Dept. of
EAHR

Doctoral Student
Handbook
Congratulations on continuing your education. You are to be commended and the faculty and staff of the Department of Educational Administration and Human Resource Development are looking forward to working with you in the program.

This handbook was developed to help answer questions and/or concerns that may arise during your graduate program. We realize that each student’s program is unique, but it is hoped that this handbook will help guide you in your endeavors. This handbook, along with the TAMU graduate catalog, and the Office of Graduate and Professional Studies handbook can assist you throughout your program. Please know that you are welcome to visit with faculty or staff at any time. While it is your responsibility to see that all requirements are met, faculty and staff will be glad to assist you and to answer any questions you may have.

Again, welcome to the Department of Educational Administration and Human Resource Development. It is our sincere wish that we provide you with a vigorous and challenging program as you prepare for significant positions in your chosen specialization.

Joyce Nelson
Director of Academic Advising

Avery Pavliska
Senior Academic Advisor I

Brynn Ruiz
Academic Advisor II
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Overview

The Department of Educational Administration and Human Resource Development offers degrees at the masters and doctoral levels. Students may specialize in one of several areas within the department. The areas include adult education; higher education administration; human resource development; and public school administration. Students in the public school administration specialization may integrate professional certification (principal and/or superintendency) into their graduate work. Students interested in pursuing careers at the college/university level may wish to incorporate the college teaching certificate into their program. Training and development certification is also available to any graduate student.

Primary Commitments of EAHR Faculty

Primary Commitment 1: We, the faculty of EAHR, are committed to creating a department climate that is characterized by collaboration, collegiality, trust, safety, celebration, fun, and the valuing of differences of many kinds.

Primary Commitment 2: We, the faculty of EAHR, are committed to creating a department that is characterized by rigor in all of its processes, such as teaching and research, and by high quality in all of its outcomes, such as its graduates.

Primary Commitment 3: We, the faculty of EAHR, are committed to demonstrating that equity, diversity, and social justice are embedded in all we do, especially in terms of our own community, the rigor of our processes, and the quality of our outcomes, and we are committed to increasing equity, diversity, and social justice through private and public education policy, communities, private and public organizations, and all areas of society in general.
## Faculty Members

There are 20 professors in the Department of Educational Administration and Human Resource Development who can serve on graduate committees.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Emphasis/Area of Interest</th>
<th>Phone/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Alfred</td>
<td>Adult Education</td>
<td>(979) 845-2788 <a href="mailto:malfred@tamu.edu">malfred@tamu.edu</a></td>
</tr>
<tr>
<td>Professor &amp; Assoc. Dean</td>
<td></td>
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</tr>
<tr>
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<td>Adult Education</td>
<td>(979) 845-2716 email forthcoming</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Beyerlein</td>
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</tr>
<tr>
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<td></td>
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</tr>
<tr>
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<td></td>
</tr>
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<tr>
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<td></td>
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</tr>
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<td></td>
<td></td>
</tr>
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<td>Qualitative/Natural Research</td>
<td></td>
</tr>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
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<td>Clinical Assoc. Professor</td>
<td>Student Affairs Administration</td>
<td></td>
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<tr>
<td>Associate Professor</td>
<td>Student Affairs Administration</td>
<td></td>
</tr>
<tr>
<td>Faculty Member</td>
<td>Emphasis/Area of Interest</td>
<td>Phone/E-mail</td>
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<td>Senior Professor</td>
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<td></td>
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<td>Associate Professor</td>
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<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>Associate Professor</td>
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**Temporary Faculty Advisor**

Upon admission into our graduate program, each student is assigned a temporary faculty advisor. The role of the temporary faculty advisor is to assist students in interpreting university, departmental, and program regulations and requirements. It is usually in the best interest of the student to contact his/her temporary chair prior to registering for the first semester.

As a student, you will be required to select a faculty member of our department to serve as your permanent committee chair. Your chair can be the temporary chair that has been assigned to you; but you should not feel obligated to your temporary chair beyond this appointment.

The selection of your committee chair will be one of the most crucial decisions you will make in your graduate career. For this reason, you are encouraged to meet as many faculty members as early as possible in your program. The final designation of this chairperson should represent a
mutually satisfactory choice made by the student and faculty member. Together with your chairperson, you will select the remaining members of your advisory committee and organize a degree plan. Further discussion regarding committee members is described under *Committee Members*.

**Registration and Tuition Payment**

Being fully admitted enables you to preregister. It is to your advantage to register early as many classes fill up quickly. Registering and reviewing course offerings are available through the howdy portal ([http://howdy.tamu.edu](http://howdy.tamu.edu)). If a class in which you wish to enroll is full, please contact the instructor for that class. The instructor must provide the individual permission to enroll before the academic advisor can assist a student in enrolling in the class.

It is the student’s responsibility to pay his/her tuition on time. Students will be notified through their neo e-mail account regarding fees and when tuition is due. You may also review your fee statement through your howdy portal. Fee statements are not mailed to students, so it is imperative that you pay close attention to the date that tuition and fees are due. Failure to submit by the required date will result in at least a $100 late fee. Payments can be made on-line through your howdy portal.
Degree Plans

All graduate students must have on file with the Office of Graduate and Professional Studies (OGAPS) his/her degree plan showing the coursework that the student will complete for his/her degree. Degree plans are completed in conjunction with your committee chairperson and the other committee members.

Doctoral students must have their degree plan on file with the Office of Graduate and Professional Studies prior to completing thirty-six semester credit hours (36 sch). Failure to comply with this requirement will result in you being blocked from registration until an approved degree plan is on file with the Office of Graduate and Professional Studies.

To complete a degree plan, students must submit it on-line through the Office of Graduate and Professional Studies (OGAPS) web site (https://OGAPSdpss.tamu.edu/). When submitting the degree plan on-line, it will be sent to all committee members and department representatives for electronic approval. Students will be notified when his/her degree plan has been approved and on file with OGAPS.

Grade Point Averages

To be in good standing with the Office of Graduate and Professional Studies and the Department of Educational Administration and Human Resource Development, all graduate students must maintain at least a 3.0 grade point average (GPA) during his/her degree program. Two GPA calculations are considered in this requirement: (1) coursework applied towards the degree plan, and (2) coursework taken.

If you are a graduate assistant with this department, please be aware that your continuing assistantship is contingent upon your GPA and work ethics. Any student falling below the 3.0 GPA
requirement will receive notification of such from the department head. In addition, because graduate assistants are state employees, they are evaluated at the end of each semester on their work performance. If the professor overseeing the assistantship does not feel that satisfactory work ethics are being held, the graduate assistant will be released of his/her assistantship duties. A probationary period may be provided for the student to return to good standing with the Department and OGAPS. Failure to do so will result in absolving his/her assistantship and the possibility of being dropped from graduate studies.

If you are a graduate assistant in another department on campus, it is recommended that you find out their requirements for maintaining your assistantship.

**Petitions**

There may come a time during your program that you will need to substitute a class or professor on your committee, or to change your major. To make any changes in your program, you must submit a petition through the online degree plan site. To complete the petition, you will go back to your original degree plan through the OGAPS website (https://OGAPSDpss.tamu.edu/) and at the bottom of the page, there will be two petitions that you may choose from. You will select the appropriate form and submit it electronically.

**Department Citation Standard**

All coursework requiring citations during graduate studies in the Department of Educational Administration and Human Resource Development will use the American Psychological Association (APA) for style and format. Citations for a dissertation or record of study will follow the journal mutually agreed upon by the student and his/her committee chair.
Scholastic Dishonesty

Students in the Department of Educational Administration and Human Resource Development are expected to maintain the highest degree of integrity and ethics during their academic program. Plagiarism, fabrication of information, acquiring information regarding exams, etc., will not be tolerated. Students should become familiar with the TAMU Student Rules regarding his/her rights and responsibilities (http://student-rules.tamu.edu/).

DOCTORAL DEGREES

The Department of Educational Administration and Human Resource Development offers the Doctor of Education (EdD) and the Doctor of Philosophy (PhD). Adult education specialization students must complete a minimum of 72 semester credit hours. Human resource development specialization students are required to complete a minimum of 64 semester credit hours. The PhD program for the higher education administration or public school administration specializations consists of a minimum of 73 semester credit hours. The EdD program for public school administration students consists of a minimum of 69 semester credit hours and these students go through the program as a cohort. Students in the remaining specializations (adult education; educational human resource development; higher education administration) earn PhD degrees. Public school administration specialization PhD students may integrate the principal and/or superintendent certification into their program. Superintendent courses are included into the EdD program. In addition, students may incorporate the college teaching certificate into their doctoral program.
**Required Coursework for all Doctoral Students**

Under each specialization, there are required courses. These courses are listed on the example degree plans. You will want to be careful to arrange your schedule so that you can take these at an optimum time.

In addition to the coursework required by each specialization, all doctoral students in this department must take the following statistics/research methodologies courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EHRD 651</td>
<td>Models of Epistemology, <strong>AND</strong></td>
</tr>
<tr>
<td>EHRD 690A or EDAD 690A</td>
<td>Statistics I, <strong>AND</strong></td>
</tr>
<tr>
<td>EHRD 690B or EDAD 690B</td>
<td>Statistics II, <strong>AND</strong></td>
</tr>
<tr>
<td>EHRD 655</td>
<td>Qualitative Research Methods, <strong>OR</strong></td>
</tr>
<tr>
<td>EDAD 690N</td>
<td>Theory of EDAD Research Field Methods</td>
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</tbody>
</table>

In addition, students must select **two** of the following to complete the required statistics/research methodologies course sequence:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAD 623</td>
<td>Advanced Field Research Methods</td>
</tr>
<tr>
<td>EDAD 690</td>
<td>Theory of EDAD Research Design – Literature Review</td>
</tr>
<tr>
<td>EDAD 690</td>
<td>Theory of EDAD Research Proposal Preparation</td>
</tr>
<tr>
<td>EDAD 690</td>
<td>Theory of EDAD Research Higher Ed Research Methodology</td>
</tr>
<tr>
<td>EHRD 656</td>
<td>Advanced Qualitative Research</td>
</tr>
<tr>
<td>EHRD 657</td>
<td>Life History Research</td>
</tr>
<tr>
<td>EHRD 690</td>
<td>Theory of EHRD Research Design (advanced quantitative)</td>
</tr>
<tr>
<td>EHRD 690</td>
<td>Theory of EHRD Research Design – Literature Review</td>
</tr>
</tbody>
</table>

Students should enroll in EHRD 651 early in their graduate program. While it is **strongly** recommended that students complete EHRD 651 prior to registering for any other required statistics/research methodology course, students are allowed to enroll in EHRD 651 and either EDAD 690A or EHRD 690A in the same semester. By taking EHRD 651 early in your graduate program, you are introduced to the various approaches to research techniques and are able to select the appropriate methodology for your dissertation or record of study.
Committee Members

As stated earlier, all graduate students must have a degree plan on file with the Office of Graduate and Professional Studies (OGAPS) within the timeframe noted. Doctoral students must have four (4) committee members. The chair or co-chair and a second member must be faculty members within our department. Students in the HRD emphasis are required to have at least two HRD faculty on his/her committee. At least one member of the committee must be from a department other than EAHR. The degree plan must be submitted to the Office of Graduate and Professional Studies at least 90 days before the student’s preliminary exam.

Examinations

Qualifying Exam

Students in the educational administration program (higher education administration and public school administration specializations) are required to successfully pass a departmentally prepared mid-point written examination prior to the completion of 30 hours of doctoral work. Prior to taking the exam, the student must complete EDAD 639 (Foundations of Educational Administration), EDAD 653 (Organizational Theory and Leadership in Education), and EDAD 690A (Theory of EDAD Research Design – Stat I). Continuation in the program and/or any additional required study is dependent on the results of this qualifying examination. The mid-point examination may be waived if the professors having the responsibility for the respective courses affirm mastery of the “core knowledge” for each course. Students in the educational administration program can find the waiver form under student information on the departmental web page (http://eahr.tamu.edu/articles/graduate_forms).

Doctoral students in the human resource development specialization must successfully complete a qualifying exam. The student is required to pass the qualifying exam between his/her 24-
For a full explanation of this qualifying exam, please review the appendix at the end of this handbook.

**Preliminary Exam**

Each doctoral student must successfully complete an oral and written preliminary exam prior to admission to candidacy for the doctoral degree. The student must have a current GPA of at least 3.0 when scheduling this exam. Doctoral students may take the exam when he/she is within six hours of completing the required coursework (681, 684, 690, 691 and 692 courses are not included). Both the oral and written portions of the exam must be taken within a two-week period. Preliminary exams can only be scheduled during fall and spring semesters. The Office of Graduate and Professional Studies requires that the preliminary exam be taken and results submitted at least 14 weeks prior to the defense of the dissertation or record of study. As scheduling is sometimes difficult due to the many responsibilities of the committee members and the student, students are encouraged to plan ahead to provide as much flexibility as possible. After the student has secured a date and time with all committee members, the student must contact an academic advisor so that they may begin processing the paperwork to all committee members.

**Proposal Hearing**

Each doctoral student is required to conduct a proposal hearing with his/her committee. This meeting allows the student to finalize with his/her committee the details regarding the dissertation or record of study research. The student’s proposal must be submitted to the Office of Graduate and Professional Studies at least 15 days prior to the scheduled defense date of the dissertation or record of study. You should bring with you to the proposal hearing the Office of Graduate and Professional Studies Proposal Approval form, which is located on the Office of Graduate and Professional Studies web site (http://OGAPS.tamu.edu/wp-content/uploads/2011/05/Proposal-Approval-Page4.pdf). This
should be signed at your proposal hearing so that all required paperwork can be forwarded to OGAPS. It is the student’s responsibility to submit the proposal as well as the signed title page to the academic advising office for filing to OGAPS.

**Submission of Institutional Review Board (IRB) Protocol**

All students must have approval to conduct their research prior to beginning collecting any data. *(Note: The proposal hearing must be held before the submission of the IRB protocol.)* After the IRB application has been submitted to that office, students will be notified when they have been approved to begin collecting their data. It cannot be stressed enough that students cannot collect data prior to being approved by the IRB office. Failure to comply with this policy will result in the student being disqualified from conducting research and thereby causing a delay in the student’s completion of his/her degree. It is also advised that a student not begin registering for research or professional study credit hours unless the IRB has been approved. Once the student has received the IRB approval, he/she needs to submit that approval and a copy of his/her proposal to the academic advising office. The advising staff will submit the proposal packet for the student to the Office of Graduate and Professional Studies.

**Proposal Packet Submission to the Office of Graduate and Professional Studies**

All doctoral students are required to submit a proposal packet. This consists of the proposal title page signed by the student, committee members and department head; a copy of the first ten pages of the student’s proposal; and a copy of the email from the IRB office approving the student’s study. All three of these items are to be submitted to the academic advisor who will submit the proposal packet to the Office of Graduate and Professional Studies.
Final Exam/Defense

A final oral exam (defense) is given upon completion of the dissertation or record of study. The student must have at least a 3.0 GPA, have been admitted into candidacy, and be currently registered. Any grades of D, F or U must be cleared prior to scheduling the final examination. The preliminary exam results and proposal must be submitted to the Office of Graduate and Professional Studies at least 14 weeks prior to the scheduled defense date. The proposal packet must be submitted to OGAPS at least 15 working days prior to the defense date. Once a student has secured the date and time with all committee members, it is the responsibility of the student to inform an academic advisor so that the letter of announcement can be processed. Your committee chair and the department head must sign the letter of announcement. The announcement of the defense must be submitted to OGAPS at least 10 working days prior to the scheduled date. Because of the required signatures, the academic advisor should be notified at least three weeks prior to the scheduled final defense date. In addition, the student should submit to all committee members in substantially final form the student’s dissertation or record of study at least three weeks prior to the scheduled defense date.

Information is sent to all committee members announcing the date and time of each exam (preliminary, proposal hearing and final defense). It is strongly recommended that the student contact all committee members the day before each exam to ensure that all members will be present at each exam.

When scheduling the final defense, all doctoral students are required to submit their vita to the academic advising office. The vitas are sent to the dean’s office where they use various information of the student for reporting purposes.
Dissertation/Record of Study Submission

The Thesis Office has an online pre-submittal guide available on their website (http://ogs.tamu.edu/current-students/thesis-dissertation/prepare-your-document/). This is a helpful tool when preparing one’s dissertation/record of study. Students are strongly encouraged—but not required—to arrange for a Pre-Submittal Conference with the Thesis Office so that their manuscripts can be reviewed for formatting and other requirements (students should also bring a copy of the journal sample that they are using for a model). This meeting takes about 30 minutes. Students are also strongly encouraged to download a copy of the Thesis Manual (http://thesis.tamu.edu/thesis-manual), which provides detailed instructions on the preparation of the manuscript.

When the manuscript is successfully defended, a single copy of the Approval Page needs to be brought to the Thesis Office, and then instructions will be provided regarding the electronic submission of the dissertation or record of study. **Students should bring the approval page to his/her final defense so that committee members’ signatures can be obtained.** You may find the approval form by going to http://ogs.tamu.edu/incoming-students/student-forms-and-information/#thesis. It is the student’s responsibility to obtain all signatures on the approval page and submit the form to the Thesis Clerk’s Office.

For further information regarding submission of the dissertation or record of study, please visit the Thesis Office on the 6th floor of the Sterling Evans Library or call them at 979-845-2225.

Admission to Candidacy

To be admitted to candidacy for the doctoral degree, a student must have (1) passed the preliminary exam, (2) filed with the Office of Graduate and Professional Studies the dissertation or
record of study proposal approved by the student’s advisory committee, (3) completed the formal coursework, and (4) completed residency requirement.

**Continuous Enrollment**

The College of Education and Human Development and the Department of Educational Administration and Human Resource Development have a policy which requires that once all coursework has been completed on a degree plan, students must maintain continuous enrollment in at least one (1) semester credit hour through the semester the student graduates.

**In-Absentia Registration**

Students in the Department of Educational Administration and Human Resource Development who meet the University criteria may register in-absentia once he/she has successfully completed all coursework, preliminary exam and submitted his/her proposal to the Office of Graduate and Professional Studies. The advantage of registering in-absentia is that it allows you to stay in continuous enrollment and pay only minimal tuition fees. As an in-absentia student, you do have access to the library and computer facilities. Only students residing at least 50 miles or more may register in-absentia.

**CERTIFICATION**

**Principal/Superintendent Certification**

Students pursuing the PhD degree may incorporate principal/superintendent certification coursework into their program. The principal certification consists of 39 semester credit hours and the superintendent certification requires 15 semester credit hours beyond the principal certification. Superintendent certification courses are incorporated into the EdD program. After the student has
completed the required coursework for certification, he/she will be required to take and pass the TExES exam. Students interested in receiving more information regarding principal and/or superintendent certification should visit with their academic advisor.

**Certificate in College Teaching**

Students that are considering entering the teaching field at the college/university level may wish to receive a certificate in college teaching. The required coursework for certification will enhance a student’s knowledge and preparation for the academia field. To receive this certification, a student must successfully complete a total of four courses. Students are required to successfully complete EDAD 601, College Teaching, and EDAD 684, Professional Internship. To complete the certification, students must also successfully complete two of the following courses: EDAD 602, Community College; EDAD 603, Advanced Student Development Theory; EDAD 669, The College Student; EHRD 630, Adult Learning; or EHRD 616, Methods of Teaching. These courses may be incorporated into any graduate program within our department. Once a student has completed the course requirements, he/she needs to complete the certificate request form ([http://eahr.tamu.edu/articles/graduate_forms](http://eahr.tamu.edu/articles/graduate_forms)) and submit it to the advising office.

**Training and Development Certification**

Individuals who wish to master the competencies that HRD positions require may want to participate in the training and development certification program. This 40-hour competency-based training is based on the ADDIE (Analyze, Design, Develop, Implement, and Evaluate) model. Each phase represents a series of tasks that ensure development efforts stay on target, representing a complete instructional design workflow. For more information and registration guidelines, please go
to http://ehr.tamu.edu/articles/training, or contact the director, Dr. Larry Dooley (l-dooley@tamu.edu).

DOCTOR OF EDUCATION (EdD) REQUIREMENTS

As stated earlier, students in the public school administration may obtain the Doctor of Education (EdD) degree. It consists of at least 69 semester credit hours beyond a master’s degree. This degree is offered as a cohort whereby students admitted into the program complete all courses together. Students are not allowed to transfer hours from another accredited university for this degree.

EdD Residency Requirements

All EdD students are required to complete 30 hours of coursework at the College Station campus of which 18 must be as a full-time student within a five-year period (including any combination of summers and long semesters). The courses for the EdD have been scheduled such that each student will meet this requirement.

DOCTOR OF PHILOSOPHY (PhD) REQUIREMENTS

Students enrolled in any of our specializations may receive the Doctor of Philosophy (PhD) degree. Students enrolled in the adult education emphasis must complete a minimum of 72 semester credit hours. Human resource development specialization students must complete a minimum of 64 semester credit hours. Students in the higher education administration and public school administration specializations are required to complete a minimum of 73 semester credit hours beyond a master’s degree. Students in the PhD program are allowed to transfer up to 15 post-master’s degree credit hours. In order for transfer courses to be eligible for credit towards a
doctorate, the student must either a) be fully admitted into a graduate program at TAMU while enrolled at another university or b) fully admitted at a university and have not used the course(s) towards an awarded degree. The student’s advisory committee and the Office of Graduate and Professional Studies must approve these transfer hours.

**PhD Residency Requirements**

Residency for students in the PhD program requires enrollment as a full-time student (minimum of 9 hours per semester) on the College Station campus for two adjacent regular semesters (fall/spring; spring/summer; summer/fall). If a student is a full-time employee, the residency requirement is waived. A letter from the student’s supervisor indicating the length of employment of the student and requesting the residency requirement be waived for the student along with the Petition for Waiver or Exception to University Rules must be on file with the Office of Graduate and Professional Studies and the Department. The petition is found on the OGAPS web site. This request is done after the student has submitted a degree plan through the Office of Graduate and Professional Studies. For further direction on how to request a waiver for the residency requirement, please visit with your academic advisor.

**FACILITIES AND SERVICES**

**Departmental Facilities**

The academic advising office is located in room 112, Heaton Hall. Other department staff and faculty are located on the 5th floor of Harrington Tower. A computer lab is available to EAHR students in room 508, Harrington Tower. Students must obtain access to enter the lab as well as a department log-on password in order to use the computers located in the lab. Because the computer
lab is locked 24 hours, you will be required to use your A&M ID card to enter the room. To be able to enter the lab, please visit the personnel in room 511, Harrington Tower and someone will assist you in requesting access. To log onto the computer, you will use your net id information. For the user name, please type in your net id@tamu.edu.

**Graduate Representative Advisory Board (GRAB)**

The mission of GRAB is to represent the interests of graduate students in the Department of Educational Administration and Human Resource Development and serve as a liaison between the students, faculty and staff of the department. The goals of GRAB are 1) to help provide opportunities for professional development; 2) to disseminate information; 3) to promote scholarly exchange; 4) to provide for social interactions between students, faculty and staff; 5) to offer student services; and 6) to develop community partnerships. All Department of EAHR students are members of GRAB. Monthly meetings are held and social events are held approximately two times a semester.

**Office of Graduate and Professional Studies Calendars**

The Office of Graduate and Professional Studies publishes a calendar for each semester outlining suspense dates relating to various graduate degree requirements and graduation. Students should secure a copy of this calendar and use it in planning to meet your various degree requirements. OGAPS provides these calendars at least one semester ahead on their web site (http://ogs.tamu.edu).

**Financial Assistance**

Approximately twenty non-teaching graduate assistantships are available through the department to qualified students on a competitive basis. They require service up to 20 hours per week and full-time registration status. Students interested in an assistantship should fill out a
graduate application and return it to the department. The application is located on the department web site (http://eahr.tamu.edu) under the graduate tab, then “graduate forms”. Assistantships are guaranteed from September through May. Summer employment is based on the availability of departmental funds.

Texas A&M University Student Financial Aid Office administers numerous federal and state loan programs. To obtain current information regarding financial aid, please visit http://financialaid.tamu.edu.

**TAMU Facilities**

**Sterling Evans Library**

The University’s principal research collections are housed in a centrally located facility on the main campus. There are closed study carrels for use by faculty members and doctoral students engaged in research requiring extensive and constant use of library materials as well as over 50 group study areas for students, faculty and staff. If you wish to obtain a study carrel, you must be admitted to candidacy and a letter from the department must be submitted to the library on your behalf.

Centralized reference service is available in the main library. The Documents Division, located in the library annex, offers assistance in using the large collection of government documents and technical reports. The Reference Division offers a “do-it-yourself” computerized searching service that students, faculty and staff can access national and international bibliographic databases. A small fee is charged for these services. Audiovisual materials and equipment are available in the library annex.

Information regarding any of the library facilities and services can be found on their web site (http://library.tamu.edu).
Computing Services

The Computing Services Center (CSC) is a service facility dedicated to providing the best possible computation support promptly and at the lowest cost within the available resources. The Center provides a centralized data processing facility for the academic, research and administrative efforts of the University.

Students are assessed a fee for computer services each semester. Computers are available at various open access sites on campus (Blocker Building, Read Building, Wisenbaker Building, West Campus Library, and the Student Computing Center). Assistance is available at each center. To have access to computer facilities, students must activate their account with the Computer Services Center.

Students may contact the help desk for any computer-related questions they may have. The help desk is staffed 24-hours a day, seven days a week. Individuals may contact the help desk either by phone (979-845-8300) or by e-mail (helpdesk@tamu.edu).

Students may access grades, transcripts, degree audits, etc. through their howdy portal. Grades are not mailed to students, so it is to your advantage to become familiar with this web site as it will be beneficial to you during your graduate program. Students are also encouraged to make any contact information corrections through this web site as well as contacting the advising office to update their file in the Department.

Career Center

The Career Center is available to all graduate students. Located in room 209 of the Koldus Building, advisors are available to assist students in preparing resumes, job opportunities, interview skills, salary negotiations and other important aspects of securing a career. Students may participate in mock interviews and use the career resources library to seek information regarding potential
employers. Students must attend one orientation (conducted routinely throughout the year) before utilizing the services offered. For more information, please visit their website (http://careercenter.tamu.edu).

**A. P. Beutel Health Center**

This health center provides medical services, preventive care, and health education. Students who have paid the Student Health Center fee are entitled to use these services. The health center is open from 8 am – 5 pm, Monday through Friday and is closed during official university holidays. Students may have routine physical exams, basic lab tests completed, physical therapy and consultation with medical specialists. A variety of health care services are available (medical clinic, women’s clinic, specialty clinic, pharmacy, radiology, etc.). Students may either make an appointment by calling 979-458-8250 or online at http://shs.tamu.edu under the current student tab.

**Recreational Sports**

There is a wide variety of opportunities in the Department of Recreational Sports for students. The Student Recreation Center features four pools, an indoor rock climbing facility, a quarter-mile walking/jogging track, basketball, badminton, racquetball/handball and squash courts, indoor wood floor and outdoor sand volleyball courts, indoor soccer courts and a 14,000 square foot weight and fitness center. All full-time students are automatically members of the recreation center.

Fitness classes, intramural sports, outdoor clinics and adventure trips are also available to students. For more information regarding any of these programs, please call the Department of Recreational Sports at 979-845-7826.
Services for Students with Disabilities

Students at Texas A&M University are not to be discriminated. The University provides a number of services and resources through the Department of Disability Services, room B118, Cain Hall (979-845-1637). A student with documented disability is eligible for services. Please contact the Department of Disability Services to coordinate registration, class and testing accommodations. In case of an emergency evacuation from Harrington Tower and you feel accommodations will be needed, you will be required to complete a department form and submit it with your class schedule each semester. Please contact the advising office regarding obtaining the form.

Department of Multicultural Services

This department provides retention programs and services for ethnic minority students and includes several recognized student organizations. Resources include video, audio and printed material, scholarship/fellowship guides, extracurricular and academic advising services, and a monthly newsletter promoting multicultural issues, programs and events. All of the department’s programs and services are available to the campus community. For information, please visit their website at http://dms.tamu.edu.

Memorial Student Center (MSC)

The Memorial Student Center is dedicated to students and former students who lost their lives for our freedom. Out of respect for these individuals, everyone must remove their hats upon entering the building. By visiting their web site (http://www.mscbookstore.com), a student may select and purchase textbooks for his/her registered classes or purchase online through various book sites (i.e. amazon.com; barnesandnoble.com, etc.).
Parking

Everyone planning to park a vehicle on campus while attending school must display a valid TAMU parking permit. You may purchase your parking permit by going to http://transport.tamu.edu/ and selecting “purchase permit”.
APPENDIX

Qualifying Examination (QE) Framework

Purpose:

To ensure doctoral students have mastered basic concepts associated with HRD.

To ensure doctoral students have sufficient cognitive skills to integrate concepts from various theories toward practical application.

QE Context Questions:

- Each student will take a written qualifying examination that consists of essay questions that are designed to have students synthesize information from core courses. The four-hour examination will be held once each fall and spring semester in a reserved computer lab. Students will respond to a general question about HRD that has options for students to choose the parts to which they wish to respond. The qualifying examination is designed, in part, to ensure that a student has developed a comprehensive understanding of core concepts, theories, and practices associated with HRD, and that he or she is able to recall and synthesize the information shared in required courses. Prior to taking the QE, students must have successfully completed the following courses:

  - EHRD 601: Foundations of HRD
  - EHRD 612: Training & Development
  - EHRD 613: Career Development
  - EHRD 625: Organization Development
  - EHRD 630: Adult Learning

The student should appropriately reference by name and date the sources that have informed the response.

An example of a qualifying examination question is:

Select one of the following current topics:

- Change
- Ethics
- Training
- Evaluation

Using your definition of Human Resource Development, address the following:

a. Describe your selected topic.
b. Define the HRD-related issues associated with your selected topic.
c. What are 2-3 foundational theories that might inform the issues you have identified? Why?
d. What are 2-3 HRD interventions that might address the issues you have identified? Why?
e. What are the implications of these potential HRD interventions?
**Evaluation of the QE:**

Context question responses will be double-blind reviewed by a three-faculty member panel. The evaluators will provide feedback comments and a positive or negative vote for the exam response. Three positive votes or two positives votes and one negative vote from the evaluators will constitute a “Pass”. Two negative votes and one positive vote or three negative votes from the evaluators will constitute a “Fail”.

**Time Frame for the QE:**

The Qualifying Examination will take place during the semester(s) in which a student will have completed between 24 and 36 credit hours by the end of that semester. Students who transfer in 18 or more credit hours must take the Qualifying Examination within one calendar year and may take up to 18 credit hours during that time.

The Qualifying Examination may be taken once per fall or spring semester. A student must successfully pass the QE in order to register beyond 36 credit hours. Students may re-take the exam one additional time during the 24-36 credit hour window.

If students do not successfully pass the QE within the 24-36 credit hour window, they will be dropped from the PhD program.