination or extra work may not be used as a basis for a change of grade. In every case, however, "D" and "F" grades must be repeated.

Independent Research: Students who are using University facilities to an extent greater than represented by their formal course load (and those required by a fellowship or other appointment to be full-time students) are required to register for an appropriate number of additional credits of Independent Study to reflect their correct status. All graduate study not under the direct supervision of a specific faculty member is, by definition, Independent Study. This includes study for comprehensive and overview examinations, the preparation of research proposals, and etc. Before a student is permitted to take an independent study course, the student must have completed a minimum of 12 semester hours of graduate work.

Field Research: Registration for Directed Study is limited to students in good academic standing who wish to study or carry out a project in an area not normally available in a formal course. The work must be under the direct supervision of a faculty member who has approved the proposed work in advance of registration. A detailed description of the work should be recorded in the student's file in both the department and the Dean's Office.

Transfer Credit: Transfer credit must be acceptable to the student's advisory committee and be pertinent to the student's planned degree program. A petition for transfer of graduate credit and one official transcript upon which the transfer courses are recorded must be submitted to the Graduate Dean. Only courses with grade "B" or better will be approved. Courses with a "P" grade are not acceptable.

Students seeking master's degrees may, upon departmental approval, transfer a maximum of six semester hours approved graduate credits from an accredited institution. Credits must have been earned within the past six years. A student who has completed course credits in a certification program at Alabama A&M University may transfer such credits into a master's degree program with the consent of the departmental program or school. Such credits may be transferred only if they fall within the past six years set for the master's degrees.

For students admitted to the Educational Specialist program, previous and appropriate post master's degree credit earned at the Alabama A&M University or any regionally accredited university before a student applies for admission to the Ed.S. Program can be applied toward the Ed.S. Degree provided it meets the time limitation test, provided the student meets residency requirements, and provided the Graduate Dean of Alabama A&M University approves such credit for acceptance.

Because the purpose of the Ed.S degree may differ from that of the AA-Certificate, credit earned in an AA program at Alabama A&M is not automatically applicable to an Ed.S. program. Instead, if a holder of an AA-Certificate enters an Ed.S. program at a later date; the Ed.S. Advisory committee will recommend to the Graduate Office how much of the credit earned in the AA certificate should be credited toward the Ed.S. program. The Ed.S. Committee and the Graduate Office, in light of the objectives of the department, will decide to accept toward an Ed.S., as much as all, or as little as none, of the credit earned in an AA-Certificate program. The only exception is the residency requirement.

Students seeking a Ph.D. may transfer credits subject to the following conditions:

1. All credits submitted for transfer must be evaluated by the department and approved by the Dean of the Graduate School.
2. Only such courses, which are the same or similar in content as the courses listed for the particular specialization, will be approved for transfer.
3. A student who has earned the Master's degree can transfer up to a maximum of 24 semester hours of credit, whereas a student who does not have a master's degree can transfer up to a maximum of 12 semester hours of graduate credit.

Foreign Transfer Credits: Graduate credit hour transfer is in accordance with the Graduate Bulletin. However, if transfer credits are expected from an international university, they must be sent to the World Education Service for evaluation at least one semester before application for graduation.

Correspondence courses are not accepted for graduate transfer credit.

ACADEMIC PROBATION AND DISMISSAL

A graduate student who fails to maintain an overall GPA of 3.00 or to make satisfactory progress in a degree program will be dismissed from graduate study at the University. Prior to dismissal, the student will be placed on automatic academic probation normally for one semester of full-time graduate study or its equivalent to provide an opportunity to return to good standing (3.00 GPA or better). Students on academic probation are not eligible for appointment to assistantships or fellowships.

Graduate students are expected to have a very high level of integrity and honesty in all the matters pertaining to academics; some examples include developing and writing original field reports, lab reports, term papers, thesis/dissertation, etc. Further, any information or statement made by a student to gain admission into Graduate School, if found to be false, the student will be subject to disciplinary action, up to and including dismissal from the Graduate School.

QUALITY OF WORK

The candidate must do work of high quality and must earn a cumulative average of "B" (3.00 GPA) or better in courses for which credit is given towards the master's degree. No grade below "C" is acceptable for graduate credit; the maximum number of C's that will be accepted for graduate credit is two. A student whose overall GPA falls below 3.0 will be put on automatic academic probation for one semester; failure to raise the GPA to 3 or above by the end of that semester will result in the dismissal of the student from the program.

STATUTE OF LIMITATIONS

Graduate students must complete requirements for graduation within six years from the date of their first enrollment, exclusive of any time spent in the Armed Forces of the United States. Students enrolled in programs that require more than 36 credit hours will have seven years to complete all requirements. Any graduate work completed by extension or transferred from another institution must have commenced not more than six years prior to graduation in order for the credits to be applied toward the graduate degree.

FEDERAL REGULATIONS

Alabama A&M University as an educational institution and as an employer does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, marital, or handicapped status. This commitment is made by the University and required by federal, state, and local laws and regulations, including Title IX, 86.9.

Each student at the University has the right to inspect his/her student records, Federal Register, Vol. 40 Number 3, Part III, Privacy Rights of Parents and Students.

COURSE ENROLLMENT

Seven to ten graduate credit hours are considered a full academic load during the regular academic semesters, Fall & Spring. Six graduate credit hours are considered a full academic load during the Summer Session.

To maintain a graduate assistantship (Teaching or Research) a student must be enrolled in a minimum of 6 graduate hours during the regular academic semester and a minimum of 3 during the summer session. Enrollment in more than 9 hours is not permitted for graduate assistants.

FEES AND EXPENSES*

2001-2002 TUITION AND FEES (Per Semester)

(The University reserves the right to change fees, charges, rules and regulations without prior notice.)

Graduate Hours	Resident	Non-Resident
1	335	495
2	495	815
3	655	1135
4	815	1455
5	975	1775
6	1135	2095
7	1380	2500
8	1540	2820
9	1700	3140
10	1860	3460
11	2020	3780
12	2180	4100
13	2340	4420
15	2660	5060

OTHER FEES AND DEPOSITS

These fees are required when only when applicable and are non-refundable

Add/Drop Fee (per form)	\$ 25.00
Application Fee	\$ 25.00
Auditing Fee (per hour)	\$100.00
Campus Parking Permit (Student, per year)	\$ 10.00
Campus Parking Permit (Student, Summer)	\$ 5.00
Extended Payment Plan	\$ 25.00
Graduation Fee (Graduate Masters)	\$ 45.00
Graduation Fee (Graduate Ph.D.)	\$ 55.00
ID Card Replacement (Non-Boarding Student)	\$ 25.00
Late Registration Fee	\$ 50.00
Matriculation Fee Graduate	\$150.00
Registration Fee (Applicable to all graduate students)	\$ 5.00
Thesis Binding (\$10.50 per copy)	\$ 42.00
Transcript (each)	\$ 3.00

Mandatory part-time student fees: Building Use Fee \$25.00. Health Insurance Fee \$40.00 and Information Technology Fee \$50.00. If entry to student activities and athletic events is desired, then those fees must be paid as assessed to full time students.

Mandatory full-time student fees: Building Use Fee \$25.00. Health Insurance Fee \$40.00. Student Activity Fee \$15.00. Recreation and Athletic Fee \$60.00. Information Technology Fee \$50.00 and Yearbook Fee \$10.00.

RESIDENCY STATUS FOR IN-STATE TUITION

Definition of Residency

For the purpose of assessing tuition and fees, AAMU classifies students as Alabama residents or non-residents. Residency, for this purpose, means domicile; domicile means living in the state of Alabama with the intent to make Alabama a fixed and permanent home. By way of example, students may have more than one home address but only one domicile. All out-of-state students must pay non-resident fees. In general, a student who comes to Alabama for the purpose of attending an institution of higher education is considered a non-resident student. Registration for voting, obtaining an Alabama driver's license, purchasing of property, and employment in Alabama are necessarily in and of themselves sufficient grounds on which to establish residency for the purpose of attending an institution. Students from outside of Alabama will be assumed to be non-resident students, unless they affirmatively fall within the criteria specified below.

Requirements for Residency

Information to assist AAMU in its administrative responsibility for determining student's residency status must be provided by the students. Residents of Alabama, as well as categories of non-residents hereinafter identified, may be enrolled upon payment of resident tuition and fees as follows:

1. a) A student may register as an Alabama resident for tuition purposes only upon showing that he/she has been a resident of Alabama for a period of at least 12 months prior to initial registration.

b) No emancipated minor or person 19 years of age or older shall be deemed to have gained or acquired Alabama residency status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he/she in fact established residency in this state.
2. If a person is under 19 years of age and living with a parent or guardian, he/she may register as an Alabama resident for tuition purposes only upon showing that his/her parent(s) or guardian has been a bona fide resident of Alabama for a period of 12 months prior to initial registration.
3. A full-time faculty member of AAMU, his/her spouse and dependent children under age 25, may register for the payment of resident fees, even though they have not been bona fide residents of Alabama for the preceding 12 months.
4. The spouse of any person who is classified as or who is eligible for classification as an Alabama resident student for tuition purposes, except spouses of those granted residency as a result of graduate assistantships, are entitled to Alabama residency classification for tuition purposes.
5. Military personnel and their dependents stationed in Alabama and on active military duty entitled to Alabama residency classification for tuition purposes.
6. A/an student/applicant, spouse, parent, or guardian, who is not a resident of Alabama but who has been employed full-time in Alabama for at least 12 months and has filed his/her Federal Personal Income Tax form jointly with a qualifying spouse for the tax year prior to the year in which the student is either admitted or registered for classes, is entitled to Alabama residency classification for tuition purposes
7. International students shall be classified as non-resident students. However, that a non-US citizen living in this country under a visa permitting the establishment of a permanent residence shall have the same privilege of qualifying for Alabama residency status for tuition purposes as a citizen of the United States.

8. Any Alabama resident student who remains in the state after his/her parent(s) or guardian (previously legal residents of Alabama or stationed in Alabama on military orders) move(s) from the state shall be entitled to remain classified as an Alabama resident for tuition purposes as long as attendance is uninterrupted. Such students need not attend the summer session in order to render attendance uninterrupted.
9. In the event that a bona fide resident of Alabama is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an Alabama resident for tuition purposes until the expiration of one year from the date of court appointment, and then only upon proper evidence that such appointment was not made to avoid payment of non-resident fees.
10. Students determined to be eligible for resident tuition purposes by an Alabama state-supported college or university retain their resident eligibility for one academic year upon transfer to AAMU.
11. Any student granted status as an Alabama resident student for tuition purposes whose status is based on a sworn statement, which is false, is subject to disciplinary sanctions as may be imposed by AAMU.

Changes in Residence Status

Applicants who are classified by AAMU as non-residents but who later claim to qualify as bona fide residents of Alabama for tuition purposes must file a Petition for Alabama Residency Classification for Tuition Purposes with the Office of Graduate Studies. With few exceptions, a student can change his/her status from a non-resident to an Alabama resident student for tuition purposes only by actually residing in the state for the period required, with the intention of assuming residence within the state indefinitely and by establishing a physical presence and place in the state which he/she true, fixed, and permanent home place of habitation. **In determining whether the student is in fact an Alabama resident for tuition purposes, the burden of proof rests with the student.**

To receive consideration, petitions for change of status and all supporting documentation must be filed with the Office of Graduate Studies on or before

Fall Semester	July 15
Spring Semester	November 15
Summer Sessions	April 15

When a petition is approved, classification as a resident for tuition purposes will not be retroactive to the prior semester; however, any non-resident fees paid in advance for succeeding semesters will be adjusted. The Office of Admissions and School of Graduate Studies will have the responsibility for classifying a student as an Alabama resident or non-resident for tuition purposes.

Appeals of Residency Status

A student who wishes to appeal the decision resulting for his/her petition for Alabama residency may request a review of that decision before AAMU Residency Review Committee. Appeals must be made in writing to the chairperson of that committee within 10 working days of the decision.

REFUND POLICIES

TUITION AND FEES

The tuition and fees and non-resident fees are refundable in accordance with the following schedule when a student withdraws from the University after completing the registration process:

Fall and Spring Semesters

From the first day of class through the seventh calendar day	90%
From the eighth day of class through the fourteenth calendar day	80%
From the fifteenth day of class to the twenty-first calendar day	70%
From the twenty-second day of class through the thirtieth calendar day	60%
After the thirtieth calendar day	None

Summer Semester

Before classes begin	90%
From the first day of class through the fifth day of class	75%
From the sixth day of class through the twelfth day of class	50%
From the thirteenth day of class to the end of the semester	None

Note: Full refund will be issued, if course is cancelled by AAMU. Fees paid by MasterCard/Visa will be credited to the customer's card.

Students scheduled to receive financial aid who do not plan to attend a session for which they have pre-registered must notify the Financial Aid Office in writing prior to the first day of classes to cancel their pre-registration and financial aid. Students who fail to notify the Financial Aid Office prior to the first day of class will be enrolled and subject to academic and financial penalties.

FINANCIAL AID

Alabama A&M University through resources available attempts to provide financial support for as many graduate students as possible. The University has a complete financial aid program composed of the following forms of aid:

1. Assistantships (Research and Teaching Assistantships)
2. National Direct Student Loans
3. Work-study Jobs
4. Guaranteed Student Loans
5. Fellowships

Assistantships: A number of Graduate Fellowships and Assistantships are available in departments, which offer graduate degree programs.

Students interested in Graduate Fellowships, L.W. Bonner Scholarship and Assistantships should address inquiries to: the Dean, School of Graduate Studies, Alabama Agricultural and Mechanical University, P.O. Box 998, Normal, AL 35762 or inquire directly with the Department/Programs they are going to join in.

Loans and Part-Time Employment: Student part-time jobs are open to graduate students. Students interested in loans or part-time employment may obtain detailed information by writing to: Director of Financial Aid, Alabama Agricultural and Mechanical University, Normal, Alabama 35762

GENERAL REQUIREMENTS FOR DEGREE PROGRAMS

The Department Chairperson or Dean, School of Graduate Studies assigns each graduate student admitted to a degree program an advisor. Each student must consult his or her major advisor before enrolling in courses.

Credit Hour Requirements: Candidates for the Master of Science degree must complete a minimum of 30 semester hours of course work. Some programs may require additional course work or a thesis. (See specific requirements listed in this catalog under each degree program.) Candidates pursuing the Master of Education degree should expect to complete a minimum of 33 semester hours of course work. The Master of Science in education requires completing 30 semester hours plus 6 hours of thesis credit.

Candidates for Education Specialist Degree (Ed.S) and Ph.D. degree should review appropriate departmental guidelines in this regard.

Planned Degree Programs: The Planned Degree Program should be divided into two sections: one for required courses and one for electives. The advisor only under EXTREME circumstances and with adequate justification should request changes in REQUIRED courses with the concurrence of the Chairperson and the Dean of the respective School. This program should be planned with the student's major advisor and signed by the advisor.

All changes in the planned degree program should be made prior to the student's application for graduation; the **ONLY** exception will be if a course is canceled after the student's application for graduation.

Under no circumstances should a change in a planned degree program be requested for failing a required course.

English Writing Proficiency: Each graduate student must demonstrate a minimum level of competency in written communication. Students may meet this requirement by:

1. Scoring a minimum 400 in the verbal section of the Graduate Record Examination.
2. Scoring 24 or more on the verbal section of the Graduate Management Admission Test for students entering the MBA Program.

In every case the English Writing Proficiency requirement must be fulfilled before the student completes 12 semester hours of graduate work, including transfer credits.

Students who complete 12 semester hours before completing their English Writing Proficiency requirement will be required to enroll in ENG 500, Writing for Graduate Students.

Basic Mathematics Skills: Each graduate student must demonstrate a minimum level of competency in mathematics. Students may meet this requirement by:

1. Scoring a minimum combined (verbal and quantitative) score of 800 or a minimum 400 in the quantitative section of the Graduate Record Examination.
2. Scoring a combined score of 350 in the Graduate Management Admission Test for students entering the MBA Program.

In every case the Mathematics skills requirement must be fulfilled before the student completes 12 semester hours of graduate work, including transfer credits.

Students who complete 12 semester hours before completing their Mathematics Skills requirement will be required to enroll in MTH 107, Modern Mathematics, and pass it with B or A grade.

Graduate Record Examinations/Graduate Management Admission Test: Each student who intends to become a candidate for the master's or Ph.D. degree shall take the Graduate Record Examination (GRE), or Graduate Management Admission Test (GMAT) if the student intends to pursue an MBA program. Students accepted without the GRE/GMAT on conditional basis, **must complete this requirement during the first semester of their enrollment.**

Students should make application for the examination directly to the Prometric Testing Services, 2699 Sandlin Road, Decatur, AL 35601, (256) 350-8324 or contact Educational Testing Service, Box 955, Princeton, New Jersey 08540, (800) 473-2255 and should designate Alabama Agricultural and Mechanical University, Normal, Alabama 35762, as the institution to receive the score (AAMU Test Code: 1003).

COMPREHENSIVE EXAMINATION

Eligibility Requirements: Each Master's and Educational Specialist candidate must pass a written or oral comprehensive examination designed to evaluate the candidate's proficiency in the theory and practice of their field. This examination is taken in both major and minor fields. Before sitting for the Comprehensive Exam, student must do each of the following:

1. Have Regular/Full admission status.
2. Maintain a 3.00 or better GPA.
3. Complete all required courses in field.
4. Complete all required courses for the degree.
5. Remove all I's, except thesis grades.
6. Remove all "D" and "F" grades.

If a student fails the comprehensive examination, at least one semester must intervene before the second examination is given. If the student fails this examination two times, referral will be made to a departmental committee, which will determine the appropriate action; this action should not eliminate the student from retaking the comprehensive examination for a **third and final time**.

THESIS/DISSERTATION REQUIREMENTS

Those students who choose the option of writing a thesis must adhere to the following:

1. Each student is responsible for selecting a major professor, choosing a research topic, and writing and editing the thesis, or dissertation. The major professor serves as the Chairperson of the student's advisory committee. The student and the major professor select the members to serve on the research advisory committee. The committee usually consists of 4-5 members, one of which comes from outside of the student's major area of emphasis. Once the advisory committee has been selected and approved, they will serve as advisors for the candidate in the development of the research proposal. Before the end of the second semester of enrollment, the student must complete a thesis or dissertation proposal, and receive approval of that proposal by the advisory committee and the Dean of the School of Graduate Studies.
2. The subject of the thesis/dissertation should be chosen from the candidate's field of major interest and must be approved by the departmental advisory committee. The thesis/dissertation should reveal a capacity to carry on independent study or research.

3. The student is advised to consult the School of Graduate Studies and the publication "Thesis and Dissertation Guidelines for Graduate Students" for general information regarding the preparation of a thesis/dissertation.
4. Each student is required to enroll in at least one semester hour of thesis/dissertation writing during the semester he/she expects to defend his/her thesis/dissertation. The student must also submit a final draft to the Dean of Graduate Studies two weeks prior to the scheduling of the oral defense.
5. Immediately following the candidate's oral examination, the student should consult either the advisor or the Graduate Office for specific directions concerning binding, labeling and other routine procedures. At least one month prior to graduation, the student must submit four unbound copies of the thesis/dissertation to the Graduate Office.

Application for Graduation: Students must apply for graduation before the deadline dates given below. However, if they fail to meet requirements for semester applied, they must **reapply**.

DEADLINE DATES:

December Graduation.....September 30

May Graduation.....January 31

July Graduation.....May 31

Clearance For Degree: Each candidate for a degree will receive a letter from the Graduate Office verifying clearance after final grades are submitted.

Conferring of Degree: Advanced degrees are conferred at Commencement Exercises at the close of each spring semester and summer session. A student completing requirements during a fall semester receives a diploma at the Spring Commencement.

Attendance at Commencement Exercise is strongly encouraged.

Second Master's Degree: With the approval of the appropriate department/program and the graduate dean, a graduate student who has completed a master's degree from Alabama A&M University in a different program may **transfer up to ten appropriate credits** from the first program to the second. All requirements for the master's degree must be met for the second degree.