GRADUATE STUDENT MATRICULATION PROCESS

DOCTORAL STUDENTS – DISSERTATION

STEP 1
Degree Plan

STEP 2
Residency – Doctoral Students

STEP 3
Comprehensive Examination – Doctoral Students (If required by Program)

STEP 4
Admission to Candidacy Approval – Doctoral Students

STEP 5
Dissertation Title Approval

STEP 6
Dissertation Committee Approval

STEP 7
Dissertation Abstract Approval
  October 30th (Fall) – next year
  March 15th (Spring) – next year
  April 30th (Summer) – next year
  a. Must be approved by Graduate Dean
  b. Must be assigned outside Committee Member

STEP 8
Schedule Dissertation Defense
  a. Must be scheduled two (2) weeks prior to defense
  b. Must be approved by all Committee Members
  c. Submit to Graduate School

STEP 9
Oral Defense and Draft Copy of Dissertation
  a. October 30th (Fall) – Must submit results and draft to Graduate School
  b. March 30th (Spring) – Must submit results and draft to Graduate School
  c. June 30th (Summer) – Must submit results and draft to Graduate School

STEP 10
Final Manuscript (3 copies) Submitted for Binding
  a. November 30th (Fall) – Must submit to Graduate School
  b. April 30th (Spring) – Must submit to Graduate School
  c. June 30th (Summer) – Must submit to Graduate School

NOTES: Application for Graduation must be submitted before the deadline of the semester of expected completion of requirements. Student must be enrolled when working on and/or defending dissertation. Student must be enrolled during semester of expected graduation.

All examinations and course requirements must be completed before starting dissertation.
GRADUATE STUDENT MATRICULATION PROCESS

MASTER'S DEGREE STUDENTS – THESIS

STEP 1 Degree Plan

STEP 2 Admission to Candidacy – Master's Students

STEP 3 Thesis Title Approval

STEP 4 Thesis Committee Approval

STEP 5 Thesis Abstract Approval
   October 30th (Fall) – next year
   March 15th (Spring) – next year
   April 30th (Summer) - next year
   a. Must be approved by Graduate Dean
   b. Must be assigned outside Committee Member

STEP 6 Schedule Thesis Defense
   a. Must be scheduled two (2) weeks prior to defense
   b. Must be approved by all Committee Members
   c. Submit to Graduate School

STEP 7 Oral Defense and Draft Copy of Thesis
   a. October 30th (Fall) – Must submit results and draft to
      Graduate School
   b. March 30th (Spring) – Must submit results and draft to
      Graduate School
   c. June 30th (Summer) – Must submit results and draft to
      Graduate School

STEP Final Manuscript (2 copies) Submitted for Binding
   a. November 30th (Fall) – Must submit to Graduate School
   b. April 30th (Spring) – Must submit to Graduate School
   c. June 30th (Summer) – Must submit to Graduate School

NOTES: Application for Graduation must be submitted before the deadline of the semester of
   expected completion of requirements. Student must be enrolled when working on and/or
   defending thesis. Student must be enrolled during semester of expected graduation.
   All examinations and course requirements must be completed before starting thesis.
# Texas Southern University

## Graduate School

**Deadline Schedule**

<table>
<thead>
<tr>
<th>Forms to be Submitted to Graduate School</th>
<th>Fall Deadline</th>
<th>Spring Deadline</th>
<th>Summer Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission* Doctoral</td>
<td>July 1</td>
<td>November 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Application and fee must be received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Admission* Master's</td>
<td>July 15</td>
<td>November 15</td>
<td>May 1</td>
</tr>
<tr>
<td>Application and fee must be received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Plan</td>
<td>Nov 15</td>
<td>Feb 15</td>
<td>June 15</td>
</tr>
<tr>
<td>First semester of enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRE/GMAT</td>
<td>Dec 30</td>
<td>May 30</td>
<td>August 30</td>
</tr>
<tr>
<td>First semester of enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Proficiency</td>
<td>Dec 30</td>
<td>May 30</td>
<td>August 30</td>
</tr>
<tr>
<td>Must complete requirement before 20 semester credit hours have been achieved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* * 

Updated 7/25/07
<table>
<thead>
<tr>
<th><strong>Forms to be Submitted to Graduate School</strong></th>
<th><strong>Fall Deadline</strong></th>
<th><strong>Spring Deadline</strong></th>
<th><strong>Summer Deadline</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td>Nov 30</td>
<td>April 15</td>
<td>June 30</td>
</tr>
<tr>
<td>First semester of enrollment (where applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residency Submit after completion of requirement Prior to candidacy</td>
<td>Nov 30</td>
<td>April 15</td>
<td>June 30</td>
</tr>
<tr>
<td>Candidacy (doctoral and master's)</td>
<td>Oct 15</td>
<td>April 15</td>
<td>July 15</td>
</tr>
<tr>
<td>Qualifying Exam (where applicable) First semester of enrollment</td>
<td>Dec 30</td>
<td>May 30</td>
<td>August 30</td>
</tr>
<tr>
<td>Comprehensive Exam Master's (where applicable) Doctoral (confer with department)</td>
<td>Nov 30</td>
<td>April 15</td>
<td>June 30</td>
</tr>
<tr>
<td>Thesis/Dissertation Title (after admission to candidacy)</td>
<td>Oct 30</td>
<td>March 15</td>
<td>April 30</td>
</tr>
<tr>
<td>Thesis/Dissertation Committee</td>
<td>Oct 30</td>
<td>March 15</td>
<td>April 30</td>
</tr>
<tr>
<td>Abstract of Thesis/Dissertation (approved Human Subjects and Assigned Outside Faculty)</td>
<td>Oct 30 (should be submitted the academic school year before planning to graduate)</td>
<td>March 15 (should be submitted the academic school year before planning to graduate)</td>
<td>April 30 (should be submitted the academic school year before planning to graduate)</td>
</tr>
<tr>
<td>Proposal of Thesis/Dissertation (Must have all committee members' signatures, including Graduate School Representative)</td>
<td>Nov 15 (planning to graduate the following Spring/Summer)</td>
<td>March 31 (planning to graduate the following Summer)</td>
<td>May 31 (planning to graduate the following Fall)</td>
</tr>
<tr>
<td>Forms to be Submitted to Graduate School</td>
<td>Fall Deadline</td>
<td>Spring Deadline</td>
<td>Summer Deadline</td>
</tr>
<tr>
<td>----------------------------------------</td>
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</tr>
<tr>
<td>Request Date for Defense (2 weeks before oral exam) All committee members must agree on a convenient date and time, including the outside representative from the Graduate School.</td>
<td>Oct 15</td>
<td>March 15</td>
<td>June 15</td>
</tr>
<tr>
<td>Final Manuscript of Thesis/Dissertation for Binding</td>
<td>Nov 30</td>
<td>April 30</td>
<td>July 20</td>
</tr>
<tr>
<td>Graduation Application**</td>
<td>Refer to University Academic Calendar for deadline date</td>
<td>Refer to University Academic Calendar for deadline date</td>
<td>Refer to University Academic Calendar for deadline date</td>
</tr>
<tr>
<td>Other Deadlines according to Enrollment Management Deadlines***</td>
<td>Refer to University Academic Calendar for deadline date</td>
<td>Refer to University Academic Calendar for deadline date</td>
<td>Refer to University Academic Calendar for deadline date</td>
</tr>
</tbody>
</table>

*Applications received after the deadline will be processed but there is no guarantee that it will be completed in time for the upcoming semester.

** Refer to University Academic Calendar for deadline date for each semester.

***Visit Enrollment Management website for other deadlines that are applicable (e.g. registration, drop/add, etc.)

Department requirements supersede this document.

Deadlines are subject to change with notice. All changes will be posted to the Graduate School website.
1. Time limit to complete graduate degrees. Students cannot use course credits earned more than six years prior to graduation to satisfy degree requirements.

2. For degree programs greater than 36 semester credit hours, there is a seven-year limit. Out-of-date courses must be repeated.

3. Doctoral degree programs must be completed within a maximum period of nine (9) years (including request for extension). No exceptions are allowed.

4. Courses taken to satisfy a previously earned degree cannot be used to meet the requirements for another degree.

5. All graduate master's degree students must take and pass the English Proficiency requirement during the first semester of the initial enrollment in the Graduate School. Otherwise they must take the English 501 course.

6. All graduate students must pass a comprehensive examination.

7. Graduate Students must submit GRE scores and university transcripts before the application for admission can be processed.

8. Students must satisfy the residency requirement – full-time graduate coursework during two consecutive academic semesters.

9. Students must submit ABSTRACT proposals for a thesis or dissertation.

10. There are deadlines for submitting:
   - Application for Admission
   - Application to complete the English Proficiency requirement
   - Application for Candidacy
   - Submission of Thesis or Dissertation Title, Committee,
   - Abstract of Research Study
   - Submission of Thesis or Dissertation Proposal
   - Submission of Thesis or Dissertation
   - Application for Graduation

11. Students must have an overall GPA of at least 3.0 (B) to be in good standing and to graduate.

12. Not more than six (6) semester hours of "C" (2.0) grades can be accepted toward the completion of the degree.
Master's Program Forms

- Application for Admission – Letter of Admission
  (Conditional/Unconditional/Special)
- Degree Plan
- Report on English Proficiency – GRE/AWS (3.5) or ENG 501
- Application and Report for Foreign Language Reading Examination
- Application for Approval of Thesis Title
- Application for Thesis Abstract (Guidelines on form)
- Application for Human Subjects (Guidelines on form)
- Application for Thesis Proposal
- Request for Approval of Faculty for Comprehensive Examination and/or Thesis Evaluation
- Result of Thesis Examination (Signature Form)
- Application for Candidacy
- Application for Graduation
- Petition for Change of Academic Status
- Petition for Change of Course
- Petition to Transfer Credit from another University
- Petition to Change Major Within the Graduate School
- Thesis Guidelines
**TSU GRADUATE SCHOOL**

**REQUIREMENTS FOR GRADUATION**

**Student Name** ___________________________  **Date** ___________________________

*(Please Print Full Name)*

**Department Chair** ___________________________  **Date** ___________________________

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You will need the following in order to satisfy degree requirements.

<table>
<thead>
<tr>
<th>Check</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>__ Degree Plan</td>
<td>Semester</td>
</tr>
<tr>
<td>__ GRE/GMAT</td>
<td></td>
</tr>
<tr>
<td>__ Thesis/Dissertation Title Approval</td>
<td></td>
</tr>
<tr>
<td>__ Thesis/Dissertation Committee Approval</td>
<td></td>
</tr>
<tr>
<td>__ Thesis/Dissertation Abstract Approval</td>
<td></td>
</tr>
<tr>
<td>__ Thesis/Dissertation Proposal Approval (Check Dept.)</td>
<td></td>
</tr>
<tr>
<td>__ Thesis/Dissertation-Request for Oral-Defense Approval</td>
<td></td>
</tr>
<tr>
<td>__ Thesis/Dissertation Results of Oral Defense</td>
<td></td>
</tr>
<tr>
<td>__ Doctoral Residency</td>
<td></td>
</tr>
<tr>
<td>__ Doctoral Candidacy</td>
<td></td>
</tr>
<tr>
<td>__ Dissertation</td>
<td></td>
</tr>
<tr>
<td>__ Master's Candidacy</td>
<td></td>
</tr>
<tr>
<td>__ Thesis</td>
<td></td>
</tr>
<tr>
<td>__ English Proficiency (GRE AWS or ENG 501)</td>
<td></td>
</tr>
<tr>
<td>__ Foreign Language (Check Dept.)</td>
<td></td>
</tr>
<tr>
<td>__ Time Limit on Courses</td>
<td></td>
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<tr>
<td>__ Qualifying Exam</td>
<td></td>
</tr>
<tr>
<td>__ Comprehensive Exam</td>
<td></td>
</tr>
<tr>
<td>__ Residency Requirement</td>
<td></td>
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<tr>
<td>__ Short Hours for Degree Program Completion</td>
<td></td>
</tr>
<tr>
<td>__ Transfer of Credit Form</td>
<td></td>
</tr>
<tr>
<td>__ Change of Course (Substitution) Form</td>
<td></td>
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<tr>
<td>__ 3.0 and above GPA</td>
<td></td>
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<tr>
<td>__ Probation, Suspension, Readmission</td>
<td></td>
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<tr>
<td>__ Change of Major</td>
<td></td>
</tr>
<tr>
<td>__ Change of Academic Status</td>
<td></td>
</tr>
<tr>
<td>__ Other</td>
<td></td>
</tr>
</tbody>
</table>

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**Student Signature** ___________________________  **Student T-#** ___________________________

**Academic Advisor Signature** ___________________________  **Date** ___________________________

*(updated 9/27/04)*
On Line Parking Permit Registration

The on line Parking permit registration is available now only for those staff and faculty members who want to use payroll deduction as their payment option. Simply follow these instructions:

- Go to the TSU web page at www.tsu.edu and click on the [HighGI web] link.
- Login using your T-number and password
- On the next page click on the employee information link.
- On the next page click on the Parking Permits & Citations

After these four steps you will be in the permit registration program.

- On the first page enter your driver license information

Texas Southern University
Texas Southern University Disclaimer

By clicking the "ACCEPT" button, I agree that I have read and understood the Texas Southern University Parking Policy.

Enter driver's license number and state of issuance.

[ ] [ ] State ______

Please enter an emergency contact phone number.

Contact Phone Number _______________________

See next page
On the next page select “Request a Permit”

Texas Southern University
Campus Automobile Registration System

- Request a Permit
- Report a Violation
- Change Account

- On the next page Select permit type from drop down window then click the continue button

Note: Reserved 24/7 permits are for qualified faculty and staff only!
Select one of the following permit types from this drop down window:

- Faculty Staff Reserved 24/7 $450
- Premier $345
- General $265
- Faculty Staff Nine Month $198.75

On the next page enter your vehicle information.
Texas Southern University

Select a Vehicle

Add a Vehicle

Click the "OK" button when permit selection confirmation widow pops up.

See Next Page

- PAYROLL DEDUCTION CONFIRMATION PAGE
Texas Southern University

Permit Confirmation

Permit Deduction Confirmation

Permit Information:
Temporary Permit Number: TEMP8
Permit Application Date: 08/26/2011
Permit Type: GENERAL FAC/STAFF - FULL YEAR
Permit Year: 2012
Permit Fee: $265.00

Paid: Payroll Deduction

Vehicle Information:
Year: 1985
Make: LAND ROVER
Model: 300SDL
Color: BLUE/SILVER
License Plate: ZZZ
State: AR
PARKING PERMIT REQUIREMENTS

• PAID RECEIPT FROM BURSAR’S OFFICE (Located in the Basement of E.O. Bell Hall) OR ONLINE RECEIPT

• VALID DRIVER’S LICENSE

• CURRENT TSU STUDENT ID CARD

• VEHICLE LICENSE PLATE NUMBER

• COMPLETED VEHICLE REGISTRATION FORM (can be obtained at room 109 of West Parking Garage)

**Please have all information ready to present to the attendant at the window**

*No cell phones while being serviced*
Parking Rules: Regulations

Questions, Comments, and Concerns

Texas Southern University
DPS Parking Division
West Parking Garage
3001 Blodgett Street
Houston, Texas 77004
Phone: 713 313-4433
All Student Permits: $40.00

Any dorm student residing in UAV, Tierwester Oaks and University Courtyard may obtain an additional permit allowing parking access to all Campus Student Lots at an additional cost of $40.00.

Note: Any student requiring a Handicap TSU permit must show Handicap Placard and Driver’s License. Vehicle registration is required for DV plates.

Campus Student Parking Areas:
S1, S3, S4, East/West Parking Garage

Documents required to obtain a Parking Permit:

1. Paid Receipt from Bursar’s Office or Paid Online Receipt
2. Valid Driver’s License and Current TSU Student ID
3. Vehicle License Plate Number
4. All highlighted areas of the Parking Application must be filled out
5. New students must complete the Parking Access Card Agreement Form

<table>
<thead>
<tr>
<th>Note</th>
<th>Decal No. (Office Use Only)</th>
<th>Expiration Date</th>
<th>Access Card No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Decal</td>
<td></td>
<td>Faculty □ Staff □ Student □ Vendor □</td>
<td></td>
</tr>
<tr>
<td>Driver License/State</td>
<td>License Number</td>
<td>Home Date</td>
<td>Campus Phone</td>
</tr>
<tr>
<td>Driver License/State</td>
<td>Maker</td>
<td>Model</td>
<td>Year</td>
</tr>
<tr>
<td>Driver License/State</td>
<td>License Number</td>
<td>Access Date</td>
<td>Access Renewal Date</td>
</tr>
</tbody>
</table>

Signature/Date

□ Check box if adding a second vehicle. Add second vehicle on the back of this form.
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<table>
<thead>
<tr>
<th>Name</th>
<th>Decal No. (Office Use Only)</th>
<th>Expiration Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Address Street</td>
<td>Replacement Decal</td>
<td>Faculty □ Staff □ Student □ Vendor □</td>
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<tr>
<td>Contact Information</td>
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<tr>
<td>Email</td>
<td>Phone</td>
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<td>Phone</td>
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</tr>
<tr>
<td>Signature/Date</td>
<td>□ Check box if adding a second vehicle. Add second vehicle on the back of this form.</td>
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</tr>
</tbody>
</table>
JOIN
Texas Southern University’s Text Messaging Service

Receive Information on the latest Events, Activities, Programs and Special Announcements for Student Services

Text the word “JOIN” to:

Freshmen – 281-500-9695
Sophomores – 281-305-2537
Juniors – 281-724-3761
Seniors – 281-205-4504
Grad Students - 281-915-4104