



TEXAS SOUTHERN UNIVERSITY

MASTER'S DEGREE

PROGRAM HANDBOOK

Texas Southern University
College of Education
3100 Cleburne Street
Houston, TX 77004
Education Building

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The Master's Degrees

Offered by the
College of Education (COE)
Texas Southern University

Master's degree programs represented in this handbook:

- Counseling - Master of Education (M.Ed.)
- Curriculum and Instruction - Master of Education (M.Ed.)
- Educational Administration - Master of Education (M.Ed.)
- Health, Kinesiology & Sport Studies - Master of Science (M.S.)

Accredited by

The Commission on Colleges of the Southern Association of Colleges and Schools
(SACSCOC)

National Council for Accreditation of Teacher Education (NCATE)

Educational Leadership Constituent Council (ELCC)
(Educational Administration)

Member

American Association of Colleges of Teacher Education (AACTE)

This handbook is a working document that should be confirmed with appropriate authorities and the Graduate School before final publication.

Table of Contents

CHAPTER 1: GENERAL INFORMATION

- 1.1: What is the mission of the College of Education?
 - 1.1.1: What is the mission of the Department of Counseling?
 - 1.1.2: What is the mission of the Department of Curriculum and Instruction?
 - 1.1.3: What is the mission of the Department of Educational Administration and Foundations?
 - 1.1.4: What is the mission of the Department of Health, Kinesiology & Sport Studies?
- 1.2: What are the students learning outcomes in the master's programs?

CHAPTER 2: ADMISSIONS POLICIES

- 2.1: What are the admission policies for acceptance as a master's student?
- 2.2: What are the deadlines for applications each year?
- 2.3: After I have submitted all application materials, what is the procedure for acceptance into the master's program?

CHAPTER 3: ACADEMIC ADVISING AND PROGRAM PLANNING

- 3.1: What is involved in the process of planning my master's program?
- 3.2: Who will I work with to plan my master's program?
- 3.3: When should my master's program be planned?
- 3.4: When should my degree plan and program requirements be reviewed?

CHAPTER 4: PROGRAM REQUIREMENTS AND POLICIES

- 4.1: What are the different programs of study in the master's program?
- 4.2: What are the course requirements in the master's program?
- 4.3: Am I required to enroll every semester after admission?
- 4.4: What is the policy on graduate transfer credits?
- 4.5: What is the recommended course load for master's students each semester?
- 4.6: What are the academic standards for letter grades in the master's program?
- 4.7: If I decide to change my major in the master's program, how do I do so?
- 4.8: Is there a time limitation for the hours of graduate credit I earn at TSU?

CHAPTER 5: PROCEDURES FOR MASTER'S DEGREE COMPLETION

- 5.1: Planning for Degree Completion
- 5.2: Program-Specific Completion Requirements
- 5.3: Applying for Graduation
- 5.4: Awarding of the Master's Degree

ACKNOWLEDGEMENT PAGE



College of Education Master's Degrees Granted and Admission

This Masters handbook describes the COE Masters programs, application guidelines, criteria for admission and admission procedures. In addition, descriptions of relevant policies for Master students are provided. These policies are subject to changes as needed. The University Graduate School sets policies, procedures and guidelines for directing graduate study at Texas Southern University. The COE policies are based on these policies and are subject to the Graduate School changes in policy. In addition, COE committees may recommend policy changes. All policies MUST follow the Graduate School policies. The Graduate School policy manual can be found online at <http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/>

The College of Education offers master's degree programs in the following areas:

- Counseling - School Counseling; Rehabilitation Counseling; Clinical Mental Health Counseling.
- Curriculum and Instruction - Early Childhood Education; Bilingual Education; Instructional Technology; Reading Education; Special Education; Secondary Education.
- Educational Administration - Educational Administration (Principal Certification); Educational Administration (No Certification).
- Health, Kinesiology & Sport Studies - Health & Kinesiology; Sport Studies and Sport Leadership.

This is a working document continually under review and revision to serve the needs of the various programs in the College. Although changes in programs, policies, requirements, and regulations receive constant attention and are incorporated immediately into this document, some changes in policy may be made without advance notice. The reader is advised to seek out the latest version of the manual.

This revision incorporates any recent policy changes approved by the College of Education, and any procedural or policy changes made at the College or University level that impact on our master's programs. As such, this revision supersedes all earlier versions that should no longer be used.

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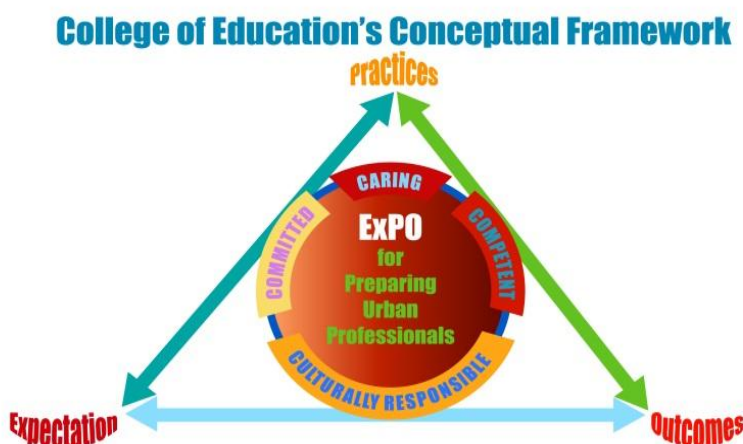
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College of Education, Conceptual framework

The conceptual framework guiding the education curricula and program in the College is grounded in three components. One component focuses on the expectation held by faculty that graduates will be caring, committed, competent and culturally responsive urban educators. A second component focuses on practices designed to result in the realization of the faculty's expectations. A third component focuses on outcomes - extents to which COE expectations have come to fruition. The faculty uses the acronym ExPO to refer to this three-component construction:



Sources of Authority

Sources of authority governing academic processes and procedures exist within and outside of the College of Education. These sources of authority may include university-wide bodies and administration, Texas Coordinating Board, the College of Education, and the University Graduate School. The College of Education may be bound to alter and/or add to the present documents to comply with the expectations and directives from such authority sources. Accordingly, policies, procedures, requirements, and standards stated in this document are subject to change and modification. Students should contact the University Graduate School Policies and Procedures (<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/> and/or the Graduate School) to secure the latest information governing graduate policies and procedures. The source of academic authority resides in the knowledge base of the field as represented by the faculty in the various academic units of the university. The faculty is charged with the responsibilities of developing and administering academic programs, supervising research including the development and defense of dissertations and evaluating programs, students and peers. At no time will the academic authority of the faculty supersede the authority of the college or university.

Non-Discrimination Statement

Texas Southern University believes in equal opportunity practices that conform to all laws against discrimination and is committed to non-discrimination with respect to race, color, creed, age, handicap, sex, marital status, or national origin. Additionally, the University is committed to the principle of taking the positive steps necessary to achieve the equalization of educational and employment opportunities.

CHAPTER 1: GENERAL INFORMATION

1.1: What is the vision mission of the College of Education?

The mission of the College of Education at Texas Southern University is “to provide competent career professionals for effective service in urban schools, utilizing research, collaboration, and application in seeking solutions to teaching, learning, social, physical and behavioral issues facing urban populations.” In support of its mission, the College of Education provides courses of study leading to academic degrees in four instructional departments: the Department of Counseling, the Department of Curriculum and Instruction, the Department of Educational Administration & Foundations, the Department of Health, Kinesiology and Sport Studies. The College of Education provides courses of study **leading to Doctoral degrees** in three instructional departments: Counseling, Curriculum and Instruction, and Educational Administration.

1.1.1 What is the mission of the Department of Counseling?

The Department of Counseling has a two-fold purpose: First, in keeping with the urban mission of Texas Southern University, the department seeks to prepare master and doctoral level students to make a significant contribution to the resolution of problems for people living in urban environments in particular, as well as those attempting to cope with societal demands in non-urban settings. Second, the department seeks to prepare prospective counselors, classroom teachers, and other professionals with the knowledge and skills essential for an understanding of the individual and his/her educational, vocational, health, and social problems. Thus, the mission of the Department is to prepare counselors who value equity and equality to meet the demands of a culturally and linguistically diverse clientele through a special emphasis on knowledge bases and internships in an urban setting.

1.1.2. What is the mission of the Department of Curriculum and Instruction?

The mission of the Department of Curriculum and Instruction is to use rigorous research, innovative teaching, and engage PreK-12 school partnerships to enhance the development of culturally responsive educators who will resolve 21st century problems using the most advanced theoretical knowledge and pedagogical practices accessible. The Department’s mission is consistent with the overall mission of the College of Education—to prepare caring, committed, competent, culturally responsive urban professionals who are equipped to provide effective service in schools, agencies, and other entities.

1.1.3. What is the mission of the Department of Educational Administration and Foundations?

The mission of the Educational Administration and Foundations program is to prepare individual who are competent, caring, committed and culturally responsive educators who possess a strong awareness of their responsibility to organize, lead and manage efficient and effective educational institutions.

1.1.4. What is the mission of the Department of Health, Kinesiology & Sport Studies?

The primary mission of the Department of Health, Kinesiology and Sport Management is to prepare students for entry into the workforce and for graduate study. A secondary mission is to ensure that all students matriculating through the University have an understanding of the importance of wellness and health-related fitness upon society.

1.2: What are the student learning outcomes in the Ed.D. Program?

1.2.1: Students who complete the program are professionals who have the knowledge, skills and dispositions to facilitate and enhance learning and development within diverse settings.

1.2.2: Students who complete the program are educational professionals who are caring, competent, committed and culturally responsive.

CHAPTER 2: ADMISSIONS POLICIES

2.1: What are the admission policies for acceptance as a student into the Master's Degree program?

Applicants for admission to a Master's degree program of the University must meet the minimum standards set forth by the University and Graduate School as well as the specific requirements set by COE and the specific programs.

The policies governing admission to the Master's degree program are as follows:

Student must apply for admission to the Master's program through the **Graduate School** by completing an application and submitting all required documents (including GRE scores):

The Graduate School
Texas Southern University
TSU Box #1254, 3100 Cleburne St.
Houston, Texas 77004-1254
Phone: (713) 313-4410 Fax: (713) 313-1876
E-mail: graduateadmissions@tsu.edu

Students seeking admission to the Graduate School can apply using the online application system.

<https://gradcas2026.cas.myliaison.com/applicant-ux/#/login>

Students seeking admission to the Graduate School of Texas Southern University should request and complete an application for graduate admission. Official transcripts from colleges and universities previously attended by the applicant should support the application. Transcripts are considered official only if they are submitted by the registrar to the Graduate School of Texas Southern University. Applicants should complete our online application and send transcripts, payment if not paying online, and test scores to The Graduate School, Texas Southern University, 3100 Cleburne, Houston, TX 77004.

For admission to the Graduate School as a degree applicant, all of the following conditions must be met:

1. Undergraduate GPA of 2.5 or better; or 3.0 on last 60 hours
2. If required by the graduate degree program, GRE (General) or GMAT for Business programs (must be within five (5) years of your application date). Please note that while all Masters's level programs require a GRE some Masters level programs do not require the GRE.
3. 3 letters of recommendation
4. Resume or Curriculum Vitae (current)
5. Personal Essay (300 – 500 words)
6. Application fee (\$75): Your application will not be processed until the fee is received.
7. Transcript (s): 2 copies sent directly to TSU from the institutions.

In addition to Items 1 through 7, International Students need to also supply the following information:

1. Affidavit of Support
2. Transcript Evaluation
3. TOEFL = 79 or IELTS (iBT) = 6.0 (if not from an English speaking country)

Admission to the Graduate School at Texas Southern University is based on the recommendation of the specific program to which a potential student is applying. The listed requirements represent the minimum standards for unconditional admission. Individual programs may have additional standards and requirements. Applicants who do not meet all the above requirements may be eligible for conditional admission. Successful applicants who do not score at least 3.5 on the analytical writing portion of the GRE or GMAT will be required to demonstrate English proficiency by successfully completing English 501 Graduate Professional Writing. Programs may have additional standards and requirements. Applicants who do not meet all the above requirements may be eligible for conditional admission. Successful applications that do not score 3.5 on the analytical writing portion of the GRE will be required to demonstrate English proficiency by successfully completing the course English 501 Graduate Professional Writing.

<http://www.tsu.edu/academics/colleges-and-schools/the-graduate-school/admission-requirements.php>
College of Education (COE)

Transcripts, payment if not paying online, and test scores should be mailed to:

The Graduate School
 Texas Southern University
 TSU Box #1254
 3100 Cleburne
 Houston, TX 77004

Additional documents can also be emailed to the graduate admissions email address at: graduateadmissions@tsu.edu. Please be sure to mail the application fee of \$50 (\$75 for international applicants), check or money order payable to Texas Southern University, to the address above. **No applications will be processed without payment of the application fee.**

2.2: What are the deadlines for applications each year?

Fall	Summer	Spring
July 1	November 1	March 1

Information about required materials is available from the Graduate Program Directors for each program.

Counseling	Dr. Candy Ratliff	713-313-1922	Ed. 249	Candy.Ratliff@tsu.edu
Curriculum & Instruction	Dr. Kanisha Porter	713-313-6693	Ed. 204	Kanisha.porter@tsu.edu
	Dr. Jacqueline Smith	713-313-7504	Ed. 215	Jacqueline.Smith@tsu.edu
	Ms. Clareatha McDonald	713-313-7267	Ed. 204	Clareatha.Mcdonald@tsu.edu
Educational Administration & Foundations	Dr. Emiel Owens	713-313-4437	Ed. 100	Emiel.Owens@tsu.edu
Health & Kinesiology & Sport Studies	Dr. Dwalah Fisher	713-313-7272	HPE 151	Dwalah.Brown-Fisher@tsu.edu

2.3: After I have submitted all the application materials, what is the procedure for acceptance into the Master's program?

The Department Admissions Committee Chair for the respective departments will evaluate the admission materials of the applicant. Then, the materials for the applicant who has met the requirements will be sent to the Department's Admissions Committee Screening Committee. The committee reviews the materials of every potential student to ensure that each has met the admission requirements.

Then, prospective students will be notified through email and a telephone call informing them about date/time and location for the interview. Students will start by writing on a topic in their major area. Each student will have 30 minutes to complete the writing sample. Next, the students will be interviewed by their department's program admissions committee and names of applicants recommended for admission are submitted to the Graduate School. Upon approval, the Dean of the Graduate School will notify applicants of the Committee's decision.

CHAPTER 3: ACADEMIC ADVISING AND PROGRAM PLANNING

3.1: What is involved in the process of planning my master's program?

After formal admission, the student should work with the assigned academic advisor or designated program representative to review program requirements and establish a planned sequence of study. The degree plan should reflect the requirements of the student's specific master's program and any certification pathway, when applicable.

The master's degree plan should be treated as the student's academic roadmap. Students are responsible for following the approved plan, monitoring progress, and seeking advice when changes are needed.

3.2: Who will I work with to plan my master's program?

Students should work with the academic advisor, department chair, or other designated faculty representatives assigned to serve as the student's program advisor by the student's department. Advising responsibilities and approval routes may differ by program.

3.3: When should my master's program be planned?

After you are formally admitted into the Master's program, contact your program advisor to arrange a meeting to discuss your program of study. During this meeting, a degree plan should be completed and signed by both you and your program advisor; then by the Department Chair and the Dean's Office; finally, your Degree Plan should be sent to the Graduate School.

3.4: When should my degree plan and program requirements be reviewed?

Students should review their degree plan with an advisor before registration and whenever a course substitution, transfer credit, change of program, certification requirement, internship/practicum, or graduation milestone may affect the plan.

CHAPTER 4: PROGRAM REQUIREMENTS AND POLICIES

4.1: What are the different programs of study in the master's program?

The College of Education identifies the following master's programs:

Counseling

The Master of Education degree program in Counselor Education is designed to prepare candidates with professional counseling knowledge and skills for service in educational, community, rehabilitation, and private-sector settings. The program provides academic and practical experiences with specialized study in Clinical Mental Health Counseling, Rehabilitation Counseling, or School Counseling. Each specialization prepares candidates for appropriate professional credentials and certification requirements. The minimum requirement for the degree is sixty (60) semester credit hours.

Curriculum and Instruction

The Master of Education program in Curriculum and Instruction is an advanced professional degree designed to prepare educators and instructional specialists to enhance teaching, learning, curriculum development, and instructional practice in a variety of educational settings. The program provides opportunities for specialized study in Early Childhood Education, Bilingual Education, Instructional Technology, Reading Education, Special Education, and Secondary Education. The objective of the program is to prepare professionals who are knowledgeable and competent in curriculum development, instructional practices, assessment, and the application of research-based strategies to support student learning and educational improvement.

Educational Administration and Foundations

The Department of Educational Administration and Foundations offers a program leading to the Master of Education degree in Educational Administration. The program is designed to prepare students for leadership and administrative roles in public schools, school districts, community colleges, universities, and other educational settings.

Educational Administration encompasses the knowledge and skills necessary to support effective leadership, decision-making, and organizational practices in educational institutions. Through coursework, research-based learning, practical experiences, and other educational approaches, students develop the technical, conceptual, and human skills required of educational leaders.

The Department also provides opportunities for specialized study in Human Resources and Higher Education. The minimum requirement for the Master of Education degree is thirty-six (36) semester credit hours.

Health, Kinesiology & Sport Studies

The Master of Science degree in Sport Studies and Sport Leadership is designed to prepare graduates for professional and leadership roles in the sports industry. The program offers concentrations in Sport Administration and Sport Management, with thesis and non-thesis options that provide opportunities for

advanced research or practical professional experience. The program requires thirty-six (36) semester credit hours of graduate coursework and satisfactory completion of a comprehensive examination.

4.2: What are the course requirements in the master's program?

Although the College recognizes the need for individualized programs of study, all students must meet the requirements established for their respective master's degree programs.

Program requirements vary by department and area of study. Master's programs may include required core coursework, electives, internships or practicum experiences, comprehensive examinations, and other program-specific requirements.

Students must complete the total number of semester credit hours required by their respective degree program and follow the approved departmental degree plan.

4.3: Am I required to enroll every semester after I have been admitted into the master's program?

It is strongly recommended that students commit to attending consecutive semesters (fall, spring, and summer) to complete their coursework and degree requirements in a timely manner. However, continuous enrollment is not required unless otherwise specified by the student's respective program.

Students should remain in regular contact with their program advisor regarding enrollment, program requirements, and any applicable time limitations for completing the master's degree.

4.4: What is the policy on graduate transfer credits?

Transfer credit may be accepted toward a master's degree when the coursework is graduate-level, relevant to the student's program of study, and completed with a grade of "B" or better. All transfer credits are subject to review and approval by the appropriate academic program and University offices.

Depending on the program, students may be eligible to transfer approximately six (6) to nine (9) semester credit hours. Students should consult with their program advisor and review the applicable Graduate School and departmental policies for specific transfer-credit requirements.

4.5: What is the recommended course load for master's students each semester?

The recommended course load for students working full-time and taking classes part-time is six (6) credit hours. Students who plan to pursue studies on a full-time basis may take up to twelve (12) credit hours per semester with the approval of the program advisor. Those awarded graduate assistantships or fellowships must meet the minimum enrollment requirements associated with the assistantship or fellowship.

4.6: What are the academic standards for letter grades in the master's program?

To remain in good standing, students must maintain a GPA of 3.0 (on the 4.0 scale) for all courses attempted. No more than two grades of "C" and no "C-s," "D's," or "F's" will be counted toward the master's degree. Students who do not maintain a 3.0 GPA will be placed on academic probation. (**C- is not acceptable**)

Incomplete Grades

An incomplete grade is a temporary decision made at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete grade must

be made up within two semesters, or it will automatically default to the grade that the student earned in the course or an "F."

4.7: If I decide to change my major in the master's program, how do I do so?

If a student wishes to change from one major to another, both the current department and the prospective department must be aware of the possible change. The student who wishes to change majors must file with the Graduate School the "Petition to Change Major within the Graduate School" form. The form must be signed by the student, the student's program advisor, the department chairpersons of the current department and the department to which the student wishes to transfer, the Dean of the College of Education, and the Dean of the Graduate School.

After the "Petition to Change Major within the Graduate School" form is submitted and processed by the Graduate School, it is forwarded to the appropriate department. An admissions committee in that department reviews the request. If desired, an interview with the prospective student may be arranged by the admissions committee. After reviewing all materials, the committee makes a recommendation concerning the requested change.

4.8: Is there a time limitation for the hours of graduate credit I earn at TSU?

Yes. Credits earned more than six years prior to the date of completion of master's degree requirements at Texas Southern University cannot be accepted toward the satisfaction of master's degree requirements. All courses which are submitted to satisfy the semester-hour requirement for the master's degree or the professional certificate in a program requiring thirty (30) to thirty-six (36) credit hours.

CHAPTER 5: PROCEDURES FOR MASTER'S DEGREE COMPLETION

5.1: Planning for Degree Completion

5.1.1: I do not know what to do first. Where do I begin?

Begin by reviewing your approved degree plan with your academic advisor. Confirm that all required courses, program milestones, and any certification-related requirements are identified. Students should also verify that any approved substitutions or transfer credits are properly documented.

5.1.2: How do I confirm that I am on track to complete my program?

Compare your academic record with the official degree plan and meet with your advisor before the final semesters of enrollment. Any missing requirement should be addressed early enough to avoid delaying graduation.

5.2: Program-Specific Completion Requirements

5.2.1: Are there internships, practicums, examinations, projects, or other requirements in my program?

Requirements vary by program. Students should follow the official degree plan and consult their department for any internship, practicum, field experience, examination, project, portfolio, or certification requirement that applies to their program.

5.2.2: What if I am pursuing a certification pathway with my master's degree?

Students pursuing a certification pathway must satisfy both degree requirements and the applicable certification requirements. Certification requirements should be reviewed with the department and the appropriate certification advisor because they may include qualifications beyond the master's degree itself.

5.2.3: What is the Comprehensive Examination and when can I take it?

The Comprehensive Examination is a program requirement used to assess a master's student's knowledge and understanding of their area of study. Students may take the examination during their final course or after completing required coursework, provided they are in good academic standing with a minimum cumulative GPA of 3.0. Students may have no more than two (2) grades of "C" in their program of study, and a grade of "C-" is not acceptable.

Students must receive approval from their program advisor and department before taking the examination. The Comprehensive Examination is administered online through the student's department and is offered during the fall and spring semesters.

Programs may establish a specific limit on the number of attempts a student may make to pass the Comprehensive Examination. If a program does not specify a limit, graduate students are allowed a maximum of three (3) attempts to successfully pass the required Comprehensive Examination.

5.2.4: What are the governing policies for the Comprehensive Exam?

Students may be enrolled in the last six hours of the required coursework. All courses on the Degree Plan must be completed and have a letter grade on the transcript by the end of the semester when the Master student takes his/her exam. In addition, students must have fulfilled any conditions prior to applying to take the Comprehensive Exam. Students with grades of "I," or "R," or more than two (2) Cs **will not** be approved to take the Comprehensive Exam. (***C- is not acceptable***)

5.2.5: Does my master's program offer a thesis option?

Most master's degree programs do not offer a thesis option. The thesis option is available in the Master of Science in Sport Studies and Sport Leadership program. Students may choose between a thesis and non-thesis track.

Students selecting the thesis track will gain additional experience in research and may be interested in pursuing a doctoral degree. Under the direction and approval of a faculty advisor, students will complete a master's thesis.

Students selecting the non-thesis track will have an opportunity to gain practical experience by completing an internship. This track is generally designed for students preparing to enter or advance their careers in the field of sport.

5.3: Applying for Graduation

5.3.1: When should I apply for graduation?

Master's students should consult the current academic calendar and Graduate School graduation instructions and apply by the published deadline for the intended graduation term.

5.3.2: What should I review before submitting my graduation application?

Students should verify that the degree plan is complete, required grades are posted, substitutions or transfer credits are approved, program-specific requirements are satisfied, and all applicable departmental and Graduate School requirements have been met.

5.4: Awarding of the Master's Degree

The University confers the master's degree after the student has completed all requirements of the approved program of study and the appropriate academic units certify degree completion. Students are responsible for meeting published graduation application deadlines and for remaining aware of any outstanding academic or administrative requirements.

Tips for prospering as a master's student in the College of Education

Pay Attention to Important Dates and Deadlines

Students are responsible for monitoring important University, College, department, and program deadlines. This may include registration, comprehensive examinations, graduation, internship or practicum, certification, and other program-specific requirements.

Stay in Regular Contact with Your Faculty Advisor

Meet with your faculty advisor at least once each semester to discuss course selection, degree requirements, academic progress, and upcoming program milestones. Students should also communicate with their advisor when questions or concerns arise.

Develop Your Writing Skills

Strong writing skills are essential to graduate study and professional success. Students are encouraged to strengthen their academic writing, research, and communication skills through faculty feedback, writing workshops, and other academic support resources.

Support One Another

Build relationships with fellow graduate students and create a supportive academic community. Peers can provide encouragement, share ideas and resources, and offer helpful feedback throughout the program.

Begin Preparing for the Comprehensive Examination Early

Students whose programs require a Comprehensive Examination should begin preparing early rather than waiting until the semester of the examination. Take detailed notes, complete assigned readings, retain important course materials, and periodically review information from completed courses.

Understand That You Are Now a Graduate Student

Graduate study brings new academic expectations and opportunities for growth. Students are encouraged to remain engaged, manage their responsibilities carefully, and take an active role in their academic progress.

Becoming familiar with program requirements, policies, procedures, and deadlines can help students successfully navigate the graduate experience. Students should also remain flexible, as necessary changes or adjustments may occur along the way.

This keeps your original heading but makes the message underneath much more encouraging.

ACKNOWLEDGEMENT PAGE

I _____ (Print Name) acknowledge receipt of the Texas Southern University - College of Education Master's Degree Program Handbook.

Received: _____ (Date)

Signature: _____