



**DR. BILLIE DORIS McADA**  
Graduate School

**Graduate Student Handbook**  
**2024 – 2025**

Ferguson Hall • Second Floor  
3410 Taft Boulevard  
Wichita Falls, Texas 76308  
[msutexas.edu/academics/graduate-school](https://msutexas.edu/academics/graduate-school)

<b>McAda Graduate School Information</b>	<b>3</b>
Graduate School Contact Information	3
Graduate School Calendar	3
Graduate Coordinator Directory	3
Graduate Academic Advisor Directory	3
Graduate Student Resource Center	3
Graduate Commons	3
Graduate Student Ambassadors	3
<b>Academic Information</b>	<b>4</b>
Graduate Catalog	4
Portal	4
Class Schedule	4
Class Registration Instructions	4
Financial Aid Enrollment Status	5
Academic Enrollment Status	5
Academic Enrollment Status for Graduate Students on an F1 Visa	5
Graduate Academic Performance Standards	6
Graduate Honors Criteria	6
Academic Dishonesty and Artificial Intelligence	6
Time Limit for Completion of a Graduate Program	6
Graduate Scholarships	6
Textbooks	7
Desire2Learn	7
Degree Works	7
Graduate Writing Help	7
Graduate Assistantships	7
Change of Major	8
Course Drop Instructions	8
Withdrawal Instructions	8
Graduate Student Reactivation	9
Graduate Student Readmission	9
Graduation Application Instructions	9
Commencement	10
<b>Resources</b>	<b>10</b>
Academic Resources	10
Student Life Resources	10
Safety, Health, and Wellness Resources	11

## **McAda Graduate School Information**

### **Graduate School Contact Information**

Visit [msutexas.edu/academics/graduate-school/contact-information](https://msutexas.edu/academics/graduate-school/contact-information) for detailed contact information. Our hours of operation are 8:00 a.m. to 5:00 p.m. CST Monday through Friday. Our offices are closed on days when campus is closed.

- Emma Brown, Graduate Academic Counselor  
940-397-4666  
[emma.brown@msutexas.edu](mailto:emma.brown@msutexas.edu)  
Ferguson Hall 213

### **Graduate School Calendar**

Visit [msutexas.edu/academics/graduate-school/calendar](https://msutexas.edu/academics/graduate-school/calendar) for important dates, deadlines, and events.

### **Graduate Coordinator Directory**

Visit [msutexas.edu/academics/graduate-school/coordinator-directory](https://msutexas.edu/academics/graduate-school/coordinator-directory) for coordinator contact information.

### **Graduate Academic Advisor Directory**

Visit [msutexas.edu/academics/graduate-school/advisor-directory](https://msutexas.edu/academics/graduate-school/advisor-directory) for academic advisor contact information.

### **Graduate Student Resource Center**

Located in Ferguson Hall 202, the Graduate Student Resource Center, or GSRC, is a quiet and comfortable space exclusively for graduate students. It features three computers, a printer, a growing library of reference books, a study space, a lounge space, and free coffee and tea. Visit [msutexas.edu/academics/graduate-school/resource-center](https://msutexas.edu/academics/graduate-school/resource-center) for hours of operation.

### **Graduate Commons**

In Desire2Learn, the Graduate Commons is an online community where graduate students can access resources, connect with fellow graduate students, and engage in discussion. Discussion topics include research, writing, student life, and career preparation.

### **Graduate Student Ambassadors**

Graduate Student Ambassadors serve as official student representatives for McAda Graduate School. They assist with recruitment and retention efforts; they represent the interests of the graduate student body and communicate those interests to MSU faculty, staff, and administration; and they enhance the quality of graduate education at MSU by developing a forum to discuss graduate student issues and recommendations. For more information, visit [msutexas.edu/academics/graduate-school/student-ambassadors](https://msutexas.edu/academics/graduate-school/student-ambassadors). To contact the Graduate

Student Ambassadors, email [gsa@msutexas.edu](mailto:gsa@msutexas.edu); if you wish to contact the Graduate Student Ambassadors anonymously, use the [McAda Graduate School Feedback Form](#).

## **Academic Information**

### **Graduate Catalog**

Visit [msutexas.edu/registrar/catalog](https://msutexas.edu/registrar/catalog) to view the current graduate catalog and archived graduate catalogs. In the graduate catalog, students can view the program and degree requirements for that particular catalog, as well as course descriptions, academic processes, and other useful information.

### **Portal**

In the Portal, students can...

- access their student Gmail account.
- register for classes via Banner/WebWorld.
- pay their tuition and fees via TouchNet.
- access their online classes via Desire2Learn.
- view their academic record and unofficial transcript via Banner/WebWorld.
- access their Moffett Library account and Moffett Library databases.
- browse student organizations and campus events via Mustangs Link.

To access the Portal, visit [login.msutexas.edu](https://login.msutexas.edu) and log in with your username and password. Your username is your first initial + your middle initial + the first twelve letters of your last name + the month and day of your date of birth. For example, Robert T. Jones was born on January 3, so his username is rtjones0103. Your password is your Mustangs ID followed by an exclamation mark. To install the Portal as an app on your phone, search for myMSUTexas in the App Store or Google Play. Send an email to [helpdesk@msutexas.edu](mailto:helpdesk@msutexas.edu) to report a problem with the Portal or your Portal login.

### **Class Schedule**

Visit [msutexas.edu/registrar/schedule](https://msutexas.edu/registrar/schedule) to view the latest class schedule. Click on a term to view the complete course listing for that term, as well as other important information. The complete course listing includes the five-digit course reference number (CRN) for each course. Graduate courses are designated by 5000-level and 6000-level numbers.

### **Class Registration Instructions**

When registration is open, students can use these instructions to register for classes online via the Portal. When registration is closed, students need to use the instructions on page 8 to drop a class or to withdraw from the university.

1. Contact your academic advisor to be advised and to have your advising hold removed.

2. Log into the Portal.
3. Under MSU Applications, click on Banner/WebWorld.
4. Click on Student, then Registration, then Add or Drop Classes.
5. Select the term for which you want to register and click Submit.
6. Complete the Student Financial Responsibility Agreement (SFRA) for the term.
7. If you see a message saying that you have a hold or holds on your account, click on View Holds to see which office or offices you need to contact about the hold or holds.
8. Type the five-digit course reference number (CRN) for each class into the empty boxes and click Submit Changes.
9. If you see a message saying that a class could not be added, take note of the reason for the error and contact your academic advisor for assistance.
10. Click on Student Detail Schedule to view your schedule.
11. Review your schedule carefully to ensure that you have registered for the correct classes and sections.
12. If you need to make changes to your schedule, click on Add or Drop Classes. Each class for which you are registered will be listed. To drop a class, click the Action box for the class, select Web Drop/Delete, and click Submit Changes. To add a class, type the CRN for the class into one of the empty boxes and click Submit Changes.

### **Financial Aid Enrollment Status**

For financial aid purposes, graduate students are considered full-time when they are enrolled in six or more credit hours per semester and half-time when they are enrolled in three credit hours per semester. Graduate students who are enrolled in two or less credit hours per semester are not eligible for financial aid. Please note that post-baccalaureate non-degree-seeking students and students pursuing a graduate certificate are not eligible to receive financial aid.

### **Academic Enrollment Status**

For fall and spring semesters, typical full-time enrollment for graduate students is nine or more credit hours. For summer sessions, typical full-time enrollment for graduate students is six or more credit hours. The maximum course load for a graduate student is sixteen credit hours for fall and spring semesters and six credit hours for summer sessions. Students in the Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner programs are considered full-time when they are enrolled in six credit hours during fall and spring semesters. If a graduate student is employed full-time, their recommended course load is three credit hours per semester.

### **Academic Enrollment Status for Graduate Students on an F1 Visa**

Graduate students on an F1 Visa must enroll in a minimum of nine credit hours each fall and spring semester; of the nine credit hours, six credit hours must be face-to-face. Classes coded

as hybrid may be counted as face-to-face. Students with a graduate assistantship may count the assistantship as three face-to-face credit hours to meet F1 Visa requirements. If a student has less than nine credit hours remaining for their degree in their last semester of study, they may seek authorization from the Global Education Office for a reduced course load; however, the student must enroll in one face-to-face or hybrid class in their last semester, or they must be employed in a face-to-face graduate assistantship in their last semester.

### **Graduate Academic Performance Standards**

Graduate degree-seeking students must maintain a GPA of 3.0 or higher to be in good academic standing and must have a cumulative GPA of 3.0 or higher to graduate. Post-baccalaureate non-degree-seeking students must maintain a GPA of 2.0 or higher to be in good academic standing. Graduate programs may have additional academic performance standards, so students should consult with their graduate coordinator or academic advisor about program-specific standards. A student who needs or wants to replace a grade may retake the class for which the grade was received once they have permission from their graduate coordinator.

### **Graduate Honors Criteria**

Graduate courses are more challenging and demanding than undergraduate courses, and graduate students are held to higher academic performance standards than undergraduate students; therefore, graduate honors criteria differ from undergraduate honors criteria.

- 4.000 GPA » Summa Cum Laude
- 3.900 – 3.999 GPA » Magna Cum Laude
- 3.800 – 3.899 GPA » Cum Laude

### **Academic Dishonesty and Artificial Intelligence**

Policies and procedures for academic dishonesty are detailed in the [MSU Student Handbook](#). No university policy exists regarding the use of artificial intelligence, or AI. Students need to consult with their professors regarding the use of AI in their classes and classwork.

### **Time Limit for Completion of a Graduate Program**

All requirements for a graduate degree or certificate must be completed within a period of six years from the time of first enrollment in a graduate-level course, unless a shorter time period is specified by a graduate program. A proportionately longer period of time is granted for programs that require more than 36 graduate hours. Students who may be affected by this policy should contact their graduate coordinator for further details.

### **Graduate Scholarships**

MSU has transitioned to an online scholarship manager in which students can submit one application to be matched with all the MSU scholarships for which they are eligible. Visit [msutexas.edu/academics/graduate-school/scholarships](https://msutexas.edu/academics/graduate-school/scholarships) for more information and to view the

complete list of scholarships that are available to graduate students at MSU. In the list, find your program to see available scholarships and contact information. Please note that post-baccalaureate non-degree-seeking students and students pursuing a graduate certificate are not eligible to receive scholarships.

## **Textbooks**

After registering for classes, students can use these instructions to see what textbooks are required and recommended for each of their classes.

1. Visit [bkstr.com/midwesternstatestore](http://bkstr.com/midwesternstatestore) and click on Textbooks at the top of the page.
2. Type your Mustangs ID and click Enter.
3. Select the appropriate term from the drop-down menu and click Find Courses.
4. Purchase your textbooks from the bookstore or anywhere you prefer.

## **Desire2Learn**

Desire2Learn, or D2L, is the online learning platform used by MSU for all its online classes. Students can access D2L via the Portal. Visit [msutexas.edu/distance/how-to-student](http://msutexas.edu/distance/how-to-student) for D2L tips and guides. Visit [msutexas.edu/distance/oprs](http://msutexas.edu/distance/oprs) to report a problem in D2L. Please note that online classes do not show in D2L until the first day of classes.

## **Degree Works**

Via the Portal, students can access Degree Works to track their progress toward their degree. Students can view their GPA, catalog term, major requirements, and class history, as well as classes that are in progress and classes that have not been taken yet. Students should contact their academic advisor if they have questions about requirements or course substitutions.

## **Graduate Writing Help**

Anna Lerew-Phillips, an alumna of MSU with a master's degree in English and expertise in technical writing, is available to graduate students to help with their academic writing. Anna can assist with formulating research questions, organizing ideas and manuscripts, citing sources, writing in a scholarly voice, and recognizing writing errors. Her role does not include proofreading or detailed editing, but she can show students how to proofread and edit their own writing. Send an email to [gradwritinghelp@msutexas.edu](mailto:gradwritinghelp@msutexas.edu) to contact Anna and request her help. Allow a minimum of 48 hours for Anna to review your writing and provide you with feedback.

## **Graduate Assistantships**

To be eligible for an assistantship in the fall or spring, graduate students must be enrolled in classes. To be eligible for an assistantship in the summer, graduate students must be enrolled in summer classes or they must have been enrolled in classes during the preceding spring semester. Graduate assistants are expected to maintain a GPA of 3.0 or higher. Students can

contact their graduate coordinator to inquire about available assistantships within their program, or they can search for graduate assistantships on [MustangsHIRE](#).

### **Change of Major**

If a student wants to change their major, they need to contact Emma Brown, Graduate Academic Counselor, to initiate the process and complete a Change of Major form.

### **Course Drop Instructions**

When registration is closed, students can use these instructions to drop a course before the drop deadline for a grade of W. Dropping a course after the drop deadline will result in a grade of F for the course. Visit [msutexas.edu/busoffice/wd-schedule](https://msutexas.edu/busoffice/wd-schedule) for drop deadlines. If a student needs to drop all their courses for the semester, they need to withdraw from the university by following the withdrawal instructions.

1. Inform your academic advisor that you need to drop a course so they can determine how the drop will affect your time to degree completion. If you have a graduate assistantship or have been awarded any scholarships, your academic advisor can determine how they will be affected by the drop.
2. If you have received financial aid, inform the Financial Aid Office that you need to drop a course so they can determine how the drop will affect your enrollment status and your financial aid award.
3. If you are a student athlete, inform Athletics that you need to drop a course.
4. If you are an international student, inform the Global Education Office that you need to drop a course.
5. Log into the Portal.
6. Under MSU Applications, click on Banner/WebWorld.
7. Click on Student, then Registration, then Add or Drop Classes.
8. If you see a message saying that you have a hold or holds on your account, click on View Holds to see which office or offices you need to contact about the hold or holds.
9. Each class for which you are registered will be listed. To drop a class, click the Action box for the class, select Web Drop/Delete, and click Submit Changes.
10. Click on Student Detail Schedule and review your schedule to ensure that you have dropped the class.

### **Withdrawal Instructions**

If a student needs to drop all their courses for the semester and withdraw from the university, they need to follow these instructions before the drop deadline to receive a grade of W for the courses. Withdrawing from the university after the drop deadline will result in a grade of F for the courses. Visit [msutexas.edu/busoffice/wd-schedule](https://msutexas.edu/busoffice/wd-schedule) for drop deadlines. If a student is unable to withdraw themselves from the university due to medical or other



reasons, only a person who has legal power of attorney for the student can withdraw the student from the university.

1. If you are a student athlete, inform Athletics that you need to withdraw from the university.
2. If you are an international student, inform the Global Education Office that you need to withdraw from the university.
3. Call the Student Affairs Office at 940-397-7500, email [student.affairs@msutexas.edu](mailto:student.affairs@msutexas.edu), or visit the Student Affairs Office in Clark Student Center to initiate the withdrawal process.
4. Once a withdrawal slip is completed and signed, copies of the slip will be distributed to the Registrar's Office, Business Office, and Financial Aid Office, and your academic advisor will be notified.
5. When you are ready, contact your academic advisor to determine your next steps for completing your degree or certificate.

### **Graduate Student Reactivation**

If a graduate student has not attended MSU for one long semester (fall or spring) and wants to return, they need to submit the Graduate School Reactivation Form. This applies to graduate students who have not graduated and who want to return to the same graduate program. Contact Emma Brown, Graduate Academic Counselor, for the Graduate School Reactivation Form.

### **Graduate Student Readmission**

If a graduate student has not attended MSU for one year or more and wants to return, they need to submit a new application to McAda Graduate School and pay the \$25 readmission fee. Visit [msutexas.edu/academics/graduate-school/how-to-apply](https://msutexas.edu/academics/graduate-school/how-to-apply) for application instructions.

### **Graduation Application Instructions**

The deadline to apply for December 2024 graduation is September 23, and the deadline to apply for May 2025 graduation is February 17.

1. Visit [msutexas.edu/registrar/apply-graduation](https://msutexas.edu/registrar/apply-graduation).
2. Complete the Application for Graduation and the Diploma Distribution Form. Both forms can be emailed to [registrar@msutexas.edu](mailto:registrar@msutexas.edu) or submitted in person to the Registrar's Office in Hardin Administration Building.
3. Pay the \$40 graduation fee online via TouchNet, by personal check payable to Midwestern State University, in cash at the Registrar's Office, or by money order payable to Midwestern State University.
4. Keep an eye on your email for correspondence from the Degree Audit Team regarding your graduation application and your degree audit.

## **Commencement**

Commencement ceremonies are conducted in December and May. Students who complete their degree in the summer are encouraged to attend the December commencement ceremony. Students who complete their degree in the fall are required to attend the December commencement ceremony, and students who complete their degree in the spring are required to attend the May commencement ceremony. If a student cannot attend commencement, they must submit the Request for Permission for Graduation in Absentia form to the Registrar's Office. Visit [msutexas.edu/registrar/commencement](https://msutexas.edu/registrar/commencement) for important commencement details such as date, time, location, dress code expectations, and where to purchase regalia.

## **Resources**

### **Academic Resources**

*Click on a resource for more information.*

[Registrar's Office](#) • 940-397-4321

[Business Office](#) • 940-397-4101

[Financial Aid Office](#) • 940-397-4214

[Bookstore](#) • 940-397-4225

[Distance Education](#) • 940-397-4785

[Information Technology](#) • 940-397-4278

[Computer Labs and Printers](#) • 940-397-4278

[Office 365 Education](#) • 940-397-4278

[Global Education Office](#) • 940-397-4568

[Veterans Affairs Office](#) • 940-397-4305

[Moffett Library](#) • 940-397-4204

[Tutoring and Academic Support Programs](#) • 940-397-4461

[Distance Education Tutoring](#) • 940-397-4461

[Career Management Center](#) • 940-397-4473

[MustangsHIRE](#) • 940-397-4473

### **Student Life Resources**

*Click on a resource for more information.*

[Campus Maps](#) • 940-397-4352

[Parking](#) • 940-397-4310

[Campus Card](#) • 940-397-4223

[Mustangs Shuttle](#) • 940-397-7500

[Falls Ride](#) • 940-761-7433

[Residence Life and Housing](#) • 940-397-4217

Dining Services • 940-397-4203  
Clark Student Center • 940-397-4223  
Post Office • 940-397-4241  
Disability Support Services • 940-397-4140  
Student Engagement Center • 940-397-4500  
Bridwell Activities Center • 940-397-4223  
Mustangs Link • 940-397-3033  
MSU Student Handbook • 940-397-7500  
MSU News  
MSU Calendar  
MSU Social Media  
Wichita Falls Community Guide  
Wichita Falls Events

### **Safety, Health, and Wellness Resources**

*Click on a resource for more information.*

Police Department • 940-397-4239  
MSUReady • 940-397-8993  
MSU Safety App • 940-397-4239  
MSU Alert • 940-397-4239  
Emergency Phones • 940-397-4239  
Title IX • 940-397-4213  
Incident Reporting • 940-397-7500  
Health Services • 940-397-4466  
Health Insurance • 940-397-4466  
Gaines Dental Hygiene Clinic • 940-397-4737  
Mustangs Pantry • 940-397-4223  
Redwine Student Wellness Center • 940-397-4466  
Counseling Center • 940-397-4618  
Psychology Clinic • 940-397-4791  
TimelyCare • 940-397-4466