GRADUATE HANDBOOK
FOR
MASTER’S OF SCIENCE IN GIS

DEPARTMENT OF GEOGRAPHY AND GEOLOGY
COLLEGE OF SCIENCES
SAM HOUSTON STATE UNIVERSITY

Prepared Fall, 2014
GRADUATE STUDENT CONTRACT

I, _________________________________ have received a copy of the Graduate Student Handbook from the Department of Geography and Geology. I understand that I am expected to abide by all policies, deadlines, and timelines set forth both in this handbook and those found in the Graduate Catalogue, Guidelines for Admission to Candidacy, Schedule of Classes, and Thesis Requirements. I also acknowledge that it is my responsibility, and not the Graduate Coordinator nor members of the department, to see that I meet these obligations and deadlines. Additionally, I agree that my admission status as well as any financial support by the Department of Geography and Geology may be withdrawn should it be found that I have not followed these policies in good faith.

Signed: _________________________________  Date _____________________

Expected Graduation (Semester, Year): _________________________________

Contact Information:

Student ID: __________________________

Email: _____________________________  Local Phone Number: _______________

Cell Phone Number: ________________  Permanent Phone Number: ___________

Permanent Address: _________________________________

_______________________________
ACADEMIC PROCEDURES

The department of Geography and Geology offers a Master’s program in Applied GIS. The program involves 36 credit hour of course work. The program offers a mix of face-to-face classes, online classes and also daytime/evening classes at the Sam Houston State University campus located at The Woodlands Center on Hwy 242.

Graduate students can select one of two available degree plans/paths: 1) Thesis track which requires 30 course credits, plus 6 credits of thesis research. 2) Non-thesis track which requires 36 course credits.

Up to two 4000 level undergraduate courses can be included on the degree program upon approval by the department.

APPLICATION / ACCEPTANCE PROCEDURES

Regular Admission

Requirements

A BA or BS degree, or a foreign equivalent, is required for admission. Degrees need not be from a program in Geography.

Applicants should understand that the admissions process is competitive, based on a careful assessment of each applicant’s file, and that we can only offer admission to a limited number of qualified applicants to ensure high quality advising and accessibility to facilities and other resources.

International students who receive a Form I-20 (F-1) or DS-2019 (J-1) based on admission to this program will be required to maintain full time enrollment (9 credits per semester) and will be subject to the rules and regulations that pertain to the F-1 or J-1 student visa status. Prospective international students should also visit the International Programs page for more information about graduate studies at Sam Houston State University.

Admission Procedures

Applications are evaluated once per semester.

Application Process

Our application process is completed using the Graduate Studies’ online admission system. Please note that your application will not be complete without submitting an application fee.

Transcripts
Official or unofficial transcripts may be submitted to the Graduate School Admissions office for initial review. Please note that official transcripts will be required from all admitted students for registration.

**Letters of recommendation**

Two letters of recommendation are required. Please note that you do not need to wait for your recommendation providers to submit their recommendations before completing the rest of the online application.

**Graduate Record Exam**

The Official Graduate Record Exam (GRE) scores for the verbal and quantitative sections, taken within the last five years should be submitted to the Graduate School.

**English language proficiency exam score (TOEFL)**

Students whose native language is not English must take the Test of English as a Foreign Language (TOEFL).

This requirement is waived for applicants who have completed one academic year of study at an American (or other English-speaking) university.

*Conditional Admission.*

An applicant whose records are incomplete may be granted conditional admission. Such students will be classified as conditional graduate students until all records are complete and all regular admission requirements are fulfilled. Conditional admission allows for the completion of no more than six hours of graduate credit and is valid for only one semester. All requirements for regular admission must be met prior to enrollment for more than six hours graduate credit.

*Probationary Admission.*

An applicant whose records are complete but who did not qualify for regular admission can be granted probationary admission with graduate committee recommendation. The student may need to complete one or more stem courses as recommended by the graduate committee. Stem courses do not count towards the 36 credits of graduate coursework. The purpose of stem courses is to prepare a student for graduate coursework in GIS if conditions for regular admission are not met. Such a student is allowed in graduate courses to demonstrate that he/she can perform at the graduate level. Students must earn a grade of “B” or better in each course taken under probationary status in order to be considered for regular admission.
*Please note that conditional and probationary admission does not guarantee regular admission once deficiencies are met.

**Non-Degree Admission/Graduate Certificate in GIS.**

Non-degree admission may be granted to a student who does not intend to pursue a graduate degree but who wishes to take courses for professional advancement to pursue a certificate program in GIS and who holds a baccalaureate degree or higher from an accredited university. For admission into the certificate program official transcripts and a resume is required. Certificate students may transfer to the regular degree program with a formal application, and a maximum of 12 graduate semester credit hours completed in the non-degree status may be applied to the graduate degree program. Transfer credits and 4000 level classes are not allowed in the graduate certificate program.

Students pursuing Masters of Science degree in GIS may be issued a certificate with a formal request upon meeting the certificate requirements.

**Transfer Credit.**

A total of nine (9) credit hours may be transferred to SHSU from another accredited graduate program. However, for a course to be transferred, there should be an equivalent course in the current graduate program, and that course cannot be taken again. Only courses taken within the last six years can be transferred. Undergraduate credits cannot be transferred and used towards graduate degree. Exceptions to this rule require approval by the Department Chair and the Dean.

**Graduate Credit for 4000 level course.**

Up to two 4000 level undergraduate courses can be included in the degree program upon approval by the department. In order to receive graduate credit for taking 4000 level undergraduate courses:

a. Student should complete the Graduate Credit Form (*see appendix*) and submit it to the Dean’s office no later than the 12th class day of the semester in which the 4000-level course is taken.

b. Student will be required to submit a syllabus or some other documentation from the instructor of the 4000-level course, outlining the additional assignments/requirements for students taking the course for graduate credit.

c. Student must receive prior approval from the department chair and the academic dean and complete additional requirements as outlined by the professor.
ACADEMIC EXPECTATIONS

Academic Expectations.

A minimum cumulative grade point of 3.0 (4.0 scale) is required. When the grade of C is earned in any course, it must be balanced by a grade of A in an equivalent course taken in the same academic program. (A grade of A earned at another institution may not be used to remove a grade deficiency earned in residency at Sam Houston State University).

Academic Probation and Suspension.

For a student to remain in academic good standing at Sam Houston State University and graduate, a graduate student must maintain an overall grade point average of at least 3.0 (B) on all graduate course work attempted.

A student who falls below a 3.0 overall grade point average at the end of any semester or completion of the summer session (both sessions) during which one or more semester hours are attempted will be placed on probation. If a probationary student does not achieve a minimum of 3.0 overall grade point average at the close of the next semester or summer session, the student will be suspended.

A student who earns a total of three grades of C or one grade of F will be terminated. Any appeal for a review of termination should be directed in writing to the graduate committee.

CREDIT HOUR RESTRICTIONS

The normal course load is 9 credit hours per full semester and 3-6 credit hours per summer session. Increased academic loads must be approved by the academic dean.

PROCEDURES FOR MASTER OF SCIENCE DEGREE

Graduate Coordinator.

Dr. Falguni Mukherjee, fsm002@shsu.edu, serves as the graduate coordinator for all graduate students seeking a Master’s degree in Applied GIS. Dr. Brian Cooper, bio_bjc@shsu.edu is the Department Chair and Dr. John Strait, jbs008@shsu.edu is the Assistant Chair.

The graduate coordinator will be the contact person for graduate students submitting any official paperwork and to assist you with course selection.

Course Requirements for Master of Science in GIS.
A suggested list of required courses is found in the Graduate Catalogue (also included in the appendix). However, the Master’s program may be tailored to fit the needs and interests of each individual student. The degree requires 36 hours of course work for the non-thesis option and 30 hours of course work for the thesis option, plus 6 hours of thesis credit.

**Degree Plan.**

A degree plan is completed by the student after consultation with the Graduate Coordinator. A degree plan must be on file by the end of second semester of the degree program. At this time the student commits to a degree plan, including whether or not to opt for a thesis or a non-thesis path. After filing, changes to the degree plan may be made in consultation with the Graduate Coordinator.

**Documentation.**

Each student is responsible for submitting necessary paperwork to the graduate coordinator in a timely manner. It is the responsibility of the student to refer to the deadlines in the Graduate Catalog, Schedule of Classes, academic dean’s office, Graduate Admissions etc. and adhere to those dates.

**Examination of Completion.**

All graduate students must pass a comprehensive exam (see below), over the graduate course work of their degree program.

Graduate students completing a thesis will be required to give a presentation of their thesis proposal/prospectus, an oral thesis defense and will be subject to an oral examination of the thesis topic.

**Comprehensive Exam.**

All graduate students must pass a Comprehensive Exam, over the graduate course work of their degree program. The Comprehensive Exam will be administered by the Comprehensive Examination Committee, which is composed of three faculty members from which the student has taken graduate GIS classes. The Comprehensive Examination Committee may or may not be the same as the student’s Thesis Advisory Committee. Students must submit the Comprehensive Examination Committee Form (see Appendix) to the Graduate Coordinator by the beginning of the semester in which the exam is scheduled. Students must successfully complete their comprehensive exam no later than the semester in which graduation is expected.

Students are eligible to take the comprehensive exam after finishing GEOG 5361, GEOG 5362, GEOG 5364 and any three electives. The comprehensive exam is offered twice each academic year (once in the fall semester and once in the spring semester) during a five-day period to be determined by the Comprehensive Examination Committee. If a student fails any one test area of
the comprehensive exam, he/she may retake the Comprehensive Examination just on that particular area in the following semester. If the student fails to pass the test a second time, then he/she will be dropped from the Graduate Program.

**THESIS**

The thesis requirement consists of an original written document over the research findings that were done in compliance with the project’s prospectus, a thesis presentation given to the public and performed publically during working hours, and a thesis defense wherein the candidate for the degree Masters of Science defends their research hypothesis, research methods, and research results to their approved committee.

Thesis Guidelines are available from the University Office of Graduate Studies in the Administration Building, Room 203, respective Dean’s office, or from the web at [http://library.shsu.edu/research/guides/thesis/](http://library.shsu.edu/research/guides/thesis/)

**Thesis Advisor**

Each student is to choose a faculty member from the Department of Geography and Geology at SHSU as a Major Advisor (see Appendix for Advisor – Student Agreement form), by the end of the second semester, to guide him or her in their thesis work. The Major Advisor will serve as the chairperson of their Thesis Advisory Committee and will be responsible for advising and guiding the student on research efforts. Per University policy, the Major Advisor must have Master’s level graduate faculty status or higher.

Should the student’s Major Advisor change, a revised Advisor-Student Agreement form (see Appendix) should be submitted to the Graduate Coordinator.

**Thesis Advisory Committee**

With the assistance of the Thesis Advisor, the student will select a minimum of two other faculty members from the Department of Geography and Geology at SHSU to comprise their Thesis Advisory Committee. Exceptions to this policy may be granted upon petition to the Graduate Committee. The Graduate Committee may allow one of the three Advisory Committee members to be outside the Department of Geography and Geology at SHSU; however, that person must be able to contribute significantly to the thesis project. Exceptions will be granted on a case by case basis and the decision of the Graduate Committee is final. A fourth member of the Advisory Committee may be selected if desired; this faculty member may be outside of the department or University. If the Committee member is outside of the University, that member must be approved by the Dean of Graduate Studies (see the Office of Graduate Studies website to complete a form to request approval). The Advisory Committee should be selected by the end of the second regular semester and no later than the third regular semester. It is the role of the Thesis Advisory Committee, working in concert with the student, to establish an appropriate sequence of
work and plan of research to attain the student’s thesis goals. It is the responsibility of the student to meet with his/her thesis advisory committee on a regular basis and keep them updated on the progress.

The department in consultation with the library has decided that students pursuing the thesis track will follow the Chicago Manual of Style for citations when writing their prospectus and thesis. Prominent geography journals follow the Chicago Manual of Style. Here is a link to the Chicago Manual of Style: http://www.chicagomanualofstyle.org/home.html for further reference.

**Prospectus.**

The candidate, in consultation with the chair of the thesis committee, will select a subject of investigation and determine the availability of the required sources, facilities, materials, and equipment for the research and the writing of the thesis. The student will prepare a thesis prospectus which will specify the thesis topic, detail the purpose of the proposed investigation, describe the proposed method(s) of investigation, indicate the relationship of study to relevant research and findings of scholars in the student’s area of concentration, and provide a commentary on source materials and/or facilities available for the successful completion of the research.

A student must present their prospectus at the latest by the beginning of their third regular semester.

The prospectus shall be submitted to the thesis committee on successful presentation. After the committee has approved and signed the prospectus, it is submitted to the academic dean for final approval. Any subsequent changes in topic or the proposed method of investigation must be approved in writing by the thesis committee and submitted for approval to the appropriate academic dean.

See Appendix for Thesis Prospectus Approval form.

**Continuous Enrollment Requirement.**

Per University policy, once a student enrolls in a thesis course (GEOG 6398 or GEOG 6099), the student must continue to enroll in a thesis course each semester until the student graduates. For example, once a student enrolls in GEOG 6398, the student must either re-enroll in GEOG 6398 or enroll in GEOG 6099 the following semester which would typically be the semester of expected graduation. Once a student has completed all of the thesis courses required for the degree, they may satisfy the continuous enrollment policy by enrolling in a 1-credit hour section of the thesis course.

It is advisable that a student should not register for any thesis courses until after the prospectus is approved, especially given that students must follow the continuous enrollment policy.
A Thesis Route Sheet may be downloaded from the Graduate Studies website at http://www.shsu.edu/~grs_www/FormsPublications.html. This is the only route sheet that will be accepted by Graduate Studies (see sample form in Appendix) and it must be typed. It serves as proof to the Registrar that the thesis has been completed and that all thesis requirements have been met for graduation.

As a general rule, a reasonably final draft of the thesis should be submitted to the student’s Advisory Committee no later than two weeks prior to the scheduled public defense in order to allow the committee ample time to read and edit the thesis.

A Report of Thesis Examination (see Appendix) should be filled out by the student after the thesis defense and submitted to the Dean’s office. The student should bring the form to the defense. A copy of this form should also be filed with the Graduate Coordinator.

Students participating in Commencement Ceremonies must arrange for a cap and gown at the University Bookstore at least 2 months before expected graduation.

Time Table of Procedures and Processes (This is a tentative time table and may be customized for every student. Hence, every student will have variations depending on the needs and interests of each individual student).

First regular (i.e. fall or spring) semester:

1) Enroll in GEOG 5361 (if offered, otherwise wait until the following semester).

2) Sign and submit Graduate Student contract to the Graduate Coordinator.

Second regular semester:

1) After the completion of 6 graduate credit hours, all non-regular admission students must apply for regular admission and must have removed all conditional requirements.

2) Submit Degree Plan; specify choice of thesis or non-thesis plan.


4) Work toward completion of the Prospectus (see Appendix for Prospectus Approval Form).

5) Before the start of the third regular semester, a thesis prospectus must be approved by the Thesis Advisory Committee, Department Chair, and Academic Dean (see Appendix – Thesis Prospectus Approval form). The approved thesis prospectus should be filed with the department.

Third regular semester:
1) Successfully complete Comprehensive Exam over graduate course work. **The Comprehensive Exam must be completed during the third semester.** After the exam, the **Report of Comprehensive Examination** form (see Appendix) should be submitted to the Graduate Coordinator.

2) Continue research and coursework for appropriate degree plan.

**Fourth - Sixth regular semesters:**

Continue research and coursework for appropriate degree plan.
Appendix

Forms and Checklists
# Tentative Graduate Course Rotation

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Offered</th>
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<tbody>
<tr>
<td>GEOG 5361</td>
<td>Geographic Information</td>
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<tr>
<td>GEOG 5363</td>
<td>Internet GIS</td>
<td></td>
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<tr>
<td>GEOG 5364</td>
<td>Spatial Analysis</td>
<td></td>
</tr>
<tr>
<td>GEOG 5365</td>
<td>Digital Image Processing</td>
<td>FALL</td>
</tr>
<tr>
<td>GEOG 5366</td>
<td>Cartography and Visualization</td>
<td></td>
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<tr>
<td>GEOG 5368</td>
<td>GIS Program Use and Applications</td>
<td></td>
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<tr>
<td>GEOG 5369</td>
<td>GIS Internship</td>
<td></td>
</tr>
<tr>
<td>GEOG 6398</td>
<td>Thesis I</td>
<td></td>
</tr>
<tr>
<td>GEOG 6099</td>
<td>Thesis II</td>
<td></td>
</tr>
<tr>
<td>GEOG 5362</td>
<td>GIS Principles and Applications</td>
<td></td>
</tr>
<tr>
<td>GEOG 5367</td>
<td>GIS Programming</td>
<td></td>
</tr>
<tr>
<td>GEOG 5310</td>
<td>GIS Project Management</td>
<td></td>
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<tr>
<td>GEOG 5311</td>
<td>GIS and Law Enforcement</td>
<td></td>
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<tr>
<td>GEOG 5371</td>
<td>Energy GIS</td>
<td></td>
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<tr>
<td>GEOG 5373</td>
<td>Introduction to GPS, LiDAR and Radar</td>
<td></td>
</tr>
<tr>
<td>GEOG 6261</td>
<td>Seminar in Applied GIS Research Methods</td>
<td></td>
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<tr>
<td>GEOG 5369</td>
<td>GIS Internship</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>GEOG 6099</td>
<td>Thesis II</td>
<td></td>
</tr>
<tr>
<td>GEOG 5374</td>
<td>Advanced GIS Analysis</td>
<td>Summer</td>
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# Graduate Course Description

**GEOG 5361. Geographic Information**

This course introduces the principles of the structure and function of Geographic Information Systems. This includes raster and vector data structures, coordinate systems, projections and georeferencing, data capture and editing, creation and management of attribute data, basic and advanced spatial analysis, accuracy and availability of geospatial data, dissemination of output as maps, reports and over the Internet and hardware, software and technology integration issues. **Credit 3.**

Prerequisite: GEOG 2464.

**GEOG 5362. GIS Principles and Applications**
Develops hands on skills using industry standard GIS software by putting in practice GIS fundamentals and theories learned in GEOG 5361. GIS application in a wide variety of areas such as local governments, urban infrastructure management, natural resource management, geologic analysis, marketing will be explored. Credit 3.

GEOG 5363. Internet GIS

Provides a conceptual overview of the fundamentals as well as hands on experiences in Internet GIS and web based interactive mapping. Students will acquire skills needed to share GIS content on the Web or across the enterprise. Students will learn to publish maps, imagery, Geoprocessing models and feature templates for use in Web applications that support visualization, analysis and editing of GIS resources using ArcGIS Server. Credit 3.

Prerequisite: GEOG 5361.

GEOG 5364. Spatial Analysis

In this course students will acquire knowledge and techniques of spatial analysis, and learn to effectively use various spatial data to solve real-world problems. Credit 3.

GEOG 5365. Digital Image Processing

This course emphasizes on the general principles of digital image processing to extract information from remotely sensed data. The remotely sensed data to be investigated include Landsat ETM, SPOT, hyperspectral Images and many others. Throughout the course, emphasis would be placed on image processing, image analysis, image classification, and integrating information extracted from remotely sensed data into a GIS. The digital image processing techniques to be covered include: image acquisition, image enhancement, image restoration, color image processing, image segmentation, image compression, image recognition, image quality assessment and statistical evaluation and change detection. Students will learn to use an industry standard digital image processing software- ERDAS Imagine. Credit 3.

GEOG 5366. Cartography and Visualization

Examines the fundamentals and practical applications of cartographic visualization. The course examines traditional and contemporary cartographic techniques. Topics covered include geospatial data representation, map design, geographic visualization and display. Credit 3.

GEOG 5367. GIS Programming

This course will provide an introduction to computer programming principles and their application in a Geographic Information Systems environment. Principles will be introduced using a GIS scripting language. Once programming principles are understood, students will begin to learn Python programming language for working with ArcGIS software and Python IDLE (Python
GUI). Students will master the use of Python scripts to manipulate basic mapping objects and complete geoprocessing tasks. The coursework will involve map scripting, debugging and error handling, and creating custom tools using Python scripts. Credit 3.

Prerequisite: GEOG 5361, Advanced GIS class or Instructor’s consent.

**GEOG 5368. GIS Program Use and Applications**

This course allows students to take modules through ESRI's "Virtual Campus" in order to enhance their knowledge of particular software application programs used in the GIS field. Accordingly, in enables students to gain a higher level of specialization in the use of programs that are of particular relevance to their career requirements. Credit 3.

Prerequisite: GEOG 5361.

**GEOG 5369. Internship in GIS**

Students will work in an approved setting to obtain applied experience in the use of GIS. Students must be supervised by a member of the graduate faculty, who will determine whether the nature and amount of the work performed satisfies the requirements for graduate credit. Credit 3.

Prerequisite: GEOG 5361.

**GEOG 5371. Energy GIS**

This is a survey of use of geographic information systems and related technologies such as GPS and aerial imagery in the energy field, particularly oil and gas production and exploration and midstream and downstream areas. It is useful for graduate students in Applied GIS as well as those professionals in geospatial technologies and earth sciences wishing to learn more about this important application area. It covers such topics as mapping and assessment of basins, plays, fields and wells. Land-base creation and issues, pipeline corridor analysis, and off-shore issues. It also covers integration of CAD data, seismic data, reservoir visualization and aerial imagery. Credit 3.

**GEOG 5373. Intro to GPS, LiDAR, & Radar**

This course provides the practical skills, knowledge, and understanding of quantitative measurement tools in the field of environmental and geospatial applications. It focuses on the basic concepts and applications of GPS (Global Positioning System), LiDAR (Light Detection and Ranging), and Radar systems. It introduces fundamental concepts of accuracy assessment and appropriate use of these data products. Students will also master the basic skills needed to leverage these data sources and information products in diverse application domains including, topographic mapping, flood inundation studies, vegetation analysis, and 3D modeling of urban infrastructure. Course component includes lectures, labs, and field work. Credit 3.
Prerequisites: GEOG 5361 or Instructor's consent.

GEOG 5374. Advanced GIS Analysis

This is an advanced level GIS analysis course. It teaches students systematically what a typical GIS analysis project should include and be implemented. Topics include defining problem, preparing data, choosing analytical methods, performing statistical analysis, and interpreting and evaluating results. Students will learn how to build and modify geoprocessing models using ArcGIS ModelBuilder and create spatial regression models. *Credit 3.*

Prerequisites: GEOG 5364 or Instructor’s consent

GEOG 5375. Selected Problems in Geography

Students work with a faculty member on directed study. *Credit 3.*

Prerequisite: GEOG 5361.

GEOG 5310. GIS Project Management

This course teaches strategies for successful GIS management and implementation in an institution-wide context. Implementation management strategies are introduced through a process of systematic user needs assessment, requirements specification, database design, application development, implementation, and operation and maintenance. *Credit 3.*

Prerequisite: GEOG 5361.

GEOG 5311. GIS and Law Enforcement

This is a survey of the use of geographic information systems and related technologies like GPS and aerial imagery in law enforcement. It is intended for graduate students in disciplines such as Applied GIS, Criminal Justice and Digital Forensics. It covers such topics as crime mapping and analysis, policing and deployment, critical incident response, spatial aspects of crime statistics, crime scene investigation, community supervision and corrections, counter terrorism and information security applications areas. Use of tracking devices, laser surveying instruments and drones are featured. *Credit 3.*

GEOG 6261. Seminar in Applied GIS Research Methods

This course provides an introduction to scientific research methods in Geography and Environmental Studies. Topics covered include fundamental research concepts, scientific communication, data collection, physical measurements, behavioral observation and archives, explicit reports (survey, interviews, and tests), experimental and nonexperimental designs,
sampling, statistical data analysis, data display, reliability and validity, and ethics in scientific research. This course is required for graduate students taking the thesis option.

**GEOG 6398. Thesis I**

The student will begin working on a thesis involving research and study of the applications of GIS and related technologies. *Prerequisite Consent of graduate supervisor. Credit 3.*

**GEOG 6399. Thesis II**

The student will complete a thesis involving research and study of the applications of GIS and related technologies. The work involved includes research on the approved thesis topic, preparation of a draft and a final thesis. *Prerequisite GEOG 6398 or consent of graduate supervisor. Credit 3.*
Thesis Advisory Committee Agreement

(To be submitted to the Dean’s office and Graduate Coordinator by the End of the Student’s Second Semester, if pursuing thesis plan)

I, ____________________________, do hereby submit the names of the following faculty as potential committee members. I attest that I have met with each and have discussed my degree plan and they have agreed to serve on my committee.

Major Advisor’s Signature: ____________________________________________

Printed Name: __________________________________ Date: _________________

Advisory Committee Members: (Only two members are required in addition to the Major Advisor, but a third member may be selected.)

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
<th>Department</th>
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</table>

Date Submitted: _______________ Student ID Number: _______________

Expected Graduation Date: _______________

Received: __________ Coordinator’s Signature: ________________________

Approved: __________ Dept. Chair’s Signature: ________________________
Thesis Prospectus Approval

Submitted to the College of: _______________________________________________

Candidate: _____________________________________________________________

Degree in Progress: ______________________________________________________

Proposed topic: _________________________________________________________

_____________________________________________________________________

*Attach copy of prospectus to this form

Thesis committee approval: _____________________________  ____________

(Major advisor)  (Date)

__________________________________  ____________

__________________________________  ____________

Department Chair approval: ____________________________________________  ____________

Final Approval by Dean: ________________________________________________  ____________
Comprehensive Examination Committee Form

(Submit to the Graduate Coordinator by Beginning of Third Semester in Program)

Name: ______________________________  Date: ___________________________

Student ID#: ______________________

Do you have a degree plan on file? _______________Yes _______________No

List your proposed Examination Committee members (please print names):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date of Comprehensive Exam: ______________________________

Student Signature: ___________________________  Date: _________________

Graduate Coordinator Signature: ______________________  Date: _______________
OFFICE OF GRADUATE RECORDS
SAM HOUSTON STATE UNIVERSITY
Huntsville, TX

Report of Comprehensive Examination

A(n) ______________________ comprehensive examination was administered to
(oral/written/oral and written)

_____________________________, a candidate for the degree of ______________________,
on ______________________, 20____, in room ______ of the Lee Derrin Building.

Major ______________________ Pass / Fail
Minor ______________________ Pass / Fail

A re-examination is ______________________ in the Major ______________________ and
unnecessary/necessary/requested)
Minor ______________________.

THE EXAMINING COMMITTEE

__________________________________
Chaiman

__________________________________

Date
Report of Thesis Examination

___________________________________________, SAM ID:__________________________

a candidate for the degree of__________________________________________________________

was examined on the thesis project entitled___________________________________________

______________________________________________________________________________
______________________________________________________________________________

on________________________, 20_____, in Room_________ of the ________________

building. The members of the Thesis Committee certify that the student _________________.

(passed/failed)

THE THESIS COMMITTEE

___________________________________________
Date

Committee Chair

___________________________________________
Date

Committee Member

___________________________________________
Date

Committee Member

___________________________________________
Date

Dean, College of Sciences
College of Sciences
Graduate Program

GRADUATE CREDIT FORM

Date
Sam ID
Last Name ___________ First Name ___________ Middle Initial ___________

Undergraduate course(s) to be given credit (Please include CRN)

________________________________________________

________________________________________________

Course(s) completed in:
Semester ______ Year ______

Graduate Advisor

Coordinator

Departmental Chair

Dean, College of Sciences

Office Use Only

Date forwarded to Registrar by Dean's Office: ________

Does faculty member teaching the course have graduate faculty status?
Yes _______ No ________

Does the syllabus document specific requirements to support the course being taken for graduate credit?
Yes _______ No ________

**NOTE: This form must be filled out before the 12th class day during a long semester or the 4th class day during a summer session in order to receive graduate credit for an undergraduate course.**
Checklist for graduate students
(to be kept in student file)

Name ________________________________

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtain copy of Departmental Graduate Handbook</td>
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<td>2. Sign and submit Graduate Student contract</td>
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<td>3. Meet with Graduate Coordinator for course selection</td>
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<td>4. Degree Plan selected</td>
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<td>5. If doing thesis, thesis advisor selected</td>
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<td>6. Thesis Advisory Committee established</td>
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<td>7. Prospectus approved, presented and submitted to Dean’s office</td>
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<td>8. Comprehensive exam scheduled</td>
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<td>9. Comprehensive exam completed</td>
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<tr>
<td>10. File degree application for graduation</td>
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