

A close-up photograph of a person's hands typing on a laptop keyboard. The person is wearing a white long-sleeved shirt. The laptop is dark-colored, and the keyboard is visible. The background is slightly blurred, showing the laptop's screen and some other parts of the device.

Orientation for Graduate Students

PRAIRIE VIEW A&M UNIVERSITY

imagine yourself here

Graduate School Orientation

- Mission of the Graduate School
- Colleges and Degrees Offered
- Certification Programs
- Academic Progress
- Degree Plans
- Application for Admission to Candidacy
- Probation and Dismissal
- Contact Information

Mission

To provide opportunities for advanced study to qualified candidates seeking an intellectually challenging and stimulating environment at the master's degree level of study. At the doctoral level, our mission is to produce experts and scholars.

Program Offering

- Graduate programs are offered under the joint supervision of the Graduate School and the various colleges and schools with master's or doctoral degrees and certification programs.

Colleges and Degrees Offered

College/schools	Master's Programs	Doctoral Programs
Agriculture and Human Sciences	4	
School of Architecture	2	
College of Arts and Sciences	5	
College of Business	2	
College of Education	11	1
College of Engineering	4	1
College of Juvenile Justice	2	2
College of Nursing	3	

Certification Programs

- Academic Major Areas for Secondary Certification
- Alternative Teacher Certification
- Principal Standard Certification
- Licensed Professional Counselor (LPC)
- Education Counselor Certification

Student Responsibilities

Graduate students are responsible for:
knowing and following the requirements and
rules found in the graduate catalog found on the
Prairie View A&M University Website.
arranging periodic meetings with
departmental/program advisors.

Graduate Admissions Categories

- Graduate Degree Status
 - GPA 2.74 – 4.00
 - GRE or GMAT Scores on file
 - Three letters of recommendation on file
- Provisional Graduate Status
 - Three letters of recommendation
 - GPA 2.45 – 2.74, and/or
 - GRE/GMAT not on file

Graduate Admissions Categories

- Special Student
 - GPA 2.25-2.44
 - Three letters of recommendation on file
- Certification Only
 - GPA 3.0 or above
- Non-Degree Student
 - GPA 2.45 or above

Changing Graduate Admissions Status

When graduate students seeking degrees complete deficiencies that caused their admissions status to be coded as anything other than Full Degree Status, they must initiate, through the departmental advisor, a request to change status. This action requires approval of the department chair, college dean and graduate school dean. Contact the **Office of Financial Aid** for details.

Academic Progress

- Must maintain 3.00 GPA
 - Six years to complete degree
 - Grades below “C” will not count toward graduation
 - Full time enrollment for graduate student is 9 SH
- Grading System
 - A = 95-100 , superior work
 - B = 85-94, satisfactory
 - C = 75-84, below standard
 - D = 65-74, Fail
 - Grades of “I” must be removed in one calendar year
 - If you desire to change majors, you must have a cumulative GPA of 3.0 or higher

Degree Plan

- A tentative degree plan should be completed during the first semester of enrollment
- The plan must be approved by your advisor, department chair, dean of your college and the dean of the graduate school.

PRAIRIE VIEW A&M UNIVERSITY GRADUATE DEGREE PLAN

Name	Signature		
SID	Telephone	(H)	(W)
Address	Department		

I submit the following graduate courses to be completed in my major field:

Year	Term	Institution	Course Prefix, Number & Title	Grade	Credit

APPROVALS

Advisor _____ Date _____

Dean of College _____ Date _____

Department Head _____ Date _____

Graduate School Dean _____ Date _____

Application for Admission to Candidacy

- An application for candidacy should be completed after completing 12 SH of course work applicable to your degree.
- Must have a minimum GPA of 3.00
- Must have completed graduate admissions test (GRE or GMAT)

PRAIRIE VIEW A&M UNIVERSITY - GRADUATE SCHOOL

APPLICATION FOR ADMISSION TO CANDIDACY (Form must be typewritten) (Must be submitted upon completion of 12 sem. hrs. of graduate work)

NAME		SID
ADDRESS		DATE
Home Phone		GRE TEST DATE:
Office Phone		GMAT TEST DATE :
PROFESSIONAL OBJECTIVE		MAJOR:
		E-mail Address

LIST COURSES COMPLETED (First 4 Courses)

Year	Term	Institution	Course Prefix, Number & Title	Grade	Credit

To the _____ Department

Having completed 12 graduate semester hours, I am applying for advancement to candidacy for the Fall semester 2010

I ☐ am, ☐ am not writing a thesis.

Title of Thesis (if applicable) _____

Signature of Applicant _____

REQUEST FOR DEPARTMENTAL ACTION

☐ ADMISSION TO CANDIDACY GRANTED

☐ CONDITIONAL ADMISSION TO CANDIDACY (State conditions and time limit)

☐ DENIED ADMISSION TO CANDIDACY (Briefly state reason)

Advisor _____ (Date)

Dean of College _____ (Date)

Department Head _____ (Date)

Dean of Graduate School _____ (Date)

Transfer Credit

Graduate credit earned at another accredited institution, not exceeding six(6) semester hours, may be transferred and applied toward the master's or doctorate degree at Prairie View A&M University.

Only course grades of B or better may be transferred. Transfer coursework will not be considered if it will be more than 6 years old at the time the degree is awarded.

Concurrent Study for Two Different Degrees

A student pursuing a graduate degree program at Prairie View A&M University may not simultaneously enroll and complete course work for the purpose of meeting requirements for any other degree offered at this University. Each degree must be completed in its entirety before starting work on another degree.

Time Limit on Work for Master's Degree

A student must complete requirements for the degree within six consecutive years after the first date of enrollment in the graduate school. Credit for individual courses completed in residence between six and seven years before all requirements for the master's degree are completed may be validated by special examination given by the department concerned.

Probation and Dismissal

- If students' cumulative GPA falls below 3.0 during any semester of enrollment, student will be placed on probation.
- Students must raise GPA to 3.0 or above or be dismissed from the graduate school.
- Students may appeal dismissal and if readmitted to program must again maintain 3.0 cumulative GPA.
- Students must sit out at least one semester after dismissal.

Approval of Thesis, Dissertation or Project Report

- The graduate thesis, dissertation or project report must be prepared in a style and format that is prescribed by the graduate school. **No later than two weeks prior to the last day of classes** for the term or semester the student must submit a final draft of the thesis, dissertation or project report to the graduate school for approval.
- The bound copies of the signed thesis, dissertation or project report must be submitted to the graduate school **on or before the last day of classes.**

Contact Information

Willie F. Trotty, PhD

Vice President for Research

Dean of the Graduate School

Prairie View A&M University

gradadmissions@pvamu.edu

**For additional information go to
popular links on the PV Website and
download graduate catalog**