

BULLETIN
OF
TEXAS TECHNOLOGICAL COLLEGE

VOL. XXXVIII DECEMBER, 1962

NO. 10

THE
GRADUATE SCHOOL
1962 - 1963
Supplementary Announcements



Twelve issues annually, January through December of each year by the College. Second-class postage paid at Lubbock, Texas.

Foreword

The Graduate School announces with regret that the complete biennial Graduate Bulletin is temporarily out of print, but the present pamphlet incorporates the general regulations of the Graduate School and the requirements for graduate degrees. Such details as the College calendar and statements concerning fees and tuition are presented in the General Information Bulletin. All courses, graduate as well as undergraduate, are listed in the bulletins of the various undergraduate schools of the College. Any of the bulletins may be obtained by addressing the Registrar.

Policies and Regulations

NATURE OF GRADUATE STUDY

Graduate study is much more than a continuation of undergraduate work. Its true spirit is one of inquiry and the desire to add something to human knowledge. Graduate study should therefore be contemplated only by students who have already demonstrated in their undergraduate programs unusual intellectual attainments and the power of independent thought and investigation.

For this reason, practically all graduate schools exercise some type of selectivity in their admission of students. Selective entrance requirements are partly for the maintenance of the high standards that must always characterize graduate study and partly for the benefit of students in helping them decide early whether they should undertake such work.

The Graduate School of Texas Technological College recognizes its obligation both to the standards mentioned above and to the citizens of Texas. In connection with the first obligation, the Graduate School requires evidence of an applicant's special ability for admission to its degree programs and reserves the right to decline to accept any applicant whose admission would not be to his best interest or that of the College. On the other hand, under its twofold classification of graduate students, the Graduate School makes its facilities available to a wide variety of students, whether they are applicants for degrees or not.

The Graduate School, like other schools of Texas Technological College, reserves the right to institute, after due notice and during the course of a student's work toward a degree, any new ruling which may be necessary for the good of the College and therefore, ultimately, of recipients of its degrees.

RESPONSIBILITY OF STUDENTS

Graduate students are expected to make themselves thoroughly familiar with the regulations of the Graduate School and the requirements for degrees. Failure to follow the regulations and requirements almost inevitably results in complications for which the Graduate School cannot assume responsibility.

To facilitate communication, graduate students should promptly notify the Graduate Office of their changes of address.

AFFIDAVIT REQUIRED BY STATE LAW

By an act of the Texas Legislature, every person owing allegiance to the United States is required to sign an affidavit of loyalty in the presence of a Notary Public before he may be permitted to register in a Texas state-supported college or university. A special form is provided for students who are not citizens of the United States.

ADMISSION TO THE GRADUATE SCHOOL

Two types of admission are granted: (1) GENERAL ADMISSION TO THE GRADUATE SCHOOL (that is, admission as an "Unclassified Graduate Student") and (2) ADMISSION TO A GRADUATE DEGREE PROGRAM. The requirements are explained in the following paragraphs.

GENERAL ADMISSION TO THE GRADUATE SCHOOL is granted through the Office of the Registrar and Dean of Admissions on the basis of a formal application and satisfactory transcripts of the applicant's previous academic work. These documents should be submitted at least 30 days prior to the proposed enrollment—60 days by applicants outside the United States.

ADMISSION TO A GRADUATE DEGREE PROGRAM is granted through the Office of the Dean of the Graduate School and is restricted to applicants whose undergraduate records and scores on the Aptitude Test of the Graduate Record Examinations indicate probable success in such work.

PROCEDURE FOR STUDENTS SEEKING ADMISSION TO A MASTER'S OR DOCTOR'S DEGREE PROGRAM

All applicants must obtain general admission to the Graduate School before they can be considered for admission to a Master's or Doctor's degree program. If possible, applicants should take the Aptitude Test of the Graduate Record Examinations early enough to have their test scores sent to the Dean of the Graduate School prior to their enrollment.

An applicant who has been granted general admission to the Graduate School but has not taken the Aptitude Test of the Graduate Record Examinations will be permitted to enroll in the Graduate School with the understanding that he will take the Aptitude Test at the first administration of it after his initial enrollment. This policy applies to any enrollment, whether graduate credit is involved or not, and is basically for the protection of the student. It is much to a student's advantage to ascertain as soon as possible whether he has satisfied the requirements for admission to a degree program. Unnecessary postponement of the Aptitude Test may result in a denial of degree credit for work already completed and may jeopardize an applicant's chances of admission to a degree program.

An applicant who has been granted general admission to the Graduate School and who has already taken the Aptitude Test of the Graduate Record Examinations should ask the Educational Testing Service to send his test scores to the Dean of the Graduate School.

As soon as the Graduate Office receives the test scores of an applicant who has been granted general admission, the Dean of the Graduate School will evaluate the record, confer with the head of the student's proposed major department, and inform the applicant whether or not he has been accepted in a degree program. Students should understand, however, that the Educational Testing Service usually requires about a month to process test papers and distribute reports, and that the Dean and department head need some time in which to complete their evaluation of an applicant's record.

ADMISSION TO A SECOND MASTER'S OR DOCTOR'S DEGREE PROGRAM

Permission to work toward a second graduate degree of the same level as the first is granted only in exceptional circumstances, and the applicant is subject to all requirements as a new student. No courses used for the first degree will be credited toward a second degree of the same level.

PROCEDURE FOR STUDENTS NOT PLANNING TO WORK TOWARD A DEGREE HERE

Students who wish to enroll for courses for some non-degree purpose are required merely to secure general admission to the Graduate School.

Such students may later gain admission to a Master's or Doctor's degree program by petitioning the Dean of the Graduate School and by satisfying the customary requirements for admission to degree work. In general, however, degree credit will not be allowed for any courses completed prior to the student's official admission to a graduate degree program.

THE APTITUDE TEST OF THE GRADUATE RECORD EXAMINATIONS

The Aptitude Test is an objective-type examination requiring approximately three hours and yielding two scores—Verbal Factor (vocabulary and reading comprehension) and Quantitative Factor (logical and mathematical reasoning).

All of the Graduate Record Examinations, of which the Aptitude Test is merely one, are prepared and scored by the Educational Testing Service, 20 Nassau Street, Princeton, New Jersey. (It has no connection with Princeton University.) A western office is maintained at 4640 Hollywood Boulevard, Los Angeles 27, California. Applicants from Texas should direct their correspondence to the Princeton office.

The Graduate Record Examinations are administered in at least one center (usually several centers) in each of the 50 states and the District of Columbia, and in many foreign countries. In some of these centers, the tests are administered only once or twice a year; in many others, they are given at least four times a year, usually in January, March, July, and November.

Application blanks and details about the Aptitude Test and examination dates may be obtained from the Testing and Counseling Center of Texas Technological College (which administers the tests in Lubbock), from similar agencies in other colleges and universities, or from the Educational Testing Service.

Each applicant is individually responsible for making arrangements to take the Aptitude Test and for having his scores sent to the Dean of the Graduate School, Texas Technological College, Lubbock, Texas.

The completed application form and the examination fee (currently \$7) must reach the proper office of the Educational Testing Service approximately a month in advance of the test date. Upon receipt of the application and the fee, the Educational Testing Service will mail the applicant

a ticket of admission to the examination, specifying the room and the hour at which it will be held.

Applicants should note that at Texas Technological College, the Graduate Record Examinations are administered by the Testing and Counseling Center, not by the Graduate School.

CONTINUATION IN THE GRADUATE SCHOOL

Every student enrolled in the Graduate School, whether he is working toward a degree or not, is required to be diligent in his studies and to cooperate fully with the policies of the institution. The Graduate School reserves the right to place on probation or to drop from its rolls any graduate student who does not maintain a satisfactory academic standing or who fails to conform to the regulations of the College or to the conventions of good citizenship.

ACCEPTANCE BY THE DEPARTMENTS

As indicated under the heading of "Admission of the Graduate School," applicants for admission to graduate degree programs must be accepted by their proposed major departments as well as by the Dean of the Graduate School. Such acceptance is merely provisional, however, and does not constitute admission to candidacy for a degree.

If a student who has been accepted by one department wishes to transfer to another, he is required to present at the Graduate Office a written statement from each department certifying that the transfer is authorized.

GRADUATE ADVISERS

The Dean of the Graduate School is the general adviser for all graduate students, but, so far as particular courses are concerned, a student is counseled by the head of his major and minor departments or by other professors designated for such counseling. Advisement in matters pertaining to teachers' certificates is the responsibility of the Director of Teacher Certification.

ELIGIBILITY FOR ENROLLMENT

MEMBERS OF THE FACULTY AND STAFF

Full-time members of the faculty and staff of Texas Technological College may enroll for courses only by special permission of the President of the College. In registering for graduate work, they become subject to the usual regulations of the Graduate School. However, no member of the faculty with a rank above instructor is eligible to receive a graduate degree from Texas Technological College.

UNDERGRADUATES TAKING WORK FOR GRADUATE CREDIT

An undergraduate student who is within 9 semester hours of graduation and who has at least a B average in his major subject may enroll for courses carrying graduate credit, subject to the approval of the dean of his undergraduate school and the Dean of the Graduate School. This approval must be obtained on special forms at the time of registration. No course taken without this approval may be counted for graduate credit.

An undergraduate who is permitted to enroll for graduate work as indicated above is required to take the Aptitude Test of the Graduate Record Examinations at the first administration of it after his enrollment for graduate work—if he has not taken it before.

The maximum amount of work that may be scheduled by an undergraduate taking courses for graduate credit is 16 hours in a semester or 6 hours in a summer term, including graduate and undergraduate work. Undergraduates permitted to enroll for graduate work are expected to complete all of their undergraduate requirements within the academic year in which they first enroll for graduate credit.

An undergraduate may not receive credit for more than 12 semester hours of graduate work completed prior to his admission to the Graduate School as an applicant for a graduate degree.

UNDERGRADUATES TAKING GRADUATE COURSES FOR UNDERGRADUATE CREDIT

In exceptional circumstances, a senior with a high record may be permitted to enroll in a course listed "For Graduates," but such permission is granted only on the written recommendation of the department concerned and the approval of the dean of the undergraduate school in which the student is enrolled.

EXTRA-CURRICULAR ACTIVITIES

Graduate students are not eligible to hold office in an organization which is primarily for undergraduates or to participate in college-sponsored extra-curricular activities. They are encouraged, however, to participate in honor societies for which they may be qualified. Graduate students who are satisfactorily pursuing a full-time program of graduate work are eligible to serve as officers in organizations of this type.

RANK OF COURSES

Courses numbered in the 500 series and above are for graduate students. Most of the courses numbered in the 400 series and some of those in the 300 series may be taken for graduate credit. In such courses, a graduate student may, at the discretion of his professor, be assigned additional work beyond that required of undergraduates.

Approximately half of the work credited toward a Master's degree is expected to be in courses designated for graduate students. Most of the work credited toward a Doctor's degree should be in courses of this rank.

AMOUNT OF WORK PERMITTED

A full graduate schedule is 12 hours in a semester or 6 hours in a summer term. The maximum enrollment in the Graduate School is 16 hours in a semester or 6 hours in a summer term.

For teaching fellows or others employed in part-time positions on the campus, the permissible load will be determined by the Dean and the head of the student's major department.

Full-time employes of the College are limited to 3 hours of graduate work in any term or semester.

Included in a graduate student's total load are extension courses and correspondence courses which he may be taking for the removal of deficiencies.

REGISTRATION

GENERAL PROCEDURE

Students who have been granted "General Admission to the Graduate School" (see Page 6 of this Bulletin) are expected to register in the Graduate School whether they contemplate degree work or not.

The details of registration are under the jurisdiction of the Registrar, who furnishes to each enrollee complete instructions for all steps in the procedure. Students should follow carefully those instructions and the additional ones listed below.

DEPARTMENTAL APPROVAL OF COURSES

The student should have his complete schedule of courses made out by an official representative of his major department and then have each individual course approved by a representative of the department offering it. It is the student's responsibility to see that the class tickets which are issued him correspond exactly to the courses listed on his schedule card.

DEAN'S APPROVAL OF REGISTRATION

When the approvals mentioned above have been secured and the registration cards have been completely filled out, the student is required to submit his registration cards to the Dean of the Graduate School for approval.

At this stage of the procedure, the student will be asked to state the type of credit he seeks in each course for which he is enrolling, and the proper designation will be stamped on his class tickets for the guidance of his professors.

A graduate student may enroll in certain 300 and 400 courses for (1) Graduate Credit, (2) Undergraduate Credit, or (3) Non-Credit, and in 100 and 200 courses for (1) Undergraduate Credit or (2) Non-Credit. (Enrollment of a graduate student in a 500 course is automatically considered to be for graduate credit.) The designation of the type of credit sought in a course has no necessary relation to the student's plans in connection with a graduate degree.

Once a card has been stamped "Graduate Credit," "Undergraduate Credit," or "Non-Credit," and registration has been completed, changes in the designation of credit can be made only through the Graduate Office, and no such changes can be made after the fourth meeting of the class involved.

The registration cards of all graduate students and of all students enrolling for any graduate credit must be approved by the Dean of the Graduate School before the payment of fees.

CHANGES IN SCHEDULE AND WITHDRAWAL

A graduate student who wishes to change a section, to add or drop a course, or to withdraw from the Graduate School is required to make his request at the Graduate Office. A student who quits a course without official withdrawal will receive F on it.

After a schedule has been approved and the fees have been paid, the adding or dropping of a course or the changing of a section will be subject to a charge of \$3 for each change unless the change is made for the convenience of a department or the College.

PREREQUISITES FOR A GRADUATE MAJOR

For a graduate major, an applicant must have completed, or must take as undergraduate leveling work, a minimum of 18 semester hours (including at least 12 hours on the junior or senior level) in his proposed major subject and he must be accepted by the department concerned. Any department may specify additional prerequisites if they are considered necessary and may require an applicant to pass an examination before his acceptance.

RESIDENCE

Study leading to a graduate degree involves sustained residence as well as the completion of courses. Residence, which is expressed in terms of weeks, months, or years, is credited for work done on the campus of Texas Technological College and for certain types of courses (theses, field courses, practicums, internships, individual study, or any other type of course) when offered at a place and under circumstances specifically established by the department concerned and approved by the Graduate Council in advance of the offering of the course.

As much as 12 weeks of residence for the Master's degree may be earned in evening and Saturday classes that meet on the campus, but work completed in these courses does not reduce the minimum residence for the doctorate.

Residence is not credited for work completed by extension. Courses transferred from another graduate school will not reduce the minimum residence for the Master's degree by more than six weeks.

The minimum residence for the Master's degree and the Doctor's degree will be found in the appropriate sections of this Bulletin.

GRADES AND GRADE AVERAGES

The grades used in the Graduate School are the same as those used in undergraduate work (A, B, C, D, and F), but graduate credit is allowed only for courses completed with grades of A, B, and C.

For graduate credit, no assigned grade may be raised (unless an error has been made) except by a repetition of the course involved. The substitution of another course for one completed with a low grade is not permitted. If a course is repeated, the last grade is used in the computation of the averages, even though it may be lower than the original grade.

Work completed at another graduate school with a grade less than B will not be accepted, but grades on transferred work will not raise the grade average on courses completed in this Graduate School.

SYMBOLS PR AND I

The symbol Pr (in progress) is given for the first half of a thesis or dissertation (631 or 831), and no final grade is to be assigned for a thesis or dissertation (631-632 or 831-832) until the completed work has been approved by the student's advisory committee and accepted by the Dean of the Graduate School. Pr is also given for the Master's Report (630) until the document has been approved by the committee and accepted by the Dean.

Pr may be given by a professor when a student's work in a research course is not quite finished but is satisfactorily in progress at the end of a semester. This symbol must be replaced by a standard letter grade before credit can be granted for the work.

The symbol I (incomplete) may be given by a professor when a student's work in a regularly organized class has not been completed at the end of a semester and when the failure to complete the work has been solely due to causes beyond the student's control. It is not used as a substitute for F. When I stands for a year without action on the part of the student, it may become F.

REQUIREMENT FOR GRADUATION

For the Master's degree, the minimum requirement for graduation is an average of B in the major subject and an over-all average of B on all courses comprising the official program for the degree (see Page 19 of this Bulletin). At its discretion, any department may require a B average of students who take a minor in the department.

For the Doctor's degree, the minimum requirement for graduation is an average of B in the major and the minor treated separately. For this calculation, all courses completed for graduate credit outside the major are considered to comprise the doctoral minor.

PROFICIENCY IN ENGLISH

A student found deficient in English may be required to complete satisfactorily certain specified courses in English usage (without graduate

credit) before he is considered for admission to candidacy for a graduate degree.

STATEMENT OF INTENTION TO GRADUATE

Not earlier than twelve weeks and not later than nine weeks prior to his proposed date of graduation, every candidate for a graduate degree must file at the Graduate Office a form known as the "Statement of Intention to Graduate." No candidate's name will be placed on the "Tentative List of Graduates" for any commencement unless this statement has been received at the Graduate Office within the time limits specified.

A candidate who fails to graduate at the expected time is required to file a new "Statement of Intention to Graduate" for any subsequent graduation.

Fees and Deposits

The following information concerning fees and desposits applies only to semesters of a long session; the Summer School Bulletin carries details about fees required in the summer terms.

Texas Technological College reserves the right to change fees at any time in keeping with acts of the Texas State Legislature or of the Board of Directors of the College.

No student is considered enrolled in the College until final settlement of fees has been made. Checks, money orders, and drafts are accepted subject to final payment.

By an act of the Texas Legislature, students who are not legal residents of Texas are required to pay a higher registration fee than those who are residents of the State. Prospective students should consult the Dean of Admissions about their legal residence. Any student who wrongfully pays the fee charged legal residents of Texas is subject to a penalty.

REGISTRATION FEE PER SEMESTER FOR RESIDENTS OF TEXAS:

For 12 or more semester hours	\$50
For 11 semester hours	\$47
For 10 semester hours	\$43
For 9 semester hours	\$39
For 8 semester hours	\$35
For 7 semester hours	\$31
For 6 semester hours	\$27
For 5 semester hours	\$23
For 4 semester hours	\$19
For 3 semester hours or less	\$15

REGISTRATION FEE PER SEMESTER FOR NON-RESIDENTS:

For 12 or more semester hours	\$200
For 11 semester hours	\$184
For 10 semester hours	\$167
For 9 semester hours	\$150
For 8 semester hours	\$134
For 7 semester hours	\$117
For 6 semester hours	\$100
For 5 semester hours	\$ 84
For 4 semester hours	\$ 67
For 3 semester hours or less	\$ 50

STUDENT SERVICES FEE: \$17 per semester; required of all students enrolling for 6 or more semester hours.

GENERAL PROPERTY DEPOSIT: \$7, which must be maintained at all times by replacement of charges against it. The unused portion is returnable if a request is made not later than four years after the student's last attendance.

STUDENT UNION FEE: \$5 per semester; required of all students enrolling for 3 or more semester hours.

LABORATORY FEES: \$2 per semester for each course carrying 3 semester hours' credit or less; \$4 per semester for each course carrying 4 or more semester hours' credit.

CHANGE-OF-SCHEDULE FEE: \$3 for each change after registration has been completed unless the change is made for the convenience of the College.

VISITOR'S FEE: \$10 for each course. Applicable only to persons not enrolling in the College. An enrollee who wishes to visit or "audit" a course will list it (for "No Credit") on his registration card, along with his other courses, and will pay the regular fee for it. No credit may be earned by either of these types of class attendance.

FEE FOR REPLACING A LOST I-D ACTIVITY CARD:

Fall Semester	Spring Semester	Fee
After Oct. 15	After March 1	\$12.75
After Nov. 15	After April 1	\$ 8.50
After Dec. 15	After May 1	\$ 4.25

FEE FOR A DUPLICATE RECEIPT: \$.50.

LOCKER OR GYMNASIUM FEE: Students who are not enrolled in a class in physical education but who wish to use the gymnasium will be required to pay a fee of \$1 for a locker. Towel service is available for a fee of \$1 per semester and a returnable deposit of \$1.

FACULTY FEE FOR GYMNASIUM-NATATORIUM FACILITIES: \$2 for each fiscal year or portion thereof.

FEES FOR SPECIAL COURSES AND FACILITIES:

For Physical Education 4321 (Driver Instruction)\$20

For private instruction in certain courses in

Applied Music (115, 116, 215, 216, 315, 316)\$15

For private instruction in certain courses in

Applied Music (025, 026, 125, 126, 225, 226,

235, 236, 325, 326, 345, 346, 425, 426, 435,

436, 445, 446)\$30

For use of a practice room and piano, the semester fee is \$5 per hour for each day and \$2.50 for each additional hour. The fee for the rental of musical instruments for classes in strings, woodwinds, and brasses (each class) is \$2.50.

GRADUATION FEE: \$5. Once a diploma has been ordered for a student, there can be no refund of this fee even if he does not graduate as expected. For a subsequent graduation, a supplementary fee of \$2 is required.

FEE FOR GRADUATING IN ABSENTIA: \$1.50.

FEE FOR BINDING REPORTS, THESES, AND DISSERTATIONS: Usually \$3 per copy, but the fee is subject to change without notice. The fee for the microfilming of a doctoral dissertation is \$25. Details are shown on Page 23 of this Bulletin.

EXEMPTION FROM FEES BECAUSE OF HONORABLE DISCHARGE FROM THE ARMED FORCES: Information may be obtained from the Coordinator of Veterans' Affairs in the Office of the Registrar.

REFUND OF FEES: Refunds are not made on courses of less than six weeks' duration. A student who is suspended from the College is not entitled to a refund of fees. With these exceptions, a student who officially withdraws during either semester will receive a refund of registration and activity fees according to the following schedule:

First class day through the 14th class day80 per cent

Fifteenth through the 20th class day60 per cent

Twenty-first through the 25th class day40 per cent

Twenty-sixth through the 30th class day20 per cent

After the 30th class day no refund

Fellowships and Teaching Assistantships

Obtainable from the Office of the Registrar is a special bulletin describing the fellowships and loan funds available at Texas Technological College. The following summary provides most of the information needed by prospective students. All inquiries should be addressed to the head of the department concerned.

FELLOWSHIPS

A number of fellowships requiring no duties on the part of the student are available, particularly in the departments offering doctoral work. The stipend for doctoral students is usually \$1,000; that for applicants for the Master's degree is usually \$400.

Three-year fellowships are available for doctoral students in chemistry and English under the provisions of the National Defense Education Act.

Fellowships from the National Science Foundation are available under both the Cooperative Graduate Fellowship Program and the Program of Summer Fellowships for Graduate Teaching Assistants.

GRADUATE TEACHING ASSISTANTSHIPS

Most of the departments which participate in the graduate program have Graduate Teaching Assistantships for properly qualified students. The duties and stipends vary in relation to the qualifications of the recipient and the amount of service he renders.

The Master's Degree

The requirements set forth in this section are in addition to those listed under the heading of "Policies and Regulations."

DEGREES OFFERED

In the "Program for the Master's Degree" and on the title-approved page of a report or thesis, the exact and official designation of the degree must be used:

- Master of Arts
- Master of Business Administration
- Master of Education
- Master of Science
- Master of Science in Agriculture
- Master of Science in Chemical Engineering
- Master of Science in Civil Engineering
- Master of Science in Electrical Engineering
- Master of Science in Home Economics
- Master of Science in Industrial Engineering
- Master of Science in Mechanical Engineering

PREREQUISITES

Admission to a Master's degree program is dependent upon the applicant's undergraduate record, his scores on the Aptitude Test of the Graduate Record Examinations, and the recommendation of his proposed major department.

A substantial body of undergraduate work in the major subject and considerable breadth of background are essential for graduate study. Therefore students whose undergraduate programs are seriously deficient in breadth or depth may be required to complete additional preparatory work without graduate credit.

GRADUATION UNDER A PARTICULAR CATALOG

Effective Sept. 1, 1962, all programs for the Master's degree will require either a Master's thesis (6 semester hours) or a Master's report (3 semester hours).

A student who had begun Master's degree work under a non-thesis option may follow his original plan if — by Sept. 1, 1962 — he had filed at the Graduate Office a degree plan calling for a non-thesis program or if by that date he had completed 6 or more semester hours of acceptable graduate work which he had planned to use in such a program. A student who avails himself of this choice will satisfy the requirements for graduation which have previously been in force as shown in the last three issues of the Graduate Bulletin.

On the other hand, with the approval of his major department, a student who is eligible to continue his original plan under the provisions stated above may, if he prefers, change to a program embodying a report or thesis and satisfy the requirements published in this issue of the Bulletin.

REPORT AND THESIS

The Master's report and the Master's thesis are alike in that each is expected (1) to represent independent work by the student, conducted under the supervision of a director, and (2) to be written clearly and concisely in good English.

The thesis usually involves research, an activity which naturally varies considerably from discipline to discipline. The report may or may not be based on research; it normally represents some type of investigation, criticism, or problem solving.

Administratively, the report and the thesis are treated alike. That is, each requires the approval of its director (and any other professors considered necessary) and acceptance by the Dean of the Graduate School.

Available at the Graduate Office, free of charge, is a pamphlet setting forth the requirements for the preparation and submission of a report and a thesis. All manuscripts must conform to the published policies.

BASIC PROGRAMS FOR THE MASTER'S DEGREE

Students should understand that the basic programs outlined below represent simply the minimum requirements of the Graduate School. All departments have the prerogative of increasing the quantitative requirements for any or all of their majors. In general, programs involving any type of certificate (such as those for teachers, administrators, and counselors) will embody considerably more than the 30-hour minimum set by the Graduate School. The option between a report and a thesis is also a departmental prerogative although the preference of the student will naturally be considered.

The two programs are as follows:

PLAN 1: Required: A minimum of 24 semester hours of graduate course work plus the Master's thesis (631-632).

PLAN 2: Required: A minimum of 27 semester hours of graduate course work plus the Master's report (630).

LANGUAGE REQUIREMENT

For the Master of Arts and Master of Science, a knowledge of a foreign language is required. This requirement may be applied to other degrees at the discretion of the department concerned. A student whose major is one foreign language is required to have a reading knowledge of another language.

In general, a student who has satisfactorily completed 12 or more semester hours of undergraduate work in a single foreign language acceptable to his major department and the Dean of the Graduate School is considered to have satisfied this requirement, but some departments require their majors to pass a reading examination regardless of their course work in a language. Any applicant may satisfy the requirement by examination. A student who has recently completed two or more years of high school work in a foreign language will usually find it to his advantage to take a year of college work in the same language and prepare for the reading examination. All reading examinations in foreign languages are administered by the Department of Foreign Languages according to schedules obtainable from the Department or at the Graduate Office.

MAJOR SUBJECT

Every program for a Master's degree must embody a major comprising at least 18 semester hours of graduate work in a subject which has been approved for major work and for which the student has, or completes without graduate credit, the prerequisites as explained on Page 9 of this Bulletin.

MINOR

Every program for a Master's degree must embody a minor representing approximately one-fifth to one-fourth of the total program. The minor may be completed in a single department or in several departments, but the

courses comprising the minor are subject to the following limitations: (a) they must carry graduate credit; (b) they must be acceptable to the student's major department; and (c) each course (except the specially designed ones numbered 5335) must be approved by the department offering it. This approval is indicated in the degree plan by the signature of the department head (or graduate adviser) concerned. Its purpose is to make sure that a student does not enroll for a course for which he is not prepared.

PROGRAM FOR THE MASTER'S DEGREE

Early in his first semester of graduate study, every one contemplating Master's degree work is required to submit to the Dean of the Graduate School a "Program for the Master's Degree" as prepared by an official representative of the proposed major department and of other departments as indicated under "Minor" in the preceding section.

The forms for the "Program" are available at the Graduate Office.

When the student receives his approved copy of his "Program" from the Graduate Office, he is expected to keep it and use it as the basis of all subsequent enrollments. Substitutions of courses (except the special group numbered 5335) can be made only on the written recommendation of the department or departments concerned and the approval of the Graduate Dean.

Approval of a "Program for the Master's Degree" DOES NOT, however, constitute official admission to Master's degree work or admission to candidacy for a Master's degree. It merely signifies that the proposed program will be acceptable if the student satisfies all of the regulations of the Graduate School and all of the requirements connected with his degree program.

MINIMUM RESIDENCE

The minimum residence for any Master's degree is a full academic year (nine months) of graduate work or its approximate equivalent in five 6-week summer terms. Part-time enrollment is evaluated on a fractional basis.

As much as 12 weeks of residence in a Master's degree program may be earned by work in Saturday or evening classes that meet on the campus.

TRANSFERRED AND EXTENSION WORK

There is no automatic transfer of credit toward a Master's degree, but, in general, work completed in residence at another accredited graduate school may, on the recommendation of the departments concerned, be accepted for as much as 6 semester hours toward a Master's degree. Credit accepted from another graduate school will in no instance reduce the minimum residence by more than six weeks.

A maximum of 6 semester hours of extension work completed through the Division of Extension of Texas Technological College may be credited

on the course work for a Master's degree if the student had been officially admitted to the Graduate School (at least as an "Unclassified Student") prior to his enrollment for the extension work. Residence is not credited for extension work.

Not more than 9 semester hours of any combination of extension courses and courses completed elsewhere can be credited toward a Master's degree.

GRADUATE CREDIT IS NEVER GRANTED FOR COURSES TAKEN BY CORRESPONDENCE.

ADMISSION TO CANDIDACY

Every applicant for a Master's degree is required to submit to the Dean of the Graduate School a formal "Application for Admission to Candidacy for the Master's Degree" upon the completion of approximately half of the work listed in his "Program for the Master's Degree." Blanks for this application are obtainable at the Graduate Office.

ALL THE FOLLOWING REQUIREMENTS FOR ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE MUST BE SATISFIED AT LEAST TWO MONTHS PRIOR TO GRADUATION:

(1) Official admission to Master's degree work must have been secured.*

(2) At least half of the graduate work required for the Master's degree must have been completed in residence with an average grade of B or higher.

(3) The requirement concerning proficiency in English must have been satisfied.

(4) The requirement in a foreign language (if any) must have been satisfied.

(5) The general field of the report or thesis must have been approved.

(6) The work up to this point must be acceptable to the departments concerned, as attested by their approval of the "Application for Admission to Candidacy."

(7) The entire program must be in conformity with the general regulations of the Graduate School and the requirements for the particular degree.

TIME LIMIT

All work credited toward a Master's degree must be completed within six years. Students whose graduate study here is interrupted by involuntary military service will be granted an extension of time for the period of their military duty, not exceeding five years.

* If a student began Master's degree work prior to Sept. 1, 1955, but had not been admitted to candidacy by that date, he must have taken the Aptitude Test of the Graduate Record Examinations for admission to candidacy.

FINAL EXAMINATION

Within the term or semester in which he plans to graduate, at a time specified by his major department, every candidate for a Master's degree is required to undergo a final comprehensive examination in his major field.

The final examination is normally given once each long session and once each summer. It is the student's responsibility to confer with the chairman of his advisory committee or the head of his major department about the time and place of the examination. No reminders will be provided by the departments or the Graduate School.

A student who fails the final examination may repeat it once, but not until after an interval of four months or more.

At the discretion of the department concerned, a student who passes the examination, but does not graduate within 12 months may be required to repeat the examination.

The Doctor's Degree

The requirements set forth in this section are in addition to those listed under "Policies and Regulations."

MAJORS

Major work leading to the Degree of Doctor of Philosophy is offered in the Departments of Chemistry, English, Geology, History, and Psychology. The Degree of Doctor of Education is offered with a major in Education.

ADMISSION TO DOCTORAL STUDY

Admission to doctoral study is restricted to applicants whose background shows definite promise of probable success on this the highest level of academic endeavor. The formal requirements for admission to the doctoral program are a distinguished record in previous work (undergraduate and graduate) and a high score on the Aptitude Test of the Graduate Record Examinations. Each doctoral department has additional requirements which applicants must satisfy for admission.

PROGRAM OF WORK

YEARS OF STUDY

A minimum of three years of graduate study beyond the Bachelor's degree is required for the doctorate. Work completed for the Master's degree is considered one of these years if it forms part of a logical sequence in the entire program.

Work completed in the doctoral program of another recognized graduate school will be considered on the recommendation of the departments concerned, but no assurance can be given that such work will reduce the course or residence requirements in this Graduate School. *In no case can transferred credit reduce the minimum residence* (see below).

Doctoral study cannot be estimated solely in terms of credit hours, but the program normally requires the completion of 72 to 90 or more hours of work beyond the Bachelor's degree. Of this number, not more than 9 semester hours' credit may be earned in special types of courses (field courses, practicum courses, individual study courses, and so on) and not more than 12 semester hours in dissertation courses (731, 732 and 831-832).

MAJOR AND MINOR

An applicant for the doctorate will devote most of his time to his major subject, but for the Ph.D. Degree, the program must include a minor of at least 18 semester hours beyond the Bachelor's degree in a department other than the major; and for the Ed.D. Degree, the program must include at least 24 semester hours beyond the Bachelor's degree outside any field of education.

In addition to any work completed elsewhere in a minor subject, at least 6 semester hours must be completed here in that subject if it is to be considered an official minor.

An applicant for the Ed.D. Degree not having a departmental minor may take as part of his work outside his major those courses which are numbered 5335 but which are not restricted to students in elementary education.

MINIMUM RESIDENCE

These requirements apply to every one beginning doctoral study at Texas Technological College after June 1, 1955, and to those who started earlier than that if they failed to satisfy all requirements with respect to the Graduate Record Examinations by June 1, 1955.

Regardless of the amount of graduate work he may have completed elsewhere, every applicant for the Ed.D. or the Ph.D. Degree is required to complete in residence in this Graduate School at least one year of graduate study beyond the Master's degree or beyond the equivalent of this degree if he proceeds to doctoral work without taking a Master's degree.

This minimum residence can be satisfied only by the completion of a full schedule of graduate work in each of the two consecutive semesters of a long session. (A full schedule is normally from 12 to 15 semester hours, but, in exceptional circumstances, the Dean may accept a slightly smaller load as a full schedule.) No part of this requirement can be satisfied by any type of off-campus enrollment or by part-time enrollment.

PRELIMINARY EXAMINATION

As early in his doctoral study as possible, the applicant will undergo a preliminary examination (oral or written or both), administered by the

major and minor departments. This examination will serve as the basis of further counseling of the applicant. The major department will file at the Graduate Office a report on this examination and will include a statement concerning the applicant's proficiency in English composition as determined by the major department on the basis of suitable tests.

LANGUAGES AND STATISTICS

As indicated in the preceding section, every applicant for the doctorate is required to demonstrate, early in his program, an adequate command of English composition.

Before taking the "Qualifying Examination for Admission to Candidacy," applicants for the Ph.D. Degree are required to pass reading examinations in two foreign languages acceptable to the major and minor departments and the Dean of the Graduate School. These examinations (usually in French or Spanish and German) are given by the Department of Foreign Languages at times specified by that department.

Before taking the "Qualifying Examination for Admission to Candidacy," applicants for the Ed.D. Degree are required to show competency in educational evaluation and educational statistics and also a foreign language if their research requires such competency. The examination in educational statistics is administered by a committee representing the Department of Education.

ADVISORY COMMITTEE

As soon as an applicant has passed the preliminary examination administered by his major and minor departments, an advisory committee will be appointed by the Dean on the recommendation of the departments concerned. This committee will hold meetings as often as necessary with the applicant and will direct his work at all stages. From time to time, the chairman of the committee will file written reports with the Dean and the heads of the departments concerned, indicating the applicant's progress.

QUALIFYING EXAMINATION

The Qualifying Examination for Admission to Candidacy for the Doctor's degree is one of the major features of the doctoral program. An applicant is eligible to attempt this examination only after he has satisfied the following requirements: (1) he must have been officially admitted to the doctoral program; (2) he must have passed the preliminary examination and have been provisionally accepted by his major and minor departments; (3) he must have satisfied the requirements in languages (including English) and/or statistics; and (4) he must have completed most of the course work prescribed by his committee.

The Qualifying Examination is prepared and administered by the candidate's advisory committee and any other professors the committee or the Dean may consider necessary. The major portion of the examination is an essay-type test, of at least six hours' duration. It usually includes also an

oral examination under the supervision of the committee and any other professors that may be invited to participate.

PROCEDURE WHEN THE EXAMINATION IS SATISFACTORY

If the Qualifying Examination is considered satisfactory, the chairman of the advisory committee will send to the Dean, for consideration by the Graduate Council, a formal written recommendation that the applicant be admitted to candidacy for the Doctor's degree.

PROCEDURE WHEN THE EXAMINATION IS NOT SATISFACTORY

If the Qualifying Examination is not satisfactory, the chairman of the advisory committee will so notify the Dean, in writing. An applicant who does not pass the Qualifying Examination may be permitted to repeat it once, after a lapse of at least a semester or 15 weeks.

ADMISSION TO CANDIDACY

Authority for admitting an applicant to candidacy for a Doctor's degree is vested in the Graduate Council. Upon receipt of a recommendation from the advisory committee, the Dean will submit it to the Graduate Council for action. The Council may approve the committee's recommendation, or it may, after consultation with the committee, suggest additional requirements which the applicant must satisfy.

By a written communication, the Dean will transmit the results of the Council's action to the applicant, to the chairman of his advisory committee, and to the heads of the departments concerned.

LIMITATION ON THE NUMBER OF CANDIDATES

To insure proper individual attention to each applicant for the doctorate, the Graduate Council limits the number of applicants that will be admitted to candidacy from any department in any one year (Sept. 1 to Aug. 31) to one candidate for each department staff member who holds an earned doctorate and has full membership on the Graduate Faculty.

TIME LIMIT

All work for the doctorate must be completed within four years after the applicant has been admitted to candidacy.

INTERVALS BETWEEN EXAMINATIONS

At least three months must intervene between the preliminary examination and the qualifying examination and at least six months between the latter and the final examination.

DISSERTATION

A dissertation is required of every candidate for the doctorate.

The subject of the dissertation must be approved by the advisory committee and the Dean at least eight months before the candidate's proposed date of graduation.

The dissertation must demonstrate a mastery of the techniques of research, a thorough understanding of the subject matter and its background, and a high degree of skill in organizing and presenting the material. The dissertation should embody a significant re-evaluation of existing knowledge or some contribution to learning. The work on the dissertation is constantly under the supervision of the advisory committee and any other professors the committee or the Dean may consider necessary.

Available at the Graduate Office, free of charge, is a pamphlet entitled *Instructions for Preparing and Submitting Theses and Dissertations*. All writers and directors of dissertations are expected to have a copy of this pamphlet and follow it carefully.

Three typewritten copies of the dissertation are required by the College. They must be accompanied by two copies of an abstract, *not more than 600 words in length*.

DISSERTATION FEES

When a doctoral dissertation and its abstract have been approved by a student's advisory committee and accepted by the Dean of the Graduate School, the candidate will pay the College Cashier a "Microfilming and Shipping Charge" of \$25 for the microfilming of the complete dissertation by University Microfilms, Inc., of Ann Arbor, Michigan, and the publication of the abstract in *Dissertation Abstracts*. Other services rendered by University Microfilms, Inc., are explained in the local pamphlet of instructions.

In addition to the fee indicated above, the doctoral candidate will pay to the Texas Tech Press the fee for the binding of the three official typewritten copies of the dissertation. In 1962, this fee is \$3 per copy, but, like other fees, it is subject to change without notice as circumstances may require. If he wishes to do so, the student may have additional copies of his dissertation bound at the prevailing rate.

FINAL EXAMINATION

A final oral examination, usually over the general field of the dissertation, is required of every candidate for the doctorate. It may be scheduled at any suitable time after the dissertation (not necessarily the final version) has been approved by the advisory committee. The examination is conducted by the advisory committee under the supervision of the Dean or a professor designated to act in his place. Professors other than members of the student's committee may participate in the examination, but they have no vote in determining the outcome. At the conclusion of the examination, the chairman of the advisory committee will send a written notice to the Graduate Office, giving the result of the examination.

Printed By
THE TEXAS TECH PRESS
Texas Technological College
Lubbock