



**Questions and Answers**  
for the  
**Technology Management (TMGT) Graduate Certificate Programs**

**Note: Technology Management (or TMGT) Graduate Certificate Programs** refers to both graduate certificate programs offered by the Technology Management Graduate Program, collectively. Individual graduate certificate programs addressed specifically or separately are referred to herein by their official titles: **Graduate Certificate in Technology Leadership (GCLT)** and **Graduate Certificate in Organization Planning (GCOP)**.

**Q: What is a Graduate Certificate?**

A: A graduate certificate is an academic certificate (rather than a certification or professional certificate) that affirms completion of a designated program of specified, graduate-level coursework focusing on a particular aspect of a broader discipline. A graduate certificate is a means by which a professional in, or entering, the field can highlight academic preparation undertaken in a particular focus areas.

In contrast, certifications or professional certificates typically involve independent testing and/or apprenticeships and are granted through professional organizations or entities outside of academia.

**Q: What Graduate Certificates are offered by the Technology Management Graduate Program?**

A: Two academic certificates that affirm completion of a 12 semester-credit-hour (SCH) program of graduate-level courses are offered by the [Technology Management Graduate Program](#) in the [Department of Engineering & Technology](#) at Texas A&M University-Commerce. These focus on two identified areas of concentration within the broader field of Technology Management.

These TMGT Graduate Certificates, and the required courses for each, are:

**Graduate Certificate in Technology Leadership** (12 semester hours)

<a href="#">TMGT 511</a>	Emerging Technologies	3
<a href="#">TMGT 512</a>	Leadership in Engineering and Technology	3
<a href="#">TMGT 514</a>	Engineering and Technology Project Management	3
<a href="#">TMGT 515</a>	Project Management Tools & Techniques	3
<b>Total Hours</b>		<b>12</b>

**Graduate Certificate in Organizational Planning** (12 semester hours)

<a href="#">TMGT 510</a>	Strategic & Financial Planning in Tech. Orgs.	3
<a href="#">TMGT 516</a>	Staff Development in Technology Orgs.	3
<a href="#">TMGT 517</a>	Vendor & Value Chain Management	3
<a href="#">TMGT 597</a>	Special Topics (related to organizational planning)	3
<b>Total Hours</b>		<b>12</b>

**Q: When are the courses required for the Graduate Certificates offered?**

A: The courses required for each certificate are offered according to the established schedule shown on the TMGT course rotation table:

**TMGT course rotation.**

Fall		Spring		Summer	
Sub-term F	Sub-term G	Sub-term I	Sub-term J	I	II
595	514	595	515	597.01/Elective	597.01/Elective
511	510	512	516	597.02/Elective	597.02/Elective
		517			
599		599		599	
<b>BOLD</b>	<i>M.S. Degree core requirement</i>				
<b>GCLT</b>	<i>Technology Leadership Graduate Certificate course requirements</i>				
<b>GCOP</b>	<i>Organizational Planning Graduate Certificate course requirements</i>				

The courses required for the certificates may be taken in any order.

**Q: What are the Student Learning Outcomes (SLOs) expected of students completing the Graduate Certificate Programs?**

A: Students completing the **Graduate Certificate in Technology Leadership** will be able to implement Leadership strategies.

Students completing the **Graduate Certificate in Organizational Planning** will be able to implement Organizational Planning strategies.

**Q: Where are the Technology Management Graduate Certificate Programs offered?**

A: The Technology Management Graduate Certificates Programs are two programs among those offered in the [Department of Engineering & Technology](#) in the [College of Science & Engineering](#) at A&M Commerce. The Technology Management Graduate Certificate Programs are offered exclusively as on-line programs. The department and faculty offices are located in Suite 213 on the second floor of the Charles J. Austin Engineering Technology Building on the Commerce campus. See the [Campus Map](#).

**Q: Do I have to be admitted into a Graduate Degree Program in order to apply to a Graduate Certificate Program?**

A: No, a student who holds a bachelor’s degree from a regionally accredited U.S. institution may seek a Graduate Certificate without seeking a Graduate Degree. In this case, you would be classified as a “[Nondegree](#)” student. However, since the courses required in both Graduate Certificates can be applied

directly to the Master of Science Degree in Technology Management, it makes sense to consider pursuing one or both certificates and the MS TMGT Degree concurrently. For more information regarding the Master of Science Degree, see the [MS Tech Management](#) webpage.

**Q: How do I apply for admission to one of the Graduate Certificate Programs offered by the Technology Management Graduate Program?**

A: All applications to graduate certificate or degree programs at A&M Commerce must be made through [ApplyTexas](#). Graduate Admissions information is provided by the Graduate School on their [Graduate Admissions](#) page. Information specific to the Graduate Certificates can be found on the Grad School's [Graduate Certificates](#) page. Prospective international students should be aware that this exclusively on-line program does NOT meet the requirements of an international F-1 or J-1 Visa and students studying under the provisions of either of these types of Visas are NOT eligible for this program. International students desiring to study in this program without residing in the United States or those residing in the U.S. on an H1b or H4 Visa are eligible and must contact the [Graduate School](#) for further instructions on submitting an application.

**Q: If I am planning to apply for, or already admitted into, the Master of Science Degree Program in Technology Management, can I also seek one, or both, of the TMGT Graduate Certificates?**

A: Yes, it is best to seek these concurrently. Since the degree program and two graduate certificate programs are all structured as separate programs, a separate application for each must be submitted through [ApplyTexas](#).

**Q: How do the TMGT Graduate Certificates integrate with the Master of Science Degree Program?**

A: The Graduate Certificate in **Technology Leadership** is comprised of four courses that also make up the required major core of the M.S. TMGT Degree, making this an ideal choice as a tandem program for those seeking the Master's Degree.

The Graduate Certificate in **Organizational Planning** is comprised of two courses that are also included in the required major core of the M.S. TMGT Degree and two additional related courses that may be applied as approved electives for the M.S. TMGT Degree.

The courses required in each Graduate Certificate are unique to the specific certificate. This enables a student to conceivably pursue both certificates independently, or concurrently with a degree. The correlation between the graduate certificates and the Master's Degree Program can be seen on the TMGT course rotation table provided in a preceding answer.

**Q: How long does it take to complete a Graduate Certificate program?**

A: If the four courses required for each certificate are taken in sequence, the certificate can be completed in four sub-terms. The sequences for both certificates are illustrated in the TMGT course rotation table provided in a preceding answer.

**Q: What are the deadlines to apply for admission to a graduate certificate program?**

A: Domestic applications are accepted and considered continuously. Applications should be complete, with all required documents, no less than two weeks prior to the beginning of the term in which you wish to begin taking courses.

**Q: Are GRE scores required to apply for the Graduate Certificate Programs?**

A: The Graduate Record Examination (GRE) is not a requirement for application to a Graduate Certificate program; however, if you decide you wish to also pursue the TMGT Master of Science Degree, submission of official GRE scores is required to complete the Master's program application. This requirement can be waived **only** for applicants who have a completed Bachelor's or Master's degree from an appropriately regionally accredited US institution with a 3.0 or higher GPA.

**Q: Can I transfer courses in from another university to substitute in, or apply to, a Graduate Certificate at A&M Commerce?**

A: No, transfer courses are not permitted to be substituted for courses required in the Graduate Certificates. Coursework must be completed at Texas A&M University-Commerce with a 3.0 minimum GPA in all courses used for the Graduate Certificate.

**Q: Do the programs have provisions to allow credit for experience or credit-by-examination?**

A: No, neither is permitted in the Graduate Certificate programs. Related experience in the field is highly valued as a qualification to gain admission into the programs and should help you in your studies; however, a specific number of years of experience is not a requirement for admission.

**Q: I am an international student planning to study in the United States on an F-1 or J-1 Visa, what do I need to know about the programs?**

A: Sorry, the TMGT Graduate Certification Programs do **NOT** meet the Visa residency requirements of International Students studying on F-1 or J-1 Visas. All Technology Management courses are offered **on-line only**. Prospective international students should be aware that the exclusively on-line course modes do NOT meet the requirements of international F-1 & J-1 Visas. Inquiries regarding requirements for international students should be directed to [International Student & Scholar Services](#).

[Intl.Stu@tamuc.edu](mailto:Intl.Stu@tamuc.edu)

**Q: I am an international student planning to study from my home country or from elsewhere, outside the United States. Am I eligible for the program?**

A: Yes, International students desiring to study in these programs on-line, without residing in the United States, are eligible. Students in these situations must contact the [Graduate School](#) for further instructions on submitting an application.

**Q: I am an international student residing in the United States on an H1b or H4 Visa. Am I eligible for the program?**

A: Yes, International students desiring to study in these programs while residing in the U.S. on an H1b or H4 Visa are eligible. Students in these situations must contact the [Graduate School](#) for further information and instructions on submitting an application.

**Q: How much does the program cost?**

A: A TMGT Graduate Certificate Program at TAMU-C is a great value. For a domestic student with Texas residency, the estimated total cost of the program, including tuition and applicable fees, is approximately \$5,700. If you are concurrently enrolled in the TMGT Master's Program, this investment represents a much greater academic value. There are multiple variables that contribute to the total cost of study for out-of-state, non-resident, or international students. The department or advisor cannot provide you with an exact quote. To allow you to estimate your cost, the University Admissions Office provides a [Net Price Calculator](#) and a [Tuition Estimator](#). Further tuition & fee cost information can be found on the Admissions Office's [Cost and Assistance](#) page.

**Q: Are there scholarships available for Students seeking a Graduate Certificate only?**

A: There are no permanent Departmental Scholarships established for which Graduate Students in Technology Management are eligible. There are a few university-level scholarships for which all students can apply. Further scholarship information is available from the [Office of Financial Aid & Scholarships](#).

**Q: I'm trying to determine how much course load I can handle along with my current work and family obligations. How much time should I expect to devote to my studies?**

A: In a college-level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to on-line and blended courses just as it does to a traditional course when determining the total expectation of time that should be spent on a particular course per week. An understanding of this expectation can help serve as a gauge for you to determine a range of how much time you will need to allow for and devote to each

course. The average time commitment range calculations for a single three Semester Credit Hour (3 SCH) course, offered over a variety of term lengths, is shown in the following tables:

*Eight-week Sub-term course (7.5-week instruction schedule)*

Average expected time spent on class or class related work.	Minimum expected average time based on 3:1 time ratio.	Maximum expected average time based on 4:1 time ratio.
“In” class per class week	5hr. 00min.	5hr. 00min.
“Outside” class per class week	15hr. 00min.	20hr. 00min.
<b>TOTAL Weekly Expectation</b>	<b>20hr. 00min.</b>	<b>25hr. 00min.</b>
<b>TOTAL Term Expectation</b>	<b>150hr. 00min.</b>	<b>187hr. 30min.</b>

*Five-week Summer term course (approximate 4.5-week instruction schedule)*

Average expected time spent on class or class related work.	Minimum expected average time based on 3:1 time ratio.	Maximum expected average time based on 4:1 time ratio.
“In” class per class week	8hr. 00min.	8hr. 00min.
“Outside” class per class week	24hr. 00min.	32hr. 00min.
<b>TOTAL Weekly Expectation</b>	<b>32hr. 00min.</b>	<b>40hr. 00min.</b>
<b>TOTAL Term Expectation</b>	<b>150hr. 00min.</b>	<b>187hr. 00min.</b>

During a Fall or Spring semester, you can roughly equate the time expectation of two courses spread across the full semester to that of a half-time (20 hrs./week) job. The time expectation of four courses, taken across a full, long semester would equate to full-time (40 hrs./week) job. Time expectations in the five- and ten-week summer terms can be scaled accordingly, based on the above tables. Courses in the TMGT Graduate Programs are fast-paced. Be careful not to overload and overwhelm yourself.

**Q: I am concerned that my GPA may be in jeopardy. What grades do I need to earn to maintain the required minimum 3.00 GPA?**

A: This website will allow you to easily plug-in your grades, and projected/needed grades, to determine your GPA: <http://gpacalculator.net/college-gpa-calculator/>  
Enter your previous semesters’ grades in Semester 1, then add another semester and plug-in grade combinations for the courses in the upcoming term to determine what you must earn to maintain a GPA of 3.00 or higher. The Credits for each course will be 3.

**Q: Unfortunately, circumstances have arisen necessitating that I drop a class or withdraw from all classes this term. How do I do so?**

A: It is always recommended that you contact your advisor BEFORE initiating a drop or withdrawal, once the semester is underway. There may be factors that you are not aware of or have not considered related to dropping a class. If necessary, you can drop a class **prior to the drop deadline** through your [myLeo](#) account or by requesting the drop using the [Drop/Add Form](#). If you are dropping all of your

courses, or the only course in which you are enrolled, it is considered a withdrawal and you must complete the withdrawal process. Withdrawing only removes you from your course(s) in the present term, not the program. Complete withdrawal information is located

here: <http://www.tamuc.edu/admissions/registrar/generalInformation/withdrawal.aspx>

The direct link to the on-line Drop/Add Form is here: <https://dms.tamuc.edu/Forms/DropAddForm>

The direct link to the on-line Withdrawal Form is here: <https://dms.tamuc.edu/Forms/WithdrawalForm>

Notify your instructor(s) and the program advisor before you drop a class or withdraw during the term.

**Q: Do graduate certificates require the completion of a Comprehensive Examination?**

A: No, the Master's Comprehensive Examination is only required for students seeking the Master's Degree.

**Q: I am a recent graduate of the TMGT Master's Degree Program. Am I eligible to receive a Graduate Certificate based on the courses I have already completed?**

A: Yes, if you successfully completed the courses required for the Graduate Certificate in Technology Leadership and your courses were taken within the past six years, you can apply for and receive the certificate. Simply complete the required application through [ApplyTexas](#). Once you have been accepted into the certificate program, complete and submit the "[Completion of Graduate Certificate Program](#)" Form.

If you already hold the degree and would like to earn the Graduate Certificate in Organizational Planning, you can apply to the certificate program and take the two remaining courses that were not a degree requirement, TMGT 517 and TMGT 597. TMGT 597 must be a section with a topic specifically approved for this certificate. Previously offered topics do not qualify so prior TMGT 597's may not be applied to this certificate.

**Q: I have completed all the coursework required for the Graduate Certificate, what do I need to do now?**

A: Awesome! Once all your coursework has been completed to satisfy the requirements of a Graduate Certificate, you must complete and submit the "[Completion of Graduate Certificate Program](#)" Form. (<http://www.tamuc.edu/academics/graduateSchool/programs/graduatecertificates/CompletiongradCert.aspx>)