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1. Introduction

1.1 Policies and procedures set forth in this document are not intended to be in conflict with the policies and procedures of the Texas A&M University Office of Graduate and Professional Studies (OGAPS). If any unintentional conflicts are found, the policies and procedures established by OGAPS govern.

1.2 The Department of Construction Science (COSC) has a graduate degree program entitled Master of Science in Construction Management (MSCM).

1.3 Students pursuing the MSCM degree are required to complete either the 32-hour Thesis Option or the 36-hour Non-Thesis Option.

1.4 The intent of the Thesis Option is to engage the student in a research-based study of an appropriate area related to the management of construction and to derive new knowledge from the activity.

1.5 The intent of the Non-Thesis Option is to engage the student in a broad range of topics related to the management of construction which will advance the student’s understanding of the construction industry.

1.6 The MSCM degree program is supervised by the COSC Graduate Program Coordinator, who is appointed by the COSC Department Head, and assisted by the COSC Graduate Research and Instruction Committee.

2. Graduate Committee Faculty Membership

2.1 For a complete set of rules pertaining to nomination, appointment, and membership of graduate faculty, please refer to the OGAPS records. The following items are highlighted for the benefit of the faculty and students in COSC.

2.2 Tenured and tenure-track faculty are eligible for appointment as Members of the COSC Graduate Committee Faculty; however, a tenured or tenure-track faculty position does not guarantee membership on the Graduate Committee Faculty.

2.3 Graduate Committee Faculty Members may serve on graduate student advisory committees; however, the role that a faculty member can assume on a committee may be limited. The COSC Department Head determines what role(s) a Graduate Committee Faculty Member may serve on a committee.

2.4 Typically, a new Graduate Committee Faculty Member may not serve as the sole Chair on a graduate student advisory committee until they have served as a Co-Chair on a committee and that student has successfully completed the graduate program.

2.5 Membership on the Graduate Committee Faculty is initiated by the COSC Department Head through the use of the Personal Record Form (PRF).

2.6 Upon reviewing the PRF of the faculty member, the COSC Graduate Research and Instruction Committee will make a recommendation for action on the petition to the COSC Department Head.

2.7 The COSC Department Head will make the final determination on the petition. If the decision is favorable, the COSC Department Head will forward the PRF to OGAPS for action.

3. Graduate Research and Instruction Committee

3.1 The COSC Graduate Research and Instruction Committee (GRIC) is composed of six graduate faculty members, including the COSC Graduate Program Coordinator and five full members of the graduate faculty. Of the five full members, two members are appointed by the COSC Department Head and the other three members are elected by Graduate Committee faculty members in COSC.

3.2 The COSC GRIC will be chaired by the COSC Graduate Program Coordinator. The COSC GRIC will meet at the call of the Chair.

3.3 The responsibilities of the COSC GRIC include:
3.3.a Review any policies, procedures, and strategic plans of the COSC graduate program proposed by the COSC Graduate Program Coordinator, the COSC GRIC, or any member of the graduate faculty, and make recommendations to the COSC Department Head.

3.3.b Review admission packages brought by the COSC Graduate Program Coordinator and make recommendations to the Department Head.

3.3.c Regularly review and update the graduate program curriculum and related requirements.

4. Admissions

4.1 Admission is offered to the best-qualified applicants based on the number of spaces available in the MSCM graduate program. In consultation with the GRIC and the COSC Department Head, the COSC Graduate Program Coordinator determines the number of seats available for graduate student enrollment in the upcoming year. Based on the expected yield rate, the COSC Graduate Program Coordinator determines the number of applicants to be offered admission.

4.2 Applications for admission to the MSCM degree program must include the following documents:

4.2.a A current resume

4.2.b A Statement of Interest and Purpose

4.2.c At least three letters of recommendation from persons familiar with the applicant’s academic and professional accomplishments

4.2.d GRE scores (Verbal Reasoning, Quantitative Reasoning, & Analytical Writing)

4.2.e TOEFL scores [for international applicants only]

4.2.f Official transcripts

4.2.g Document submission checklist

4.3 Application documents should be received by COSC no later than March 1 of each year to be considered for admission for the fall semester of the following academic year. Incomplete and late applications will not be considered. New students are typically admitted for the fall semester; however, admission may be deferred until the spring semester.

4.4 Applicants must meet the following minimum requirements to be considered for admission:

4.4.a GRE total score [verbal and quantitative] Minimum 302

4.4.b GRE verbal score Minimum 146

4.4.c GRE quantitative score Minimum 148

4.4.d GRE written score Minimum 3.0

4.4.e Grade point average [GPA] for last 60 hours of undergraduate work on a 4.0 scale Minimum 3.0

4.5 International students must take the Test of English as a Foreign Language (TOEFL) to be considered for admission. International students must achieve a minimum score of 550 [paper-based], 80 [internet-based], or 213 [computer-based].

4.6 Admission to the MSCM program will be offered based on a combination of the applicant’s GPA, GRE scores, Statement of Interest and Purpose, letters of recommendation, resume, and TOEFL scores (for international students only). Relevant work experience is not required; however, it will be considered.

4.7 Applicants that do not meet the minimum admission requirements stated above, may be considered for admission on a case-by-case basis. Admission will be offered based on the number of seats available, and after a recommendation by the COSC Graduate Program Coordinator and approval by the GRIC.

4.8 The COSC Department Head and the COSC Graduate Program Coordinator will make decisions related to scholarships, fellowships, and graduate assistantships offered to any applicants. Occasionally, COSC is offered scholarships and fellowships from out-of-department sources, which may be from the college or university levels. Only applicants who have completed their application package by January 8 of each year will be considered for nomination for these scholarship and fellowship opportunities.

4.9 Admission letters will state the date by which the applicant must accept the offer of admission, or the offer of admission may be revoked.
5. **English Language Proficiency Examination (ELPE)**

5.1 Upon arrival at Texas A&M University (TAMU), all international students from countries whose native language is not English must take the English Language Proficiency Exam (ELPE). International students must achieve a minimum score of 70 out of 100 on all ELPE sections before taking any MSCM courses, except COSC 681. Students are allowed to enroll in MSCM courses only if they are also enrolled in all English Language Institute (ELI) courses in their respective areas of deficiency during the same semester.

5.2 International students who take the ELI courses and receive a grade of B or higher are considered to have passed the corresponding ELPE section.

5.3 International students who have earned a four-year baccalaureate degree or higher from an accredited U.S. university are exempt from this requirement.

5.4 For the Thesis Option, a student will not be able to defend his or her thesis (by submitting the Request for Final Examination form) without completing all department ELPE requirements, as stated above.

5.5 A student who has not completed all ELPE requirements by the end of his or her second semester in the MSCM program will be put on scholastic probation (see article 11.3).

6. **Financial Aid**

6.1 COSC has limited funding available to support graduate students.

6.2 There are three different graduate assistantships available within COSC:

   6.2.a Graduate Assistant Teaching (GAT): GAT hired by COSC to assist faculty members in teaching courses.

   6.2.b Graduate Assistant Non-Teaching (GANT): GANT hired by COSC for tasks not directly related to teaching.

   6.2.c Graduate Assistant Research (GAR): GAR hired by individual faculty members for activities related to their funded research projects.

   6.2.d International students from countries whose native language is not English must have achieved a minimum score of 80 on all sections of the ELPE before they will be considered for GAT positions.

   6.2.e The hiring of GAT/GANT is managed by the COSC Department Head and COSC Graduate Program Coordinator.

   6.2.f Available GAT/GANT positions will be advertised to all COSC graduate students as-needed.

   6.2.g The selection and hiring process for GAT and GANT is the supervising faculty member’s responsibility, along with the coordination of the COSC Department Head and COSC Graduate Program Coordinator. This may also include screening applications and conducting interviews with candidates.

   6.2.h The selection and hiring process for GAR is managed solely by faculty members with adequate research or other sources of funding to financially support the graduate student. Only Thesis Option students may be hired as GAR.

6.3 COSC has limited scholarships and fellowships available for graduate students.

   6.3.a Exceptionally qualified applicants may be offered a scholarship or fellowship as an incentive to accept admission to the MSCM program. The award of these scholarships and fellowships is at the discretion of the COSC Department Head and in consultation with the COSC Graduate Program Coordinator.

   6.3.b All graduate students enrolled in the MSCM program are eligible to apply for scholarships offered by COSC, the College of Architecture, Texas A&M University, and any other professional associations. It is the student’s responsibility to review and meet application requirements and deadlines.

6.4 A student may not receive more than four semesters of graduate student financial support provided by COSC while enrolled in the MSCM program.
7. Graduate Courses

7.1 All graduate students in the MSCM – Thesis Option must complete a thesis and earn at least 32 credit hours to qualify for graduation. Required courses are:
   7.1.a COSC 601 Construction Practices [3 SCH]
   7.1.b COSC 602 Construction Cost Estimating [3 SCH]
   7.1.c COSC 603 Construction Scheduling [3 SCH]
   7.1.d COSC 621 Advanced Project Management [3 SCH]
   7.1.e COSC 681 Seminar [2 SCH; may not be taken together]
   7.1.f COSC 690 Research Methods [3 SCH]
   7.1.g COSC 691 Research [6 SCH]
   7.1.h COSC/Non-COSC Electives [9 SCH; no more than 6 SCH of Non-COSC Electives]

7.2 All graduate students in the MSCM – Non-Thesis Option must earn at least 36 semester credit hours to qualify for graduation. Required courses are:
   7.2.a COSC 601 Construction Practices [3 SCH]
   7.2.b COSC 602 Construction Cost Estimating [3 SCH]
   7.2.c COSC 603 Construction Scheduling [3 SCH]
   7.2.d COSC 621 Advanced Project Management [3 SCH]
   7.2.e COSC 681 Seminar [1 SCH; recommended but not required]
   7.2.f COSC 693 Professional Study [3 SCH]
   7.2.g COSC/Non-COSC Electives - [21 SCH; no more than 9 SCH of Non-COSC Electives]

7.3 COSC 684 Professional Internship is not required but may be taken as a COSC elective
   7.3.a It is the student’s responsibility to find an internship position. Students must submit the Graduate Variable Credit Course Proposal Form for approval by the Graduate Program Coordinator before they take COSC 684. Internships must be supervised by the COSC Industry Relations Coordinator based on the COSC internship guidelines and requirements.
   7.3.b COSC 684 Professional Internship may be taken during the summer semester only.

7.4 COSC 685 Directed Studies hours may be used for up to 6 SCH of COSC Electives.

7.5 Students must submit the Graduate Variable Credit Course Proposal Form [MSCM-01] for approval by the Graduate Program Coordinator before they take COSC 691 Research, COSC 684 Professional Internship, or COSC 685 Directed Studies.

8. Core Courses

8.1 Graduate students in the Master of Science in Construction Management degree program are expected to possess fundamental knowledge of construction related to basic practices, estimating, scheduling, and project management. The following fundamental core courses are required for all MSCM students:
   8.1.a COSC 601 Construction Practices [3 SCH]
   8.1.b COSC 602 Construction Cost Estimating [3 SCH]
   8.1.c COSC 603 Construction Scheduling [3 SCH]
   8.1.d COSC 621 Advanced Project Management [3 SCH]

8.2 Any or all of the core courses may be waived if the student has previously completed similar coursework at an undergraduate or graduate construction management program accredited by the American Council for Construction Education (ACCE) or ABET. The COSC Graduate Coordinator must approve the waiver of any core courses.

8.3 If any of the core courses are waived, they must be replaced with the same SCH of COSC Electives.
9. Advisory Committee

9.1 For a complete set of rules pertaining to forming a student’s graduate advisory committee, please refer to the OGAPS records. The following items are highlighted for the benefit of the faculty and students in the Department of Construction Science.

9.2 A Graduate Committee Faculty Member from the Department of Construction Science will be assigned by the Graduate Program Coordinator to serve as the chair of the advisory committee for each incoming graduate student.

9.3 A student cannot replace the chair of his/her advisory committee, unless instigated, and approved in writing, by the student’s assigned chair, and by the COSC Graduate Program Coordinator and/or the COSC Department Head.

9.4 A student’s advisory committee must be composed of at least three Graduate Committee Faculty. Each graduate student in the program must form their full advisory committee before enrollment in any hours of COSC 691. It is advised that students form their advisory committee by the end of their first semester in the program.

9.5 The advisory committee may have a chair and two or more other members, or two co-chairs and one or more other members.

9.6 All members of the advisory committee must be Graduate Committee Faculty Members.

9.7 At least two members of the advisory committee must be Graduate Committee Faculty Members in the Department of Construction Science. At least one of them must be the chair or the co-chair of the student’s advisory committee.

9.8 At least one member of the advisory committee must be a Graduate Committee Faculty Member outside of the Department of Construction Science.

9.9 Typically, a first year member of the Graduate Committee Faculty can only co-chair the advisory committee, with another Graduate Committee Faculty Member.

9.10 The student and his/her advisory committee are responsible for conducting the research work for his/her thesis. This also includes obtaining IRB clearance to assure the protection of human research participants, in cases where it is deemed to be needed. For more details, please visit: http://vpr.tamu.edu/compliance/rcc/irb.

10. Degree Plan

10.1 For a complete set of rules pertaining to the submittal and approval of degree plans, please refer to the OGAPS records. The following items are highlighted for the benefit of the faculty and students in COSC.

10.2 Degree plans must be approved by the Graduate Program Coordinator by the end of the student’s second semester in the program.

10.3 A degree plan must be filed electronically, using the OGAPS website, available at: https://ogsdpss.tamu.edu/.

10.4 Students may not take any research credits, COSC 691, until their degree plan is approved by the COSC Graduate Program Coordinator.

10.5 Students may not take COSC 684 Professional Internship until their degree plan is approved by the COSC Graduate Program Coordinator.

10.6 Changes to the degree plan may be made only with the approval of the student’s advisory committee, the Graduate Program Coordinator, and OGAPS. All changes are to be filed electronically using the appropriate Petition to Degree Plan form.
11. Academic Progress

11.1 Table 1 lists the steps a student must take in order to fulfill the degree requirements and maintain a good academic standing with the program. Each step cannot be executed before all prior steps are accomplished successfully.

11.2 Transfer of graduate credit hours obtained in other schools is subject to the rules and restrictions set by OGAPS. Departmental approval of the transfer hours requires a written approval from the chair of the student’s advisory committee.

11.3 Student Rule 12.3 (http://student-rules.tamu.edu/rule12) regarding a student’s scholastic deficiency must be followed during any time the student is enrolled in graduate school. Violation of this rule will result in the following actions:

11.3.a The Graduate Program Coordinator will inform the student in writing of their academic situation, and will notify the student that he/she is put on scholastic probation for the first semester following the semester in which the student’s GPA fell below the level set in Student Rule 12.3;

11.3.b The notification letter will also include a list of corrective measures that the student will have to take in the first semester following the semester in which the student’s GPA fell below the level set in Student Rule 12.3; and

11.3.c Copies of the notification letter will be sent to the chair of the student’s advisory committee, and will be filed in the student’s personal file in the department.

11.3.d Should a student fail to meet the requirements and terms set in their notification letter of scholastic probation, the Graduate Program Coordinator will inform the Department Head of this situation in writing, and will recommend that the student be suspended from the program. Copies of this letter will be sent to the chair of the student’s advisory committee, and will be filed in the student’s personal file in the department.

11.4 For MSCM-Thesis Option, students are encouraged to consult with the Thesis Office early in the process of writing their thesis regarding the final format of the thesis.
## Table 1. Steps to Fulfill Master's Degree Requirements

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1    | Meet with departmental graduate advisor to plan course of study for first semester. | **When:** Before first semester registration.  
**Approved by:** Graduate advisor or chair of the intercollegiate faculty. |
| 2    | Establish advisory committee. Submit a degree plan. | **When:** Prior to the deadline imposed by the student's college and no later than 90 days prior to final oral or thesis defense.  
**Approved by:** Advisory committee, department head or chair of the intercollegiate faculty, and Office of Graduate and Professional Studies (OGAPS). |
| 3    | If thesis is required, submit thesis research proposal and research proposal approval form to the Office of Graduate and Professional Studies. | **When:** At least 20 working days prior to the submission of the Request for the Final Examination.  
**Approved by:** Advisory committee, department head or chair of the intercollegiate faculty, Research Compliance and Biosafety, and OGAPS. |
| 4    | Apply for degree\(^2\); pay graduation fee. | **When:** During the first week of the final semester, see OGAPS calendar. |
| 5    | Check to be sure degree program and advisory committee are up-to-date, and coursework is complete. | **When:** Well before submitting request to schedule final examination. |
| 6    | Complete residence requirement. | **When:** If applicable, before/during final semester.  
**Approved by:** OGAPS. |
| 7    | Submit request to schedule final examination. | **When:** Must be received by OGAPS at least 10 working days before exam date. See OGAPS calendar for deadlines.  
**Approved by:** Advisory committee, department head or chair of the intercollegiate faculty, and OGAPS. |
| 8    | Successfully complete final examination. | **When:** The Report of the Final Examination Form should be submitted to OGAPS within 10 days following the exam.  
**Approved by:** Advisory committee and OGAPS. |
| 9    | If required, upload one approved final copy of thesis as a single PDF file to etd.tamu.edu and submit the fully signed thesis approval form to the Office of Graduate and Professional Studies. | **When:** See OGAPS calendar for deadlines.  
**Approved by:** Advisory committee, department head or chair of the intercollegiate faculty and OGAPS. |
| 10   | Graduation; arrange for cap and gown. | For more information, visit [http://graduation.tamu.edu](http://graduation.tamu.edu). |

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\(^1\)The online Document Processing Submission System is located at [https://ogsdpss.tamu.edu](https://ogsdpss.tamu.edu).

\(^2\)Complete the application for degree form via the student's Howdy portal.
Appendix A: Graduate Variable Credit Course Proposal Form (MSCM-01)
FORM MSCM-01
Graduate Variable Credit Course Proposal

Complete this form and obtain the signature of the chair of the student's advisory committee, the supervising faculty, and the graduate program coordinator. Bring the completed and signed form to the COSC Graduate Office in Francis Hall, Room 208 for course registration.

Name: ____________________________ Email: ____________________________

UIN: ____________________________ Major: ____________________________

Classification: □ G7 □ G8

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Term</th>
<th>Year:</th>
<th>Credit Hours:</th>
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<tbody>
<tr>
<td>□ COSC 684</td>
<td>□ Spring</td>
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<tr>
<td>□ COSC 685</td>
<td>□ Summer 1</td>
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<tr>
<td>□ COSC 691</td>
<td>□ Summer 2</td>
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<td></td>
<td>□ Summer 10</td>
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<td>□ Weeks</td>
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<td></td>
<td>□ Fall</td>
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Supervising Faculty Member:

For 691 Only:
Is your degree plan approved by the Office of Graduate Studies? □ Yes □ No

Is this your final research credit? □ Yes □ No

***A student’s final 691 credit (Peer-Reviewed Publication) must be taken with the Graduate Program Coordinator***

For 684/685 Only:
Do you need to register for this course with “In Absentia” status? □ Yes □ No
Do you need to register for this course with SU grade? □ Yes □ No

Chair’s justification for the requested hours [COSC 684 – basis for approval of the internship hours; COSC 685 - proposal for study (be as specific as possible)]

_____________________________________________________________________________
_____________________________________________________________________________

Proposed Work Submission Schedule: (If needed by Supervising Faculty)

Interim Report No. 1 Date: _______________________

Final Report Date: _______________________ 

Approvals (All signatures must be obtained prior to registration)

Student: ____________________________ Date: ______________

Supervising Faculty: ____________________________ Date: ______________

Chair of the Committee: ____________________________ Date: ______________

Graduate Coordinator: ____________________________ Date: ______________
Appendix B: Guidelines for Writing the Thesis

See the following resources:

- http://thesis.tamu.edu
Appendix C: Application for Graduate Assistantship (MSCM-03)
Application for Graduate Assistantship

Please return complete application to the COSC Graduate Office in Francis Hall, Room 208.

INSTRUCTIONS FOR APPLICANTS

• Please answer each question clearly and completely. All sections of this Application for Graduate Assistantship must be completed, and the application must be signed and dated at the space provided on Page 2 of this document.

• Applicants must provide a copy of their resume along with this application.

• Submission deadlines for this application are: July 15 for fall semester, November 1 for spring semester, and March 15 for summer semester.

• Applications are not carried over, so if a student’s application is rejected, the student must submit a new application in order to be considered for hiring in following semesters.

• All appointments are made for one academic semester, and may be renewed upon student’s performance and upon departmental available resources.

• Any graduate student who is selected for a graduate assistantship position must read the “Guidelines for Graduate Assistantships” and accept the terms specified in the guidelines.

1. PERSONAL DATA

Name: ___________________________  Major: ___________________________

Address: ________________________________________________________________

Street #   Apartment   City   State   Zip Code

UIN: ___________________________  Phone #: (______)__________ -__________

Email address: ____________________________________________________________

Expected graduation: Semester – Spring / Summer / Fall Year – 20_____ 

2. EDUCATIONAL BACKGROUND (list the most recent degrees first)

<table>
<thead>
<tr>
<th>College/University attended</th>
<th>Country</th>
<th>Major</th>
<th>Date graduated</th>
<th>GPA</th>
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3. TEACHING PREFERENCES

Following are the major departmental needs in terms of graduate assistantships. Please check any courses you feel like you are capable of teaching:

☐ Construction Materials and Methods  ☐ Cost Estimating
☐ Structural Systems  ☐ Construction Scheduling
☐ Soils in Construction  ☐ Writing-Intensive Classes
4. EXPERIENCE
List any relevant work experience, responsibilities, and positions held (including previous GAT/GANT/GAR employment, classroom teaching, etc.):

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

5. SKILLS AND QUALIFICATIONS
List any relevant skills and qualifications that will help you perform the duties for the courses you are applying for as a graduate assistant (including computer skills, use of instructional aide, language, etc.):

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

6. OTHER
Please use the space provided below to briefly indicate your interest in an assistantship position, your objectives from acquiring a position, and any additional information that you feel may be helpful for the committee to consider in regards to your application.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

7. REFERENCES
Please provide the names of two (2) persons whom we may contact as references.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Phone #</th>
<th>Email address</th>
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8. PLEASE READ AND SIGN BELOW
- I certify that all the information provided by me in connection with my application is true and complete, and I understand that any falsification or omission of information may be grounds for refusal to hire or, if hired, termination.
- International students whose native primary language is not English must obtain English Proficiency Certification in their first semester at Texas A&M University.
- I understand that Texas A&M University will conduct a criminal history check in accordance with University Rule 33.99.14.M1: Criminal History Record Information – Employees and Applicants.
- I understand that if hired as a Graduate Teaching Assistant, I am required, prior to my first semester as a teaching assistant, to attend the Teaching Assistant Training & Evaluation Program (TATEP) provided by the Center for Teaching Excellence at Texas A&M University.

Signature: ___________________________ Date: ______________________

Printed Name: ______________________________________________________
Appendix D: Application for Admission into the Master of Science in Construction Management (MSCM) Program for Dual Degree Students (MSCM-04)
FORM MSCM-04
Application for Admission into the Master of Science in Construction Management (MSCM) Program for Dual Degree Students

THIS FORM IS TO BE COMPLETED ONLY AFTER RECEIVED ADMISSION INTO ANY OTHER GRADUATE PROGRAM AT TEXAS A&M UNIVERSITY.

Please return complete application to the COSC Graduate Office in Francis Hall, Room 208.

INSTRUCTIONS FOR APPLICANTS

• All sections of this Application for Admission into the Master of Science in Construction Management (MSCM) Program for Dual Degree Students must be completed, and the application must be signed and dated at the space provided on Page 2 of this document.

• Applicants must provide a copy of the materials as stated in item #5 below (original transcripts are not necessary).

• The MSCM program admits students in the fall semester only. Therefore, submission deadline for this application is February 15 of each year.

• Applications are not carried over. If a student’s application is rejected, the student must submit a new application in order to be considered for admission in the following year.

• Admission decisions are made by the COSC Graduate Instruction Committee, and applicants are notified of final decisions regarding their admission by no later than April 30 of each year.

1. PERSONAL DATA

Full Name: ____________________________________________________________________________

First/Given M.I. Last/Family

Gender: □ Male □ Female Major: ________________________________

Address: ________________________________________________________________________________

Street # Apartment City State Zip Code

Citizenship: □ U.S. Citizen □ U.S. Permanent Resident □ Non-U.S. (Country: ________________)

UIN: __________________________ Phone #: (______)__________-

Email address: ____________________________________________________________

First semester as a graduate student at Texas A&M University: Fall / Spring / Summer Year: 20 __

2. EDUCATIONAL BACKGROUND (list the most recent degrees first)

<table>
<thead>
<tr>
<th>Institution (include location)</th>
<th>Major Field of Study</th>
<th>Degree received</th>
<th>Date Graduated</th>
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© Graduate Research and Instruction Committee, Department of Construction Science, Texas A&M University

Approved by the COSC GRIC on May 12, 2015 – Revised September 10, 2019
3. PRE-REQUISITE COURSES COMPLETED FOR THE MSCM PROGRAM (list all that apply)

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Semester completed</th>
<th>Grade</th>
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4. a. Have you ever been expelled, suspended, or placed on probation for reason of academic dishonesty since your original application to Texas A&M University? ☐ Yes ☐ No

b. Have you ever been placed on scholastic probation since your original application to Texas A&M University? ☐ Yes ☐ No

If you answered “Yes” to either questions 4.a. or 4.b. above, please provide an explanation:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

5. ADDITIONAL MATERIALS (must be submitted together with this application form)
In order for your application to be considered, please provide the following:
   a. Transcripts of any degrees obtained (as listed in item #2 above);
   b. Graduate Record Examination (GRE) scores obtained in each of the following sections: Verbal, Quantitative, and Writing;
   c. A current resume;
   d. At least three recommendation letters from persons familiar with the applicant’s academic and professional achievements. Each letter must include the name and the contact details of the person who is providing the recommendation; and
   e. A statement (300 words maximum) describing the applicant’s goals and objectives relative to the graduate course of study in Construction Management. The applicant must include here any specific research interests and identify a faculty member to work with on the topic of interest. Relevant background, experience, skills, and anything else they find appropriate and would like to be considered by the COSC Graduate Instruction Committee may also be included. Hand written document will not be accepted.
   f. International students must also submit a copy of either TOEFL scores, ELPE scores, or the scores obtained in ELI courses.

6. PLEASE READ AND SIGN BELOW
   • I certify that all the information provided by me in connection with my application is true and complete, and I understand that any falsification or omission of information may be grounds for refusal to be admitted or, if admitted, dismissal.
   • International students whose native primary language is not English must comply with all English language requirements of the Department of Construction Science.
   • I understand that the Department of Construction Science may contact any of the institutions, organizations, or individuals whose names are listed in this application, and I authorize the Department of Construction Science to obtain any additional information from these institutions, organizations, or individuals, regarding my application.

Signature: ___________________________  Date: __________________________
Printed Name: ___________________________________________________________________
FOR OFFICE USE ONLY:
Admission decision:
☐ Accept
☐ Reject
Comments (optional): ____________________________________________

Signature: ___________________________________________ Date: ______

Graduate Program Coordinator/Department Head
Appendix E: Student Travel Policy

Construction Science Master’s graduate students may choose to travel for attending a professional conference, upon acceptance of a full peer-reviewed paper which is based on their research topic. PhD students should seek funding for travel from the Department of Architecture. Following are the departmental rules that apply in such cases:

1. This policy is only applicable to Thesis Option students in the Master of Science in Construction Management degree program.
2. The student has to request a permission to travel from the Department of Construction Science prior to making any travel reservations, and at least 10 business days prior to the requested date of departure. It is recommended that the student submits his/her travel request form as early as his/her paper has been accepted for publication and presentation at a professional conference.
3. The student has to provide the Department of Construction Science the following:
   a. A complete Form MSCM-05: Student Travel Request to Present at a Professional Conference. This form must be signed by the student and by the chair of his/her research advisory committee; and
   b. A copy of the full peer-reviewed paper that was accepted for publication and presentation.
4. The student must be listed as the first co-author on the accepted paper, and the chair of his/her research advisory committee must be listed as the second co-author on this paper. Additional co-authors will be selected by the student and by the chair of his/her research advisory committee, if needed and as appropriate.
5. Upon approval of the travel, the student will have to fill out a “Request for Travel” form through Concur (online system). If the student is already hired as a Graduate Assistant in the department, he/she can do that through their own SSO system; otherwise, it will have to be done through the department’s office.
6. The Department of Construction Science will pay actual expenses accrued up to a maximum amount of $750 (if the conference is held in the State of Texas), or $1,250 (if the conference is held outside of the State of Texas) to cover travel expenses. Additional funding may be sought from OGAPS, the College of Architecture (for international travel only), and/or any other sources. If the cost of the travel is higher than all amounts received, it is the responsibility of the student and the chair of his/her research advisory committee to fund the difference. No additional funding will be provided by the Department of Construction Science for international travels; however, students may still choose to present their papers in an international venue.
7. A student will be reimbursed no more than the maximum amount as specified above. If the actual cost of the trip is less than the amount specified above, the student will be reimbursed up to the limit of his/her actual travel expenses.
8. In order for a student to be provided departmental funding, he/she must be enrolled in at least 5 hours in the fall or spring semesters, or at least 3 hours in the summer semester, during the semester of his/her travel. A student may choose to travel during his/her graduating semester; however, the minimum number of hours enrolled, as stated above, must still be maintained.
9. The student will be allowed to leave one day prior to the official start date of the conference (or up to two days, if the conference venue is outside of the United States), and to return one day after the official end date of the conference. Any additional days must be funded entirely by the student.
10. A student may purchase airfare tickets and pay conference registration fees (at the student rate) through the Business Office in the College of Architecture, or pay for it using his/her own credit
card, and get reimbursed upon their return. Other travel reservations (hotels, ground transportation, etc.) will be made by the student, prior to his/her trip. The Department of Construction Science is not responsible to make any travel reservations on behalf of the student.

11. Within 30 days upon his/her return, the student will have to present itemized receipts and/or invoices for the expenses accrued during the trip. This includes airfare, ground transportation, conference registration (student rate), accommodation, meals, etc. There is no need for the student to present receipts for personal items and goods purchased while traveling (e.g., souvenirs, mementos, touristic items, duty-free items, etc.); these expenses will not be reimbursed.

12. It is the student’s responsibility to inform the instructors of all of the classes he/she is enrolled in and is about to miss due to the trip. It is the student’s responsibility to make up any lecture materials, homework assignments, project submissions, quizzes, and exams he/she has missed or is about to miss in any of these classes due to the trip.

13. It is the student’s responsibility to purchase medical insurance for the duration of his/her trip.

14. Upon his/her return, the student has to provide the Department of Construction Science a copy of his/her paper, as published in the conference proceedings, and a copy of his/her presentation at the conference.

15. The travel funding is NOT to be considered a scholarship, and therefore, will not quality out-of-state status students for any tuition waivers.

16. Departmental funding for travel is limited; therefore, there is no guarantee that all students who submit Form MSCM-05 will be funded. The department will give higher priority to fund students of faculty members who are highly engaged with research activities. Any faculty member chairing multiple research advisory committees will not receive student travel funding for more than two students during one academic year (Sept 1 to Aug 31).

17. A student traveling outside of the United States must comply with the visa, vaccines, and all other travel requirements and restrictions for the country of their destination. International Students studying at Texas A&M University must also consult with the ISS office prior to leaving the United States.

18. While traveling, students must comply with all TAMU student travel rules, and represent the university, college, and department appropriately.

19. Travel expenses will not be reimbursed for students who are not complying with this policy, partially or entirely.
FORM MSCM-05
Student Travel Request to Present at a Professional Conference

This form is intended for a student with a full peer-reviewed paper that was accepted for publication and presentation at a professional conference. Complete this form and obtain the signature of the chair of the student’s advisory committee and the graduate program coordinator. Bring the completed and signed form to the COSC Graduate Office.

Student’s Name: ____________________________ UIN: __________________________

Conference Title: ____________________________________________________________

Conference Location (City, State, Country): ______________________________________

Conference Dates: From: _______________ To: _______________

Paper’s Title: ________________________________________________________________

List the Names of All Co-Authors on the Paper: ________________________________

Preliminary Budget*:

Conference Registration (Student Rate) $______________

Accommodations:

# of Nights: _____ X Nightly Rate (incl. taxes) $______ = $______________

Airfare $______________

Other Transportation (e.g., shuttle, train, bus, subway, rental car) (please specify)

1. _________________ $______________
2. _________________ $______________
3. _________________ $______________
4. _________________ $______________

Meals (see GSA’s Per Diem Rates) $______________

Other Expenses (please specify):

1. _________________ $______________
2. _________________ $______________
3. _________________ $______________

Total Budget $______________

* Please keep all itemized receipts obtained during your travel.

Do not make any reservations until travel is approved by the department!

Please attach an electronic copy of the accepted full peer-reviewed paper when submitting this form.

Approvals (All signatures must be obtained prior to departure)

Student: ____________________________ Date: ______________

Chair of the Committee: ____________________________ Date: ______________

Graduate Coordinator: ____________________________ Date: ______________

Amount Approved: $______________