Graduate Studies

The Prairie View A&M University Office of Graduate Studies is an administrative and educational support unit within the organizational jurisdiction of the Office of Academic Affairs. The mission of the unit is to provide administrative coordination for graduate studies through joint supervision of graduate program planning, delivery, and evaluation within a rigorous, intellectually challenging, and stimulating environment.

Prairie View A&M University was authorized to establish a Division of Graduate Studies in 1937, Prairie View A&M University has sustained its dedication to excellence in teaching, research, and service through commitment to advanced educational offerings which include multiple masters, doctoral, and certification programs. The Office of Graduate Studies provides the infrastructure for advanced study by providing opportunities for qualified students seeking graduate education and/or degrees. Comprehensive programs are offered under the joint supervision of the Office of Graduate Studies and the various colleges and schools. A strong partnership has been developed to assist students in realizing their educational goals.

The Office of Graduate Studies is the primary source of information about study for an advanced degree. Similarly, the Graduate Catalog is the official sourcebook to graduate programs at the University. General inquiries about graduate study should be directed to the Office of Graduate Studies. Specific questions regarding a major program should be directed to the college or school offering the program. Graduate students are held fully responsible for understanding and adhering to all rules policies and procedures established by the Office of Graduate Studies and the colleges and schools in which programs of study will be undertaken. Programs, regulations, and course offerings listed herein are subject to modification and/or deletion at any time by action of appropriate University authorities.

Colleges and Schools with Graduate Programs

- College of Agriculture and Human Sciences
- School of Architecture
- Marvin D. and June Samuel Brailsford College of Arts and Sciences
- College of Business
- Whitlowe R. Green College of Education
- Roy G. Perry College of Engineering
- College of Nursing
- College of Juvenile Justice and Psychology

Graduate degree programs leading to the Master of Arts, the Master of Science, the Master of Business Administration, the Master of Education degrees are offered. Courses are offered leading to Professional Certification and Certificate Endorsements. The Doctor of Philosophy degree program is offered in Juvenile Justice, Clinical Adolescent Psychology, Electrical Engineering and Educational Leadership. The Doctorate of Nursing Practice (DNP) is offered in Nursing.

Prairie View A&M University offers the majority of its graduate degree programs on the main campus at Prairie View. However, it also offers selected degree programs in education, business, engineering and nursing at distance sites primarily in the Houston area. Off-campus sites are located at the Prairie View A&M University Northwest Center and the campus of the College of Nursing in downtown Houston.

Second Master's Degree

Persons holding a previously earned master’s degree from Prairie View A&M University may pursue an additional master’s degree at Prairie View A&M University only with the specific approval of the Dean of Graduate Studies. All requests for a second master’s degree from Prairie View A&M University must be approved by the Graduate Dean before a student can be admitted to a program. Such approval will be given only when the following conditions are judged to have been met:

1. A complete admissions application packet for the second master’s degree and application evaluation charge submitted to the Office of Graduate Studies;
2. The proposed second master’s degree must be in a different major field of study than the previous degree;
3. A degree plan submitted for the Graduate Dean’s approval;
4. Courses counted toward a previously earned master’s degree may not be applied to the second master’s degree unless they constitute specific course requirements for the major concentration in the second master’s degree program. In such cases, no more than 12 semester hours of such courses may be counted toward the second degree and must be included in the degree plan for the second master’s degree. Only courses with a grade of "B" or better may be counted. (Courses must be less than six (6) years old at the time the degree is awarded. No more than six (6) semester hours may be transferred from another institution. Transferred courses must meet the established time limit).

Degrees beyond the second master’s degree are considered “stand alone” degrees. Hours from previous degrees will not be accepted toward “stand alone” degrees.
Application Procedures

A completed application for admission is required and must be received by the Office of Graduate Studies by the following deadlines:

**Domestic Students**
- May 1 for the Fall Semester
- October 1 for the Spring Semester
- March 1 for the Summer Term

**International Students**
- May 1 for the Fall Semester
- September 1 for the Spring Semester
- February 1 for Summer Term

It is the applicant’s responsibility to ensure that the required admission documents are received by the Office of Graduate Studies on or before the application deadline. **An applicant whose admission credentials are received after a stated deadline date should contact the Office of Graduate Studies to request an evaluation for admission for the next enrollment period.**

Even though the applicant may meet the general requirements for admission to Graduate Studies, he/she must also meet the admission requirements of specific programs in this catalog. Admission to a department/program is not guaranteed until the applicant receives official notification by the Office of Graduate Studies. The student may not enroll in any graduate courses until this official notification is received. Failure to adhere to this policy will nullify any graduate level coursework undertaken by the student.

Requirements for the admission process are outlined below:

1. A completed online application for admission to Graduate Studies (www.applytexas.org) and payment of a $50 non-refundable application evaluation charge.
2. A bachelor’s degree from an accredited college or university or, for most doctoral programs, a master’s degree from an accredited college or university.
3. An official transcript from the registrar of each regionally accredited college or university previously attended is required. For most doctoral programs, a master’s degree from a regionally accredited college or university is required.
4. A bachelor’s degree documenting a minimum undergraduate cumulative Grade Point Average of 2.75 on a 4.00 grading scale for regular degree status.
5. A bachelor’s degree documenting a minimum 2.50 Grade Point Average on a 4.00 grading scale that represents at minimum, the last 60 hours of undergraduate credit for provisional or non-degree graduate student status.
6. A minimum 2.45 Grade Point Average on a 4.00 grading scale, but not less than 2.75 for the last 60 semester hours of undergraduate credits may be used for provisional graduate student status.
7. Three letters of recommendation from persons in the field of the applicant’s academic major or area of concentration.
8. Official scores on the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) for Business Programs ONLY is required must be on file within the first semester of enrollment and may not be more than 10 years old at the time of enrollment.

Official scores on the Graduate Management Admissions Test (GMAT) must be on file within the first 12 SCH and may not be more than 5 years old at the time of enrollment.

Information regarding the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) may be obtained from the Graduate School or by contacting the appropriate testing service below:

**Graduate Record Examinations**
Educational Testing Service
P. O. Box 6000
Princeton, NJ 08541-6000
Telephone: 866-473-4373 (Princeton, NJ)
609-771-7670 (outside U.S. and Canada)
Website: www.ets.org/gre (http://www.ets.org/gre)

**Graduate Management Admission Test**
Graduate Management Admission Council
1600 Tysons Blvd., Suite 1400
McLean, VA 22102
Telephone: 866-505-6559 (toll free within U.S. and Canada only)
703-245-4222
Website: www.gmac.com (http://www.gmac.com) or www.mba.com (http://www.mba.com)
1. Recommendation for admission is transmitted by the department head and dean of the school or college offering the graduate program to which the student is seeking admission to Graduate Studies.

2. Formal acceptance for graduate study and notification from the Office of Graduate Studies.

Types of Admission to Graduate Studies

The Office for Graduate Studies receives the application packet and engages in the initial review of the packet for completeness. Notification is provided to the student of packet receipt and of the completeness or lack of completeness of the packet. The application packet is forwarded to the identified major program of study.

The department head and dean of the school or college offering the graduate program to which the student is seeking admission provides a recommendation regarding graduate study from the evaluation for admission to the Office for Graduate Studies. The Graduate Studies Office provides the official notification of determination to the student.

Students can enroll in Prairie View A&M University's graduate programs by meeting one of three regular admissions standards or through special standards described below.

Graduate Work By a Senior

A University senior who is within 12 semester hours of completing the requirements for an undergraduate degree may, upon being recommended by the department head and the dean of the school or college, register for up to six semester hours of graduate courses while completing undergraduate degree requirements. Applicants must meet GPA requirement for Acceptance to Graduate Studies. The combined load of the graduate and the undergraduate courses must not exceed 18 semester hours. Graduate courses used to meet undergraduate requirements may not be used to meet graduate requirements.

Acceptance for Graduate Study

A student admitted to Graduate Study has a bachelor's degree from an accredited college or university with a GPA of at least 2.75 (masters) or a graduate GPA of at least 3.00 (doctorate) on a 4.00 scale. All required elements for acceptance to graduate study as outlined by the Office of Graduate Studies and within an identified program have been met.

Several Departments maintain additional specific requirements for admission to graduate study in terms of courses taken, grades in relevant courses, documentation of discipline specific experiences, additional letters of recommendation, and/or an application essay. ALL required elements in these categories have also been met.

Provisional Acceptance for Graduate Study

An applicant may be admitted as a provisional student if they have a bachelor's degree with a GPA between 2.50 and 2.74 and/or official GRE/GMAT test scores have not received, but evidence exists that applicant will meet requirements for graduate acceptance once missing documentation is received.

A student admitted to this category may enroll in a maximum of 12 semester credit hours of graduate courses. In order to continue, the student must have achieved a grade point average of 3.0 and be recommended by the department and college for graduate study acceptance.

Official scores on the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) must be on file prior to completion of the first semester of enrollment and may not be more than 10 years old at the time of initial enrollment. Failure to submit the scores will result in an academic hold until the scores are received.

Graduate Study Provisional Acceptance status will not be removed until the required official test scores have been received. Students receiving provisional acceptance must complete 12 semester credit hours with GPA of 3.0 or better before they can be admitted as “graduate study acceptance” status.

Special Graduate Acceptance

Students that do not meet minimum GPA requirements for admission as Graduate Study Acceptance or Graduate Study Provisional are considered Graduate Study Special Acceptance. These students must have been highly recommended based upon evidence of scholarly potential. Students in this category may enroll in no more than 12 graduate semester credits covering a maximum of two consecutive terms. A student in this category may be admitted to Graduate Study Acceptance if a GPA of 3.0 is maintained during this period and if the student is recommended by the department head and dean of the school or college.

Students who are removed from Graduate Study Acceptance or Graduate Study Provisional Acceptance because of a low GPA may become Graduate Study Special Acceptance students. Students in this category may petition for re-admission as Graduate Study Acceptance status after earning a 3.0 GPA. A petition will be allowed only once within a period of two years (24 months).

Students whose academic records are not received before the deadline period relating to the time in which the student wishes to be admitted are automatically designated as special students. If a student's records are received within a period of eight weeks after enrollment in courses, his/her
record will be evaluated. The student will then be notified of his or her NEW admission status. If the student’s records are not received prior to the end of the grading period, no credit will be awarded for the course(s) taken.

**Transient Graduate Acceptance**

A student who has a bachelor’s degree (minimum GPA of 2.45) and who wants to take graduate courses or seek graduate-level certification without qualifying for a degree can be admitted as a Transient Graduate Study Acceptance (Non-Degree Seeking) student.

Transient status is extended for ONE TERM ONLY and requires a letter of good standing and official transcript from the currently attended institution. Special permission must be given by the Graduate Dean if a second term of Transient status is sought. After two terms in Transient status, the student must submit a complete admissions application packet for consideration as a degree-seeking student.

**Post-Baccalaureate Graduate Acceptance (Non-Degree Seeking)**

Students who hold bachelor’s degrees with a minimum GPA of 2.50 and who wish to take graduate course or seek graduate-level certification without qualifying for a degree can be admitted as a Non-Degree Seeking student. Students must meet all course prerequisites in order to be admitted to advanced courses. Elevation to degree status must be recommended by the appropriate school or college dean within completion of the first 12 semester credit hours if the student attained and maintained 2.75 GPA and is approved by the Dean for Graduate Studies.

**Admission to an Accelerated Bachelor’s-to-Master’s Program**

The Bachelors-to-doctorate degree program, offered by select programs, is designed to ensure that the program results in student learning outcomes aligned with the typical doctoral program in exit outcomes. A program is structured to admit students with either the bachelor’s and/or the master’s degrees. These programs are designed to also help reduced the challenges that some MS degree holders possess because they did not have the foundational skills in research and statistics and are unable to move into dissertation research. The BS to PhD program will respond to these needs by providing the needed structure as part of the doctoral program.

Students will also be admitted at the MS level, but their curriculum must be reviewed to make sure that they have taken the courses needed to be in the doctoral program and have had the foundational support that they need to complete the program. Students will be required to complete additional courses with a focus on the lifespan rather than on children and adolescents and complete an empirical thesis.

A Master’s program in Clinical Adolescent is not offered, but the student will receive a master’s within this process when they matriculate through the entire program. Students start seeing clients during the second (2nd) year and the clinic would be the place for receiving training. As the student gains supervised experience within the academic program, opportunities will be available to receive training in other settings. The clinic provides basic clinical skills and then the student can build relationships with other facilities.

**Transient Graduate Acceptance**

A student who has a bachelor’s degree with a minimum GPA of 2.50 and that wants to take graduate courses without qualifying for a degree or seek graduate-level certification can be admitted as a Transient (Non-Degree Seeking) student. Transient status is extended for ONE TERM ONLY and requires a letter of good standing and official transcript from the current institution. Special permission must be given by the Graduate Studies Dean if a second term of Transient status is sought. After two terms in Transient status, the student must submit a complete admissions application packet for consideration as a degree-seeking student.

**Concurrent Study for Two Different Degrees**

A student pursing 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 by this institution. However, a graduate student within three - six semester hours of completing the first graduate degree requirements may seek approval to enroll in up to six semester hours of graduate courses applicable to the second degree. Courses completed in this category must be applicable to the second degree ONLY. Total enrollment for the term may not exceed (9) semester credit hours.

The first degree must be completed in its entirety before additional work may be taken for the purpose of meeting requirements for the second degree. The format and requirements for a request to pursue two different graduate degrees concurrently may be obtained from the Office of Graduate Studies.

**Second Master’s Degree**

Students that wish to pursue a second masters degree should MUST meet all Graduate Study Acceptance criteria as defined by the degree program and obtain permission from the Graduate Studies Dean to be able to pursue a second master’s degree in a different field of study.

**Graduate Study Acceptance from Non-Accredited/Non-Equivalent Institutions**

A student who is a graduate of a non-accredited institution whose degree is not considered equivalent to a baccalaureate degree or a master’s degree at Prairie View A&M University may not be admitted directly post-baccalaureate or doctoral status. Instead, he/she may be considered for admission as an undergraduate student or master’s candidate. Upon completion of the baccalaureate degree, the student may then apply and be considered for admission to the desired degree program.
Doctoral Graduate Study Acceptance

A completed application for admission is required and must be received by the Office for Graduate Studies by the identified deadline for the program for which admission is sought. Assessment of doctoral applicants involves a multi-step process. It is the applicant's responsibility to ensure that the required admission documents are received by the Office for Graduate Studies on or before the application deadline.

Colleges and departments often determine additional qualifications for admission to the doctoral programs. The admitting department should be contacted for details regarding admission types. (See Directory of Frequently Called Offices in this publications for contact information)

Even though an applicant may meet the general requirements for admission to Graduate Studies, he/she must also meet the admission requirements of specific programs as specified in this catalog. Admission to a department/program is not guaranteed until the applicants receives official notification from the Office for Graduate Studies. The student may not enroll in any graduate courses until this official notifications is received. Failure to adhere to this policy will nullify any graduate level coursework undertaken by the student.