



**TEXAS A&M UNIVERSITY
GALVESTON CAMPUS®**

Department of Maritime Business Administration

Graduate Student Handbook

2023-2024



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A little curiosity about our Building



The Sea Turtle Statue installed at the Classroom Laboratory Building (CLB) Entrance was a donation by several Liberal Studies (LIST) Department Members in support of a local project in Galveston called “Turtles About Town”, a community art project created by Turtle Island Restoration Network and Clay Cup Studios. You can read more about this project at <https://www.visitgalveston.com/blog/turtles-about-town/>

1. Introduction

We are excited you are exploring a career path full of promise, popularity, and to strive for your academic excellence here with us at the Department of Maritime Business Administration (MARA) of Texas A&M University at Galveston campus (TAMUG). Our programs offer a unique combination of business degree with a focus on the Maritime Transportation and Logistics. We offer a solid **foundation in business** courses and a diversity of **maritime-specific** elective courses. Furthermore, our faculty team is composed by **world-class** researchers, professors and industry members actively collaborating and contributing to research and workforce development in the maritime sector. Our Faculty members are student-centric and work based on an open-door policy to advise and mentor you. We encourage you to take a detailed look at our faculty profile available at our home page (<https://www.tamug.edu/mara/faculty/index.html#Faculty>).

We also have a close relationship with the industry globally and locally within Houston-Galveston area. The MARA Department is an academic member of several industry organizations including AAPA (American Association of Port Authorities), IAPH (International Association of Ports and Harbors), and the GHPB (Great Houston Port Bureau), which assists us in helping our students to advance in their career path in this vibrant industry, which is the Maritime Business.

Striving for academic excellence and industry engagement, the MARA department conducts regular meetings with their **Business Advisory Group**, a committee composed of maritime industry leaders and TAMU alumni take give regular input and insights on curriculum and extra curriculum activities keeping our program up-to-date and relevant to the industry. Furthermore, MARA is also an active member of the IAMU (International Association of Maritime Universities) which provides additional insights into Maritime Training and Education and supports applied research in the maritime business field.

Texas A&M University at Galveston is one of the first designated **Centers of Excellence (CoE) for Maritime Education and Training** by U.S. Department of Transportation/MARAD and **the only one that is integrated with a Tier 1 University** (TAMU). Recently, the MARA Master program was also ranked by EDUniversal the #1 in the country and #8 globally for its excellent achievements. (see more at <https://www.best-masters.com/ranking-master-maritime-management.html>)

This handbook was developed for future and current master's and certificate students and it contains a brief description of the graduate program procedures including admissions, program deadlines, advisory committee and degree plans, and common course offerings. The handbook is a supplementary document aimed at providing specific and useful program-related content. Additional policies and procedures for all **Texas A&M University Graduate and Professional School** can be found on their home page

(<https://grad.tamu.edu/>) and additional Galveston Campus resources can be found at the **Research & Graduate Studies Office (RGSO)** page <https://www.tamug.edu/rgso/>

2. Program Offerings

Master of Maritime Business Administration & Logistics

The Master in Maritime Business Administration & Logistics (formerly known as MMAL and recently abbreviated as MMBA) is a highly competitive program that gives students the opportunity to elevate their learning and better prepare them for the mantle of leadership within a steadily growing industry. The coursework is a culmination of experienced experts sharing the latest advances within the industry, with which our program is heavily connected. This is 36-credit hours, divided into 21-credit hour of required courses and 15-credit hour of elective classes, excluding possible prerequisites that depends on each candidate's background (a complete list of courses and prerequisites can be found under item #5 of this handbook). The program offers several routes to completion, including: in person, fully online, or hybrid. The MMBA is also offered as an on-campus track that offers a **License Option (LO)** delivered in combination with the Texas A&M Maritime Academy (TAMMA) and the Department of Maritime Transportation (MART). Finally, the MMBA can also be taken as a **five-year combined undergraduate-graduate program**, offering a faster track, also known as **3+2 program**. MMBA candidates that have an interest in developing their research and additional academic skills may also consider taking the **Thesis Option offer**. For additional details on each of those tracks, please refer to our home page at <https://tamug.edu/mara/degrees/MMAL-Maritime-Administration-Logistics.html>




Graduate Certificate Maritime Business Administration

The purpose of this 12-hour certificate is to educate and inform working professionals in a variety of fields (i.e., hospitals, ports, oil companies, etc.) of fundamental business processes to assist in their organizations for both profit and not-for-profit companies. The selection of courses reflects the most basic business processes, such as marketing, strategy, finance, and service operations management.

The Maritime Business Administration certificate includes 4 courses of 3-credit hours each as follows: MARA 610 Maritime Strategic Management; MARA 627 Marketing of Maritime Services; MARA 650 Supply Chain Management; and MARA 678 Service Operations Management. **This certificate can be stand-alone or transferred into the Master of Maritime Business Administration & Logistics (MMBA) degree.**

3. Program Organization

The Master of Maritime Business Administration & Logistics (formerly known as MMAL and recently abbreviated as MMBA) and Maritime Business Administration Certificate programs are located within the Maritime Business Administration Department. The MARA Department Head and the MARA Director of Graduate Studies oversee the management of the graduate degrees and certificate program, including curriculum, admissions, advising and other related policies and procedural decisions. The programs also have counts on the support of the staff members at RGSO and CALS (Center for Academic Learning Support) for additional assistance with advising, record-keeping and registration.

 <p>JoAnn DiGeorgio-Lutz MARA Interim Department Head, LIST Department Head & Professor E-mail: digeorgj@tamug.edu Ph: +1 (409) 740.4463 Office: CLB suite 130</p>	 <p>Cassia B. Galvao MARA Assistant Professor MARA Director of Graduate Studies MARA Graduate Academic Advisor Email: galvaoc@tamug.edu Ph: + 1 (409) 740-4451 Office: CLB suite 221/226</p>	 <p>Mackenzie Clarke CALS Academic Advisor MARA Academic Advisor for 3+2 Program (<i>Undergraduate courses only</i>) E-mail: mclarke@tamug.edu Ph: +1 (409) 740-4496 Office: CLB suite 231</p>
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TAMUG Research & Graduate Studies Office (RGSO) - <https://www.tamug.edu/grad>

RGSO academic advisors are here to help you get the most out of your graduate school experience. Your advisor below can help you create a degree plan that meets your program requirements, connect with campus resources, get involved on campus, and stay current on upcoming graduate deadlines. We handle processes and procedures at the university level.



Holly Richards

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Role: Advising all MARA Grad Students last name beginning with A-M
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4. Admissions

In this session you will find the main information regarding the application process and the admissions criteria for the MARA Department graduate programs. It is the applicant's responsibility to submit a completed application (including recommendations) by the deadlines informed. While MARA takes applications on a year-round basis, the admissions follow the academic calendar. Applicants who do not have completed applications by the deadlines will not be considered by the MARA Admissions Committee. Please contact the Research & Graduate Studies Office for options. The **MARA Admissions Committee** is composed of 5 faculty members, and it is overseen by the MARA Department Head and **MARA Director of Graduate Studies**. Each application is reviewed by all 5 committee members that decide on candidates' admittance based on the analysis of the application documents as described in the following sections.

Entry Term	Deadline to submit an application
Fall Semester	May 1
Spring Semester	October 1

4.1 Application to the Master of Maritime Business Administration & Logistics (MMBA)

Students seeking admission to the MMBA program must apply through the GraduateCAS web portal, located at <https://www.tamug.edu/grad/Prospective-Students/Applying-to-TAMUG.html>. The following items are required for a successful application:

1. A GraduateCAS application.
2. A personal statement or narrative explaining your interest and reasons why you are applying to the MMBA program. Personal statements must be submitted through GraduateCAS application.
3. A professional resume, which must be uploaded to the GraduateCAS application.
4. Two letters of recommendation. Recommendations from previous academic experience are preferred, but recommendations from professional sources will also suffice. Letters of recommendation **must be dated and signed** and should be submitted electronically through the GraduateCAS application portal.
5. Unofficial transcripts of all previous academic work, including transcripts from foreign institutions (please allow extra time for review of transcripts from foreign institutions). Transcripts not in English will need to be translated.
6. Pay the application fee. Applicants must pay the required application fee of \$89 for domestic applicants or \$114 for international applicants. Only credit cards are accepted. Refunds will not be issued for any reason.
7. Citizens from non-English speaking countries are required to submit proof of English proficiency to be eligible for review. <https://admissions.tamu.edu/apply/international/international-graduate> If you are unsure if you qualify as an international applicant, please see the TAMUG Graduate Studies - International Applicant page for information using this link <https://www.tamug.edu/grad/Prospective-Students/International-Applicants.html>

4.2 Application to the Maritime Business Administration Certificate

The following outlines the requirements and process for admission into the Maritime Business Administration Certificate Program for prospective students. Students seeking admission to the certificate program must apply through the GraduateCAS web portal, located at <https://www.tamug.edu/grad/Prospective-Students/Applying-to-TAMUG.html> . The following items are required for a successful application:

1. A GraduateCAS application.
2. A personal statement or narrative explaining your interest and if you intend to apply to the MMBA program in the future. Personal statements must be submitted through GraduateCAS application.
3. A professional resume, which must be uploaded to the GraduateCAS application.
4. Unofficial transcript showing an earned bachelor's degree or equivalent (please allow extra time for review of transcripts from foreign institutions).
5. Pay the application fee. Applicants must pay the required application fee of \$89 for domestic applicants or \$114 for international applicants. Only credit cards are accepted. Refunds will not be issued for any reason.
6. Citizens from non-English speaking countries are required to submit proof of English proficiency to be eligible for review. <https://admissions.tamu.edu/apply/international/international-graduate> If you are unsure if you qualify as an international applicant, please see the TAMUG Graduate Studies - International Applicant page for information using this link <https://www.tamug.edu/grad/Prospective-Students/International-Applicants.html>

4.3 Additional Steps to Apply For License Option (MMBA-LO)

Students can elect for the License Option, which entails the required coursework for a U.S. Coast Guard 3rd Mate deck or engine officer. This is conferred to a student when they have completed all their academic requirements (including summer sea terms), as well as successful completion of the U.S. Coast Guard 3rd Mate exam.

1. After the university application is submitted, applicants may submit an application for the Texas A&M Maritime Academy at this link <https://tamug.edu/corps/>
2. Submit the Texas A&M Maritime Academy application to the Office of Admissions via upload to the Applicant Information System (AIS), emailing it to admissions@tamug.edu or mailing it to:

Texas A&M University of Galveston
Office of Admissions
P.O. Box 1675
Galveston, Texas 77553

Additional information regarding the Texas A&M Maritime Academy is available at <https://tamug.edu/corps/>

4.4 Additional Steps to Apply For the 3+2 Program

Current undergraduate TAMUG students majoring in Maritime Business Administration can apply for the 3+2 program. Applicants are expected to have completed approximately 90 hours prior to applying. Once accepted, students can take classes to complete the requirements to earn both a B.S. in Maritime Business Administration and a Master of Maritime Business Administration and Logistics.

Only current Texas A&M University at Galveston students majoring in Maritime Business Administration can apply to the 3+2 Master of Maritime Business Administration and Logistics program using the application below. The 3+2 applications must be turned into the Maritime Business Administration Department in CLB 221 to Jossette Chimes, the MARA business coordinator. For further questions, she can be reached by phone at 409-740-4474 or by email at jchimes@tamug.edu . Submission deadlines are the same as for MMBA.

Additional information at https://tamug.edu/mara/degrees/Maritime-Administration-3-2-Program.html#How_To_Apply

5. MARA Graduate Curriculum

The curriculum of the graduate programs offered by the Maritime Business Administration Department was designed in alignment with the TAMUG Campus mission and vision and it is updated by recommendation of the MARA Graduate Curriculum Committee and TAMUG Graduate Instructional Committee, also considering the Campus Strategic orientation, industry relevance and cutting-edge research findings in Maritime Education and Training. You can read more about the TAMUG Campus Strategic Plan at this link <https://www.tamug.edu/AcademicAffairs/StrategicPlan.html>

The MARA Graduate Curriculum is divided into 3 parts: pre-requisites or foundational courses; required courses; and elective courses.

Prerequisites Courses (all of them are required) *

- ACCT 229** Introductory Accounting
- ACCT 230** Introductory Accounting
- ECON 202** Microeconomics
- ISTM 210** Management Information Systems
- MARA 363** Management Process
- BUSN 203** Statistical Methods

*Students that do not present proof of completion (on transcripts) of the pre-requisite courses or equivalencies at the application process will be required to complete these courses as per MARA Admissions' Committee recommendations informed in the acceptance letter.

Required Courses (all of them are required to compose the 21 credit hours, course availability varies from semester to semester. Students are encouraged to enroll in the required courses as they become available in the fall and spring semesters)

- MARA 610** Maritime Strategic Management (offered Spring)
- MARA 612** Strategic Human Resources Management (offered Fall)
- MARA 623** Maritime Economics Theory and Applications (offered Spring)
- MARA 625** Maritime Law & Policy (offered Fall)
- MARA 627** Marketing of Maritime Services (offered Fall)
- MARA 641** Maritime Financial Management (offered Spring)
- MARA 664** Maritime Production, Operations & Logistics Management (offered Spring)

Elective Courses (minimum of 5 courses are required to compose 15 Credit hours, course availability varies from year to year).

- MARA 604** Marine Natural Resources Economics
- MARA 616** Port, Terminal and Harbor Management
- MARA 624** Port Development and Intermodal Freight
- MARA 636** Maritime Managerial Decision Making
- MARA 640** Global Supply Chain and Logistics Management
- MARA 645** Maritime Cyber Security
- MARA 650** Supply Chain Management
- MARA 660** Risk Assessment and Marine Insurance
- MARA 665** Maritime Business Analytics
- MARA 670** Coastal and Inland Waterways Transportation
- MARA 672** Global Maritime Trading System
- MARA 673** Study Abroad
- MARA 675** Leadership in Maritime Industry
- MARA 678** Service Operations Management
- MARA 684** Internship Maritime Industry
- MARA 685** Directed Studies
- MARA 689** Current Topics

Master of Maritime Business Administration & Logistics

The Master of Maritime Business Administration consists of 36 credit hours of coursework, divided into 21 credit hours of 7 required courses, offered in Spring and Fall on a rotation basis; and 15 credit hours of a variety of elective courses also offered in Spring and Fall. Important to note that not all elective courses will be offered in the same academic year, as elective course offerings vary each semester according to faculty availability.

Graduate Certificate of Maritime Business Administration

The Maritime Business Administration certificate consists of 12 credit hours of coursework. Students can complete the certificate during the normal course offerings of the graduate program.

MARA 610 Maritime Strategic Management

MARA 627 Marketing of Maritime Services

MARA 650 Supply Chain Management

MARA 678 Service Operations Management

These classes may be transferred into the MMBA program if the student is approved for admission. In this case, the student will be subject to a second review of the application by the MARA Admissions' Committee, which includes the verification of completion of prerequisites courses.

6. Policies

MMBA Degree Plan

The degree plan formally declares membership in the degree. It outlines specific courses that a student will be required to complete as part of the MMBA program. The student shall start the degree plan with the assistance of the incoming Advisor at RGSO and in consultation with the **MARA Graduate Advisor**, will develop a degree program no later than the end of the first semester. If the degree plan is not formed by the end of the first semester, then the student will be placed on warning as notified by the Research and Graduate Studies Office and must meet with the **MARA Graduate Advisor** or MARA Department Head to discuss their progress toward meeting the deadline. If the degree plan is not formed by the end of the second long semester (fall/spring), the student will be blocked from registering for courses until the degree plan is submitted.

Postbaccalaureate undergraduate and graduate non-degree seeking students may take a maximum of 12 hours of graduate Maritime Business Administration courses. Once 12 hours have been completed, students must apply and be admitted to the MMBA program to continue taking coursework. The Research and Graduate Studies Office will place registration holds until admission to the MMBA program has been approved.

Academic Standards

Students are expected to maintain a minimum GPA and make steady progress toward their degree. To remain in good standing within the program, students must maintain a minimum 3.0 GPA cumulatively and on their degree plan. Students will not be able to register until their GPA is improved. If you earn a D, F, or U on any course in your degree plan you must retake

the course and earn at least a C or remove the course from your degree plan, but only if it is an elective.

7. About our Campus and Community

Driving The Blue Economy

Texas A&M University at Galveston is leading the development of the blue economy in the Gulf of Mexico through education, innovation, discovery, scholarship and service.

We focus on the economic, social, political and ecological vitality of our oceans and surrounding ecosystems to improve our understanding, stewardship and sustainability of our coasts and ocean resources. We engage in scholarship and research that helps protect our coastal communities and conserve our marine life and oceans. We are discovering smart shipping and safe port solutions, and contributing to an inclusive ecosystem with improved livelihoods and future jobs.

As Texas's premier marine and maritime public institution of higher education, we serve the state and nation by providing excellence in education and training for the next generation of marine and maritime professionals.

The MARA Department is housed at the CLB building at TAMUG Campus, Building #3007, Suite 221. You can find more resources of our Campus Map and Directions using this link (<https://www.tamug.edu/directions.html>) or following the address details below.

Physical Address: 200 Seawolf Parkway, Galveston, TX 77554	MARA office (front desk) phone: +1 (409) 740 4903 or +1 (409) 740 4474
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One University

We are the island campus of Texas A&M University, located 148 miles southeast of College Station in Galveston, TX where that fabled Aggie Spirit is as tangible as the sea breeze. Our students are Aggies by the Sea who receive a diploma from Texas A&M and their Aggie ring from the Association of Former Students. With our marine and maritime specialization, the Galveston Campus is critical to our land-, sea-, space-grant mission.

We have a rich history that began with creating the Texas A&M Maritime Academy in 1962 and remains the only maritime academy in the Gulf Coast region. We have since grown to become the specialized marine and maritime branch campus of Texas A&M, offering nearly 20 degree programs that prepare our graduates to drive the blue economy around the world.

The Texas A&M Maritime Academy, one of six state maritime academies in the nation, trains cadets for maritime service and employment worldwide. Cadets earn their professional U.S. Coast Guard license to serve on ocean-going and inland vessels that support the blue economy or our national security by commissioning for service in the U.S. Navy.

Accreditation

As a branch campus of Texas A&M University, the Galveston Campus is included in Texas A&M's accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, doctorate and professional levels. Questions about the accreditation of Texas A&M University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Additional Resources

We would like to encourage you to take a look at additional TAMUG Campus resources available through some of the main resources available on campus:

- The TAMUG Jack K. Williams Library, including off-campus/remote access (<https://www.tamug.edu/library/>)
- The Information and Technology Services (<https://www.tamug.edu/it/>)
- The Division of Students Affairs (<https://www.tamug.edu/studentaffairs/>)
- TAMUG CALS (Center For Academic Learning Support <https://www.tamug.edu/cals/>)



Appendix

How to Howdy

If you are brand new to the TAMU system, the HOWDY portal is key to electronically access and connect to university records and resources. The Howdy web portal includes links to many web-based services with just one login.

See more at <https://it.tamu.edu/services/academics-and-research/student-information-systems/howdy/> or at <https://www.tamug.edu/advising/pdf/howtohowdy.pdf>



Snapshot of the Services offered by the Division of Students' Affairs

Student Life	Academics	Assistive Services
Student Affairs	Student Rules	Counseling Services
Student Activities	Aggie Code of Honor	Career Services
Campus Recreation	University Catalog	Students with Disabilities
Student Intercultural Learning & Engagement	Research & Graduate Studies	Accessibility
Campus Living & Learning	Library	Information Technology
Office of Community Standards	Writing Lab	Financial Information
Commencement	Center for Academic Learning Support	TAMUG Financial Aid
Calendar	Tutoring	Registration & Records
The Nautilus	Honors Program	
Student Organization Awards		
Off-Campus Resources		