2019 Graduate Advisor Handbook
THE OFFICE OF GRADUATE AND PROFESSIONAL STUDIES

Find the most updated version of this handbook online at:
http://ogaps.tamu.edu/Faculty-Staff
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1 Office Of Graduate And Professional Studies

1.1 Expectations for Graduate Study

The major goals of graduate education at Texas A&M University include instilling in each student an understanding of and a capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Faculty and graduate students have a shared obligation to work together to foster these goals through relationships that advance freedom of inquiry, demonstrate individual and professional integrity, and encourage common respect.

Both an advisor and a graduate committee guide and evaluate student progress. These individuals give direction and support for the appropriate developmental and learning goals of graduate students. The advisor and the graduate committee also evaluate a graduate student’s academic performance. The graduate student, the advisor, and the graduate committee constitute the basic core of graduate education. The quality, scope, and extent of interaction among this group determines the significance of the graduate experience.

High quality graduate education requires professional and ethical conduct of all participants. Faculty and graduate students have mutual responsibilities to ensure high academic standards and quality graduate programs. Excellence in graduate education is achieved when faculty and students are inspired, have the academic and professional backgrounds essential to function at the highest level, and are genuine in their mutual desire to see one another succeed. Any action that negatively affects this interaction—from either faculty member or student—destroys the whole relationship. Mutual respect is critical to the successful process.

NOTES:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
1.2 DIRECTORY SUMMARY

112 Jack K. Williams
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College Station, TX 77843-1113
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Associate Provost for Graduate
and Professional Studies
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Senior Assistant Provost
gbcunningham@tamu.edu

Dr. Shannon Walton
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shannon@tamu.edu

Rachel Krolczyk
Director
rakrolczyk@tamu.edu

Jacqueline Perez
Director
jackieperez@tamu.edu

Dr. Jamie Saucier
Assistant Director
jamie.saucier@tamu.edu

NOTES:
The Associate Provost for Graduate and Professional Studies oversees all aspects of the Office of Graduate and Professional Studies, advocating for continual improvement in graduate education at Texas A&M University.

Dr. Karen Butler-Purry, Associate Provost for Graduate and Professional Studies
Yvonne Costello, Assistant to the Associate Provost for Graduate and Professional Studies

The Office of Graduate and Professional Studies (OGAPS) Leadership Team directs all department staff in support of the stated OGAPS mission to provide customer-friendly, accurate and timely support services to graduate students, faculty and staff. The Leadership Team directs strategies and budget formulation, assesses areas for improvement and mitigates risks.

NOTES:
The Leadership Team also works to create and nurture an office climate that leads to excellent performance and collegiality among staff.

The Leadership Team continually strives to enroll and graduate highly qualified, diverse graduate students at Texas A&M University.

Dr. George Cunningham, Senior Assistant Provost  
Dr. Shannon Walton, Director, Recruiting  
Rachel Krolczyk, Director, Data Services  
Dr. Jamie Saucier, Assistant Director, Graduate Records Processing  
Yvonne Costello, Assistant to Associate Provost for Graduate and Professional Studies

### 1.5 Graduate and Professional Studies Services

#### 1.5.1 Data and Survey Coordination

The Director and Data Analyst collect and analyze data and information related to graduate education and graduate student support.

Rachel Krolczyk, Director

#### 1.5.2 Dual Enrollment Graduate Student Special Support

This area addresses the specialized questions and needs of students dually enrolled at Texas A&M University and another institution of higher education, including branch campuses in Galveston and Doha, Qatar, specifically those related to registration, enrollment, funding and financial aid.

Dr. Jamie Saucier, Assistant Director

#### 1.5.3 Graduate Student Awards

The Office of Graduate and Professional Studies offers the Graduate Student Research and Presentation Travel Award Program which is supported by the George Bush Presidential Library Foundation. The purpose of the program is to reimburse travel expenses associated with graduate student’s domestic and international travel related to conferences, academic presentations, and research projects. Each graduate student may receive only one of these travel awards during his/her degree program; there are 4 deadlines per year. Additionally, up to 15 graduate students receive Distinguished Graduate Student Awards for Research or Teaching annually. The students are nominated by their faculty advisors in the spring semester with strenuous eligibility requirements.

For other awards opportunities, please see the section titled, “Student Funding and Development”.

OGAPS-award-admin@tamu.edu – OGAPS awards administrator’s email address

OGAPS-travel-award@tamu.edu – OGAPS Travel Award email address
1.5.4  **Graduate Student Professional Development**

Professional Development refers to training outside discipline-based graduate coursework and is the continuous process of acquiring new knowledge and transferable skills related to one’s area of professional employment. Engaging in professional development programs prepares Master’s and Doctoral students for a wider range of employment opportunities and helps bridge the gap between graduate education and the workforce. The Graduate Resources and Development for Aggies (G.R.A.D. Aggies) professional development program, facilitated by OGAPS, includes a comprehensive “curriculum” of workshops and activities covering 4 different competency areas (see Section 3.9). In addition, OGAPS maintains several professional development resources and services for graduate and professional students, including the Professional Development Portal, a searchable inventory of professional development workshops, seminars and courses offered by individual departments and colleges across campus.

**G.R.A.D. Aggies Program** – grad-aggies.tamu.edu

**Professional Development Opportunities** – http://ogaps.tamu.edu/Buttons/Professional-Development-Opportunities

Dr. Morgan Schweller, Professional Development Coordinator

1.5.5  **New Graduate Student Orientation**

Coordinated by the Office of Graduate and Professional Studies, the New Graduate Student Orientation provides an overview of graduate education and services at Texas A&M University – including information on financial aid, procedures and processes, campus safety and security, the English Language Proficiency Program, and additional campus services. New graduate students will get the chance to meet campus leaders, administrators, and fellow graduate and professional students. Experienced graduate students will be present to answer questions and provide insight about thriving in graduate school, balancing work and personal life, and making the most of living in Bryan/College Station. Designed to get new graduate students off to a good start in their experiences, students will also have the opportunity to mingle and explore the resource fair and meet representatives of campus services and organizations who serve the graduate and professional student community.

Dr. Shannon Walton, Director

1.5.6  **Graduate Student Ombuds Services**

The Ombuds Officer serves as an informal, neutral and confidential resource for graduate students to discuss questions and concerns related to their graduate experience. The university is a large and complex institution and graduate students often play multiple roles (e.g., student, research collaborator, teacher, technician, and peer). Misunderstandings and conflicts can arise in any one of these roles. Having a safe, off-the-record conversation with an Ombuds Officer can be a first step if you do not know where to turn. The Ombuds Officer is here to help graduate students identify options for addressing concerns and will promote a fair and impartial process for all parties involved. The Ombuds officer is also a resource for faculty and administrators who have questions about the institutional policies and procedures as they relate to graduate students.

The Graduate and Professional Student Ombuds Officer is guided and informed by the Code of Ethics and Standards of Practice of the International Ombudsman Association.

**NOTES:**
The Ombuds Officer can:

- Listen and help you achieve a greater understanding of the problem.
- Help you find information applicable to your situation and identify possible solutions to your problem.
- Explain University policies and procedures and how they apply to your specific case.
- Help you identify options for resolving conflicts with colleagues, staff, faculty, and advisors.
- Help you achieve fair and equitable solutions to problems.
- Facilitate communication among people in conflict.
- Provide other types of assistance to help you resolve a problem informally.
- Refer you to formal grievance or appeal procedures if you wish to engage in a formal process.
- Offer recommendations for changes to policies/procedures that appear outdated or problematic, while maintaining confidentiality.

The Ombuds Officer Cannot:

- Advocate for the university or the student, or any particular point of view.
- Make or change University decisions, rules, or policies.
- Set aside a decision or supersede the authority of another University official.
- Participate in formal grievance procedures.
- Provide legal advice.
- Conduct formal investigations.
- Testify in in formal proceedings with respect to confidential communication.

If a student is unable to resolve a problem within the students’ department (most often by working with the student’s Chair, the department’s Graduate Advisor and /or the Graduate Program Chair) the student can request a meeting with an OGAPS Ombuds Officer. These are confidential, informal meetings in which to explore potential solutions to the dilemma. On occasion, students elect to progress to formal appeals processes, but most issues are resolved informally.

Appointments can be requested by emailing ombuds@tamu.edu or calling 845-3631.

1.5.7 Administrative and Programmatic Support

The Graduate Support Services area fields all incoming phone and walk-in inquiries to OGAPS, connects students and other stakeholders with resources and information to assist the mission of graduate studies, coordinates HR and fiscal-related transactions, and manages the retention of graduate student records.

Susanna Banda, Graduate Student Specialist III
Cherise Castille, Administrative Coordinator (Part-time)
LaRhesa Johnson, Senior Graduate Student Specialist I
Laura Rueda, Administrative Coordinator II
Linda Thurman, Senior Graduate Student Specialist I
Yvonne Costello, Assistant to Associate Provost

NOTES:
Leslie Woods, Administrative Coordinator (Part-time)
Lisa Williams, Administrative Coordinator (Part-time)
Lizette Rodriguez, Administrative Coordinator I

1.5.8 Graduate Records Processing
The Office of Graduate and Professional Studies is responsible for maintaining all University graduate degree requirements, recording and receiving proper documentation for each major milestone in a graduate student’s degree program. In addition, we offer training and guidance for graduate advising staff related to university requirements and resources.

Jamie C. Saucier, PhD., Assistant Director
Stacy Hernandez, Graduate Student Specialist III
Savanah Sanchez, Graduate Student Specialist III
Karen Seago, Graduate Student Specialist III
Deborah Starnes, Graduate Student Specialist III
Kim Widdison, Senior Graduate Student Specialist I

1.5.9 Interdisciplinary Degree Graduate Student Special Support
This area addresses the specialized questions and needs of students participating in TAMU’s interdisciplinary degree programs (IDPs). Because these programs are not housed in the traditional department model, certain matters related to IDP graduate students are structured in unique ways.

Dr. George Cunningham, Sr. Assistant Provost for Graduate and Professional Studies

1.5.10 Thesis and Dissertation Services
Thesis and Dissertation Services reviews each electronic thesis, dissertation, and record of study (ETD) for uniformity, consistency, and adherence to University guidelines for quality. Each document is also reviewed for format using standard TAMU formatting requirements, which can be found in the Thesis and Dissertation Manual (available at ogaps.tamu.edu). In addition, we provide a wide range of preparation support and coordinate the timely release of the ETD for public access.

Our goal is to help each student produce a professional document that meets the quality standards of Texas A&M University. Students are encouraged to use the resources available from our website (including Word and LaTeX templates) and to participate in a face-to-face or online pre-submittal conference prior to the final defense.

The thesis/dissertation must be submitted in electronic form as a single PDF file, while the Approval Form must be hand delivered, by the posted deadline for each term. Thesis and Dissertation Services deadlines are published in the OGAPS calendar.

Dr. George Cunningham, Professor and Sr. Assistant Provost
Clay Bryan, Senior Graduate Student Specialist & Thesis/Dissertation Services Team Lead

NOTES:
1.5.11 General Contacts
G.R.A.D. Aggies email address – grad-aggies@tamu.edu
Thesis and Dissertation Services email address – thesis@tamu.edu
Office of Graduate and Professional Studies email address – ogaps@tamu.edu
OGAPS Ombuds Officer email address – ombuds@tamu.edu
OGAPS awards administrator email address – ogaps-award-admin@tamu.edu
OGAPS fellowship administrator email address – ogaps-fellowship-admin@tamu.edu
OGAPS travel award email address – ogaps-travel-award@tamu.edu
Graduate Council Administrator email address – gradcounciladmin@tamu.edu
Processing Team email address – ogapsprocessing@tamu.edu
Email address used by GOC Deans to request that OGAPS lift degree plan holds – dpblocks@tamu.edu
2 FACULTY AND DEGREE PROGRAM RELATED PROCESSING

2.1 STUDENT RECRUITMENT AND NEW STUDENTS

The Office of Graduate and Professional Studies at Texas A&M University is responsible for recruiting, retaining, and providing support for graduate and professional students. The Graduate Recruitment and Student Success area provides brochures and information to departments for recruiting, encourages and welcomes questions from prospective students, attends graduate fairs around the country, and supports the presentation of information to undergraduate research scholars who may be interested in early graduate enrollment at Texas A&M University.

Recruiters must identify the market, assess the current graduate student climate, and reach out to the appropriate communities (students, faculty, and administrators) to assess their needs. The recruiter acquires a sound understanding of admissions policies and practices, share prospective student data with departments, assist with funding and financial aid information and resources, and develops strong pipeline relationships between prospective students and department staff.

Dr. Shannon Walton, Director
ogaps-grad-recruit@gamu.edu OGAPS recruiting email address

2.1.1 Graduate Student Recruiting Best Practices

- Use regional and national databases to identify top students who are underrepresented in your discipline. OGAPS has databases with strong students who participate in the McNair Scholars, National Name Exchange, California Diversity Forum, SACNAS, etc.
- Meet with recruiters across the state and around the country to discuss best practices in recruiting and retention.
- Advertise in professional conference proceedings (e.g., in your discipline and in interdisciplinary programs focused on increasing diversity, such as SACNAS, and in guides to graduate studies). You may also purchase listings of top applicants in your field from sources such as the Educational Testing Service (ETS).
- Review conference proceedings for your professional associations (national and regional) to identify student presenters. These are likely to be strong students who are already socialized into the profession.
- Electronic Prospective Request Forms: These provide a quick means for students to provide relevant information, in person or online, allowing you to match potential students with faculty and current graduate students.
- Branding: Be consistent in all publications.
- Develop a PowerPoint presentation about your program that your faculty and students can show at conferences and when visiting other universities. This will help them to be effective recruiters.

2.1.2 Suggestions for the Successful Graduate Recruitment of Diverse Students

- Responses to prospective students need to be timely. Appropriate follow-up after your first communication is imperative.

NOTES:
- Develop a tracking database system (CRM) to keep records of where successful applicants are from, how they found out about your program and who their mentors and/or major professors were.
- Keep in touch with your former students and recruit them to assist in speaking to prospective students in their hometowns.
- Keep a former student profile page available for prospective students to access.
- Attend fairs at Minority Serving Institutions, Historically Black Colleges and Universities, McNair Programs, Women’s Colleges, Institutions with NSF and NIH pipeline programs like Louis Stokes Alliance for Minority Participation (LSAMP) in Engineering and Science, SACNAS conferences, MANRRS conferences, Pathways to the Doctorate Symposia, Alliances for Graduate Education and the Professoriate (AGEP), and the Post-Baccalaureate Research and Education Program (PREP). Ask OGAPS about these opportunities to recruit.
- Fund campus visits, send personal letters from the department chair or college dean, provide competitive assistantships and/or fellowships.
- Provide information about appropriate community resources.
- Invite students you have been communicating with, or have identified through contact cards or colleagues, to visit campus.
- Host an informational/recruitment weekend.
- Use campus events to interest prospective students in coming to campus, such as Graduate Research Week or during the Undergraduate Research Summer Program.
- Develop a group of reliable (and trained) advanced student ambassadors to help with recruiting.
- Make use of your department web page and/or department newsletter to highlight student/faculty accomplishments and collaborations, faculty research interest and successful grants, professional development activities and other things that help the prospective student identify you as a department dedicated to cutting-edge research, student success, diversity and the development of graduate students as colleagues and professionals.
- Encourage current graduate students to assist at recruiting fairs.

2.1.3 Recruiting Services from the Office of Graduate and Professional Studies
- The recruitment of graduate students is conducted by the various departments and by the Office of Graduate and Professional Studies (OGAPS). OGAPS provides services to departments to assist in their recruiting efforts.
- Support for faculty involved in recruiting graduate students via prospective student travel awards.
- Materials for recruitment fairs and contacts - power point presentations for domestic and international students, brochures/handbills/flyers, and table covers.
- Promotional materials for recruitment - pens, highlighters, key chains, etc.
- Assistance with the development of departmental recruiting plans and presentations.
- Graduate school information to local, national, and international institutions and organizations.
- Support for the recording of information Slate (CRM) and disseminating the information to appropriate departments.
- Providing names of prospective graduate students from national lists – National Name Exchange, California Diversity Forum, McNair Conference, etc. to departmental representatives.

NOTES:
• Presentations and workshops each semester to students involving various aspects of graduate school processes and resources.
• Fellowship opportunities for prospective students to include Diversity Excellence.
• Representation of Texas A&M University at various local and national Graduate and Professional School Day Programs.

2.2 GRADUATE AND PROFESSIONAL STUDENT COUNCIL
The Graduate and Professional Student Government (GPSG) exists to work in cooperation with the Texas A&M University administration to ensure that the needs of graduate and professional students are understood and considered when campus policies concerning academic excellence, tuition and finance, and research are made.

Specific goals of the GPSG include: to represent all graduate and professional students by identifying and advocating their interests on graduate issues; to be recognized as representing a unique population within the University system; to facilitate communication on graduate issues within the University community; and to enhance the graduate experience through social service opportunities. Each academic graduate department elects one representative each fall. Officer elections are held in the spring. GPSG also works closely with the Student Government Association to assure graduate student issues are represented and addressed through student legislation and on University committees. Additional information can be obtained by visiting the GPSG website at https://gpsg.tamu.edu.

2.3 GRADUATE COUNCIL
The Graduate Council is composed of representatives from the graduate faculty at Texas A&M. The Graduate Council develops and maintains policies and procedures pertaining to graduate programs at the university. The Council’s function includes long-range planning, recommendation of new programs and courses, evaluation of existing programs and courses, and facilitation of university accreditation.

The Office of Graduate and Professional Studies offers administrative support to the Graduate Council. All forms submitted for Graduate Council review and/or approval should be submitted to The Office of Graduate and Professional Studies (MS 1113).

Dr. Scott Miller, Chair
LaRhesa Johnson, Senior Operations Administrative Coordinator and Administrative Assistant to the Graduate Council
Graduate Council Administrator – GradCouncilAdmin@tamu.edu

2.4 GRADUATE OPERATIONS COMMITTEE
The Graduate Operations Committee (GOC) serves as an advisory body to the Associate Provost for Graduate and Professional Studies. It focuses primarily on operations and procedures regarding administration of graduate education throughout the University. The Graduate Operations Committee serves as a forum for the Associate Deans in each College to discuss issues/concerns of an operational nature, and to recommend procedures, which are as uniform as possible.

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possible across Colleges, to resolve these issues/concerns. The Graduate Operations Committee works very closely with the Graduate Council to coordinate all curriculum and policy issues. It also works closely with the Academic Operations Committee to consider recommendations concerning operations and procedures. Each academic College is represented on the Graduate Operations Committee by the Associate Dean (or other named individual) responsible for graduate studies in that college.

2.5 **AUTHORIZED SIGNATURE FORM**
Each college, department, and IDP is required to have an Authorized Signature Form on file with OGAPS. These forms are used to verify signatures on all graduate and professional student documents across the University.

The Authorized Signature Form is also used for DPSS and Graduate Committee Faculty approvers and nominators and to give access to view student documents in ImageNow.

This form should be updated when there are changes in departmental roles. OGAPS will also request annual updates of this document.

LaRhesa Johnson, Senior Operations Administrative Coordinator

2.6 **DEPARTMENT ACCESS TO OGAPS DOCUMENTS IN TAMUDocs**
TAMUDocs, also referred to as Perceptive Content or ImageNow, is an imaging system that houses the student documents submitted to OGAPS. You may indicate who should have access to view documents that have been submitted by your unit to OGAPS on the Authorized Signer Form. This access will allow departmental staff to confirm that documents have been received by OGAPS and also allow users to see when they have been processed and approved or returned.

Below is a quick guide on how to view the student documents submitted by your unit in TAMUDocs.

1. Log in at [http://tamudocs.tamu.edu/](http://tamudocs.tamu.edu/) (or use the desktop client: Perceptive Content if it is already installed on your machine) using your NetID and Password.

2. Select the “Documents” drop-down and select the “OGAPS – Department View” option.
3. Click once on the respective “Search by ...” filters on the left of the screen.

For example, to search by UIN, click on the filter that says “Search by UIN”. A prompt will pop-up for you to enter a UIN.

Double click any document to open/view it. You will only be able to view documents linked to your specific department. You will not have access to route the document or add any stamps or annotations for OGAPS.

To perform another search after you have already executed one, click on the green “Go” button in the top right to open the prompt again.

NOTES:
2.7 GUIDELINES FOR GRADUATE FACULTY MEMBERSHIP

The Graduate Faculty at Texas A&M University consists of the President, the Provost and Executive Vice President, the Associate Provosts, the Deans of all subject-matter colleges, selected Directors, and properly qualified academic groups.

This document presents University policies and practices which Department Heads, Deans, and Intercollegiate faculties should follow in nominating members to the Graduate Committee Faculty of Texas A&M University for participation on graduate student advisory committees. This document also discusses the various roles of Graduate Committee Faculty and describes the credentialing requirements for the Graduate Teaching Faculty. Departments, intercollegiate faculties, and colleges may require additional prerequisites for individuals seeking an appointment to the Graduate Committee Faculty. Additional requirements are subject to review and approval by the Associate Provost for Graduate and Professional Studies.

2.7.1 Graduate Teaching Faculty

According to SACS guidelines, faculty teaching graduate and post-baccalaureate course work should have an earned doctorate or terminal degree in the teaching discipline or a related discipline. Other credentials that may be considered include possessing a master’s degree or at least 18 semester credit hours of graduate-level coursework in the same or closely related field; professional licensure or certification in a related field or profession, or significant professional, research or teaching experience in the same or closely related field. Faculty members meeting these credentialing requirements are automatically members of the Graduate Teaching Faculty.

The office of the dean of faculties assumes responsibility for verifying the teaching qualifications for faculty. Colleges and departments oversee hiring of graduate assistants who serve as instructors of record for undergraduate courses. The guidelines for all instructional faculty, including graduate teaching assistants, who are instructors of record for graduate and undergraduate courses at Texas A&M University and its two branch campuses, Texas A&M University at Galveston and Texas A&M University at Qatar are available at:

http://dof.tamu.edu/sites/default/files/Faculty_Guidelines/Credentialing_Guidelines.pdf

In addition to meeting the credentialing requirements for teaching graduate courses, faculty teaching research courses such as 691 and other designated courses must also be members of the Graduate Committee Faculty.

NOTES:
2.7.2 **Graduate Committee Faculty**

Appointees to the Graduate Committee Faculty participate in the graduate degree programs of the University by serving on graduate student advisory committees.

Members of the Graduate Committee Faculty are selected from qualified individuals of the faculty and professional staff of Texas A&M University; from employees of Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; from employees of affiliated research organizations (such as USDA) located near Texas A&M campus sites, and from affiliated hospitals and clinical organizations.

Nomination for membership on the Graduate Committee Faculty is always initiated by the head of the appropriate academic department, intercollegiate faculty, or dean of college (under special circumstances) of Texas A&M University and is processed as discussed in the following sections.

Appointment to membership on the Graduate Committee Faculty, while considered an honor, serves functional purposes as well. Appointment to membership is not for the sole purpose of conferring recognition upon an individual, but is designed to assure competence in the directing and advising of graduate students. Such competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

Membership on the Graduate Committee Faculty is maintained only by participating in graduate programs by directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University, such as through service on a Graduate Instruction Committee or with administrative assignments in graduate education. A member of the graduate committee faculty may not serve on the graduate committee faculty of an academic program in which the member is pursuing a graduate degree or certificate. Individuals who have not been appointed to the Graduate Committee Faculty may not serve on student advisory committees unless special approval is granted by the Associate Provost for Graduate and Professional Studies.

The Graduate Council expects that all Deans, Department Heads and Chairs of Intercollegiate Faculty will regularly review the Graduate Committee Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Committee Faculty on the basis of their lack of contribution to graduate education. If the chair of a student’s advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Committee Faculty, from the student’s academic program and located near the Texas A&M University campus site, to serve as the co-chair of the committee. The Department Head or Chair of intercollegiate faculty may request in writing to the Associate Provost for Graduate and Professional Studies that a faculty member who is on an approved leave of absence or has voluntarily separated from the university, be allowed to continue to serve in the role of chair of a student’s advisory committee without a co-chair for up to one year. The student should be near completion of the degree. Extensions beyond the one year period can be granted with additional approval of the Dean.

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The Department Head or Chair of intercollegiate faculty shall notify any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty, and the faculty member has the right to appeal his/her removal through University Rule 12.99.99.M2 (Faculty Grievances Procedures).

The two categories of membership include: 1) Member, and 2) Special Appointment.

Possible Roles of Graduate Committee Faculty

<table>
<thead>
<tr>
<th>Role</th>
<th>Master’s Only [MS or MA]</th>
<th>Master’s Only – [MEd, other Professional Masters]</th>
<th>Doctoral [PhD, DrPH] and Master’s</th>
<th>Doctoral [EdD, DEng] and Master’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Appointment</td>
<td>Extra member (non-voting)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Members of Graduate Committee Faculty

A. Tenured and Tenure-Track TAMU Faculty

Tenured and Tenure-track (T/TT) faculty members of Texas A&M University are eligible to participate as members of the Graduate Committee Faculty under criteria and guidelines as established by each college or department. Also academic professional track faculty members employed by Texas A&M University at Qatar (TAMUQ) with appropriate professorial rank (assistant professor, associate professor, or professor) are eligible to participate as members of the Graduate Committee Faculty. The aforementioned faculty members may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students.

Appointment of a T/TT faculty member is accomplished when a new hire is identified as graduate faculty in the Dean of Faculties hiring portal. The faculty member will be added only to the programs associated with the hiring department. Nominations of T/TT faculty members who are not adloc’d to a graduate degree-granting unit, to serve as chair or co-chair in a graduate degree-granting unit must come from the department head or chair of intercollegiate faculty for that graduate degree-granting unit. This is accomplished by submitting a Graduate Committee Faculty nomination through the Graduate Committee Faculty nomination website: http://gradcom.tamu.edu. The nominations will progress through

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a workflow system to receive the approval of the department head or chair of intercollegiate faculty for that graduate
degree-granting unit. Appointment of an academic professional track faculty member employed by Texas A&M
University at Qatar (TAMUQ) with appropriate professorial rank (assistant professor, associate professor, or professor) is
accomplished through use of the Graduate Committee Faculty nomination and letter from the TAMUQ Graduate
Instruction Committee (the members of which shall be members of the Graduate Committee Faculty at TAMU) through
the Dean/CAO of the TAMUQ campus and the appropriate administrative chain at TAMU.

**B. Academic Professional Track Faculty and Professional Staff of TAMU, TAMUS Agencies, Affiliated research
organizations, and Affiliated Hospitals and Clinical Organizations**

An academic professional track faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and
clinical organizations is eligible to participate as a member of the Graduate Committee Faculty (if permitted by
department or college guidelines), and may serve as chair, co-chair, or member of advisory committees of master’s and
doctoral students with appropriate approval. Professional staff employed by TAMU, designated TAMUS agencies, or
affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty
(if permitted by department or college guidelines), and may serve as co-chair or member of advisory committees of
master’s and doctoral students with appropriate approval.

Appointments of these academic professional track individuals and professional staff are accomplished by submitting a
Graduate Committee Faculty nomination through the Graduate Committee Faculty nomination website:
http://gradcom.tamu.edu. The nominations will progress through a workflow system to obtain approvals from the
appropriate department head or chair of intercollegiate faculty, Chair of the Graduate Instruction Committee and the
College dean. The workflow will issue a letter request, initiated by the head of the academic department, dean of
college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean.
The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. **General qualifications for serving on advisory committees for master’s students only**

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated
TAMUS agencies, affiliated research organizations, or affiliated hospitals and clinical organizations to serve in the various
roles of the graduate committee faculty for master’s students only are described below each role in the following
section.

**Chair role:**

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for
master’s students.

a) Qualifications (a)-(d) listed below for co-chair role.

b) Employment location near city of Texas A&M campus site (except for online programs).

**Co-Chair role:**

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The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master’s students.

a) Has an earned master’s or terminal degree
b) Has actively served on a graduate student’s advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
c) Has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline
d) Employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; affiliated research organizations, or affiliated hospitals and clinical organizations with professorial rank.

Member role:
The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master’s students.

a) Has an earned master’s or terminal degree, or an earned bachelor’s degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

2. General qualifications for serving on advisory committees for doctoral students

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, affiliated research organizations, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

Chair role:
The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for doctoral students.

a) Qualifications (a)-(d) listed below for co-chair role
b) Employment location near city of Texas A&M campus site (except for on-line programs).

Co-Chair role:
The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

a) Has an earned doctoral or terminal degree

NOTES:
b) Has actively served on a graduate student advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university

c) Has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline

d) Employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; affiliated research organizations, or affiliated hospitals and clinical organizations with professorial rank.

Member role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students.

a) Has an earned doctoral or terminal degree, or an earned master’s degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

C. Faculty and Professional Staff Employed By Other Institutions and Organizations

Faculty and professionals not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as co-chair or member of advisory committees of master’s and doctoral students with appropriate approval.

Appointments of the aforementioned individuals are accomplished by submitting a Graduate Committee Faculty nomination through the Graduate Committee Faculty nomination website: [http://gradcom.tamu.edu](http://gradcom.tamu.edu). The nominations will progress through a workflow system to receive the approvals of the department head or chair of intercollegiate faculty, Chair of the Graduate Instruction Committee and College dean. The workflow will request a letter, initiated by the head of the academic department, dean of college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. General qualifications for serving on advisory committees for master’s students only

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are described below each role in the following section.

Co-Chair role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master’s students.

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a) Has an earned master’s or terminal degree
b) Has actively served on a graduate student advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
c) Has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline

Member role:
The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master’s students.

a) Has an earned master’s or terminal degree, or an earned bachelor’s degree and appropriate evidence of professional accomplishments related to the discipline

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

1. General qualifications for serving on advisory committees for doctoral students

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, affiliated research organizations, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

Co-Chair role:
The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students.

a) Has an earned doctoral or terminal degree
b) Has actively served on a graduate student advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university
c) Has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline

Member role:
The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students.

a) Has an earned doctoral or terminal degree, or an earned master’s degree and appropriate evidence of professional accomplishments related to the discipline
Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College.

Special Appointments

Situations may exist where the head of an academic department or chair of intercollegiate faculty wishes to have qualified individuals serve [such as, from another university, government or industry] on a student’s Advisory Committee without being permanent members on the Graduate Committee Faculty. An individual serving as a Special Appointment on a student’s Advisory Committee does not count toward the minimum number of Graduate Committee Faculty necessary to form the committee. Special appointments are accomplished by submitting a Graduate Committee Faculty nomination through the Graduate Committee Faculty nomination website: http://gradcom.tamu.edu. The nominations will progress through a workflow system to obtain approvals from the department head or chair of intercollegiate faculty. The workflow will request a letter, initiated by the head of an academic department or chair of intercollegiate faculty to the Associate Provost for Graduate and Professional Studies with the individual’s resume attached. The letter should state the merits of the individual being nominated and should include a list of the specific student advisory committees on which the individual will serve.

Special Appointments are not required to sign academic milestone documents such as the research proposal approval form, preliminary exam results, final exam results, and thesis or dissertation approval form. Likewise, special appointments are not listed on the title page of a thesis, dissertation, or record of study.

LaRhesa Johnson, Senior Operations Administrative Coordinator

2.8 Graduate Committee Faculty Nomination

You can access the Graduate Committee Faculty Nomination form by logging into http://gradcom.tamu.edu. From there you will complete the form in its entirety and upload the appropriate documents. You will then submit the nomination for approval through the workflow. If you are unable to access the Graduate Committee Faculty Nomination site please contact the GradCom Administrator at gradcom@tamu.edu.

Only those who are authorized have been given access to the Graduate Committee Faculty Nomination system. If you do not have access please contact LaRhesa Johnson at gradcom@tamu.edu.

Please note: You will not be able to submit a nomination form for anyone that does not already have a UIN. This means the department will have to request a UIN for Special Appointments before submitting the request to OGAPS. To request a UIN please complete the form located here http://infrastructure.tamu.edu/identity/forms/NetIDAccountRequestForm.pdf and submit it to Identity Management. If you have any questions please contact Identity Management at identity@tamu.edu or 979.862.4300.

Under the “Nominations” tab you will be able to see any request that you personally submit. Here you will also be able to see when the form is approved and you will have the ability to print a copy of the approved nomination request.

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If you have any questions or any issues arise please contact LaRhesa Johnson at gradcom@tamu.edu.

2.8.1 Graduate Committee Faculty Nomination System
Staff Nomination Entry View

If you have any questions or any issues arise please contact LaRhesa Johnson at gradcom@tamu.edu.

2.8.1 Graduate Committee Faculty Nomination System
Staff Nomination Entry View

If you have any questions or any issues arise please contact LaRhesa Johnson at gradcom@tamu.edu.
Faculty And Degree Program Related Processing  Graduate Committee Faculty Nomination

Graduate Committee Faculty Nomination

Nominee Memberships

Membership Type:  * Member  ☐ Special Appointment

<table>
<thead>
<tr>
<th>Majors</th>
<th>Degrees</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADEV</td>
<td>MAG</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>AGED</td>
<td>EDD</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>ALEC</td>
<td>MS</td>
<td>Not Applicable</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

You will be able to toggle between the checkmarks as you complete each section. The checkmarks indicate completion of that section. Once you have completed all sections, select “Save & Submit Nomination.”

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**Faculty And Degree Program Related Processing**

**Graduate Committee Faculty Nomination**

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Incomplete tab: You will be able to complete any nominations that you have not fully submitted

Pending tab: You will be able to view nominations that have been submitted and where they are in the process

Approved tab: You will be able to view nominations that have been approved by OGAPS

Returned tab: You will be able to view and edit any nominations that have been returned
Returned Nominations

When a nomination is returned there will be a note attached stating the reason for the return. You will be able to then select the nomination and edit the necessary fields. The only fields that cannot be edited are the Nomination Unit and the Membership Type.

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2.9 **INTERDISCIPLINARY DEGREE PROGRAMS (IDPs)**

The current approved list of interdisciplinary degree programs at TAMU includes: Agribusiness (AGBU); Biotechnology (BIOT); Ecology and Evolutionary Biology (EEBL); Energy (ENGY); Genetics (GENE); Marine Biology (MARB), Molecular & Environmental Plant Sciences (MEPS); Neuroscience (NRSC); Toxicology (TOXI); and Water Management & Hydrological Science (WMHS).

All OGAPS documents for students in the following programs require the signature of the Chair of the appropriate interdisciplinary program. Students who have not filed a degree plan are listed as members of the IDP’s home department. Once a degree plan is filed, the student is listed as a member of the committee chair’s home department.

<table>
<thead>
<tr>
<th>Program/Major</th>
<th>Degree</th>
<th>Commencement Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agribusiness</td>
<td>MAB</td>
<td>Program’s administrative college - COALS</td>
</tr>
<tr>
<td>Agribusiness &amp; Managerial Economics</td>
<td>PhD</td>
<td>Program’s administrative college - COALS</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>MBIO</td>
<td>Program’s administrative college - ENGINEERING</td>
</tr>
<tr>
<td>Ecology and Evolutionary Biology</td>
<td>PhD</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Energy</td>
<td>MS</td>
<td>Program’s administrative college - ENGINEERING</td>
</tr>
<tr>
<td>Genetics</td>
<td>MS</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Genetics</td>
<td>PhD</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Marine Biology</td>
<td>MS</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Marine Biology</td>
<td>PhD</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Molecular and Environmental Plant Sciences</td>
<td>MS</td>
<td>Program’s administrative college - COALS</td>
</tr>
<tr>
<td>Molecular and Environmental Plant Sciences</td>
<td>PhD</td>
<td>Program’s administrative college - COALS</td>
</tr>
<tr>
<td>Neurosciences</td>
<td>MS</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Neurosciences</td>
<td>PhD</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Toxicology</td>
<td>MS</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Toxicology</td>
<td>PhD</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
<tr>
<td>Water Management &amp; Hydrological Sciences</td>
<td>MS</td>
<td>Program’s administrative college - GEOSCIENCES</td>
</tr>
<tr>
<td>Water Management &amp; Hydrological Sciences</td>
<td>MWM</td>
<td>Program’s administrative college - GEOSCIENCES</td>
</tr>
<tr>
<td>Water Management &amp; Hydrological Sciences</td>
<td>PhD</td>
<td>With college where chair of advisory committee resides*</td>
</tr>
</tbody>
</table>

Note:

**NOTES:**

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When the chair resides in Biological and Agricultural Engineering, students will graduate in the College of Engineering.

When the chair resides in one of the Health Science Center Colleges, please contact ogapsprocessing@tamu.edu for guidance.

2.10 NEW 689 COURSE – SPECIAL TOPICS

Special topics courses may be taught as a temporary course with approval from the Office of Graduate and Professional Studies. A course may be taught as a 689 two times. The course may not be approved a third time unless paperwork has been submitted to the Graduate Council for new course consideration.

Note: If you believe extenuating circumstances exist preventing you from submitting your course for new course approval and you would like the course approved a third time, please submit a letter along with your request explaining your situation.

Your request form should be sent to the Office of Graduate and Professional Studies (MS 1113). You may access the form at: http://registrar.tamu.edu/Registrar/media/REGI_Forms/spec_tpc.pdf

LaRhesa Johnson, Senior Operations Administrative Coordinator

2.11 GRADUATE ADVISOR LISTSERV

The LISTSERV is a vehicle through which the Office of Graduate and Professional Studies, as well as other entities around campus, disperse information relevant to graduate students and graduate programs at Texas A&M University.

2.11.1 Some examples of LISTSERV appropriate information:

- Scholarship/Grant/Fellowship information
- Graduate educational opportunities
- Updates/changes to graduate academic requirements
- Professional development opportunities open to all students
- Student rule information relevant to graduate students or programs

Note: All information should be applicable to the campus community as a whole, rather than one specific college or department.

2.11.2 Submitting Information to the LISTSERV

Information should be sent to gradadvisors@listserv.tamu.edu for approval. Do not address your email to the moderator because the emails submitted are simply approved and forwarded on to the entire LISTSERV. The moderator acts only as a filter for unnecessary information and does not edit or tailor individual emails for submission. Each email should have contact information clearly listed.

2.11.3 Subscribing/Unsubscribing from the LISTSERV

How do I subscribe to the GRADADVISORS list?

NOTES:
Send an email to listserv@listserv.tamu.edu with the following command as a single line in the body of the message:

- subscribe GRADADVISORS Firstname Lastname

  where “Firstname” and “Lastname” is your real name.

- No “Subject” is required. You do not need to include your email address in your message. LISTSERV automatically uses the address from your email.

How do I unsubscribe or sign off from the GRADADVISORS list?

Send an email to listserv@listserv.tamu.edu with the following command as a single line in the body of your message:

- SIGNOFF GRADADVISORS
- Your email must come from the account you used when you subscribed to the list.

Contact: ogaps@tamu.edu

2.12 Compass Use

Compass, the student information system, provides critical support to the administrative and academic operations of Texas A&M University by maintaining an electronic database of student records which is accessible online to authorized users. Compass support is divided into six functional areas: admissions processing, registration, student records, student accounts and billing, student financial aid, and degree evaluation.

2.12.1 Access

If your job duties require you to use Compass, you will need a Compass Account Request form signed by the Primary Authorizing Agent (PAA). After you complete the Basic Navigation training, you will receive your Compass account. You will then be notified to take additional training if needed. Prerequisites for acquiring Compass access include knowing your NetID and password, acquainting yourself with the Howdy web portal, and completing FERPA training.

More information on Compass may be found online at http://eis.tamu.edu/Compass.

The following Compass security groups are necessary to obtain Compass forms which display items associated with graduate student progress and provide access to generate a graduate degree evaluation:

G_REGI_CAPP_DEG_AUDIT_VIEW
Grants access to the Advisor Menu Channel on the Instructor/Advisor tab in the Howdy Portal. With this security group, advisors can generate degree evaluations and access the advisor functions in self-service. Includes Compass forms: SMARQCM, SMACACT, SMAPRLE.

G_REGI_CAPP_ADJUSTMENT_VIEW
Provides query level access to Compass forms which display archived degree audit data from SIMS 600-level screens. Includes Compass forms: SMASARA, SMASLIB.

NOTES:
G_CLGR_GRAD_STU_INFO_VIEW
Provides query level access to Compass forms which display graduate GPA, graduate student advisory committees, faculty committee assignments, non-course requirements, thesis/dissertation information and accumulated doctoral hours and terms. This group also provides Compass Reports access to all OGAPS reports which are used by department and college graduate advisors. Includes Compass forms: SOAGPAT, SHICMID, SHICMBQ, SHANCRS, SHAQPNO, SZASSTD.

2.12.2 Compass Training
Compass training is currently completed in the Introductory Training available through EIS at the beginning of the Compass account setup process. Additional information is available through the Employee tab on the Howdy Portal. Under this tab, there is a channel entitled “Compass User Training” that contains various electronic presentations on Compass topics.

2.13 Compass Reports
Compass Reports is a repository of Compass-based reports which allows approved users to display, download, and print documents created by a variety of TAMU offices. Compass Reports is accessed via the Compass Reports link in the Compass Channel on the Employee tab in the Howdy Portal.

2.13.1 Access
Following the same process used to request or update a Compass account, PAAs request access to reports for their Compass users by completing the ‘Compass Account Request Form.’ The security group which contains the desired report is listed on the request. The completed form is sent to Enterprise Information Systems for approval.

2.13.2 OGAPS Use of Compass Reports
OGAPS will include all Office of Graduate and Professional Studies reports used by departments and colleges in specific security groups available by college and department. Please have your Primary Authorizing Agent contact Jamie Saucier at jamie.saucier@tamu.edu for the specific group that needs to be requested.

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The following lists some common graduate student-related reports available through COMPASS Reports:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWS_CURR_STD_COMM_XX</td>
<td>All students in the college with a committee. Lists all the student’s committee members, member UIN, member type and member affiliated department(s) in Compass.</td>
</tr>
<tr>
<td>PWS_GR_COMMITTEE_XX</td>
<td>Ad hoc report. This report only exists if it has been requested by a department or faculty member through the eis-reports team. It will list all committees a specific faculty member has ever served on including historic committees from SIMS. The report has the option to also include the student’s thesis/dissertation title.</td>
</tr>
<tr>
<td>PWS_ELP_CERTIFICATION_XX</td>
<td>English Language Proficiency levels, as they relate to English Language Certification for international students.</td>
</tr>
<tr>
<td>SRC_AL_FINAL_GRAD_AL</td>
<td>Final graduation report. The SRC_AL_FINAL_GRAD_AL reports list all students who graduated (UG, GR, professional). The _GR reports only list graduate students.</td>
</tr>
<tr>
<td>SRC_AL_FINAL_GRAD_AL_CSV</td>
<td></td>
</tr>
<tr>
<td>SRC_AL_FINAL_GRAD_GR</td>
<td></td>
</tr>
<tr>
<td>SRC_AL_FINAL_GRAD_GR_CSV</td>
<td></td>
</tr>
<tr>
<td>SRC_AL_GRAD_COMM_XX</td>
<td>Faculty affiliated in Compass with the college who serve on graduate advisory committees. Lists all committees (enrolled students only) on which they serve. Includes member type, student UIN and student program. Intended to be used for Faculty load.</td>
</tr>
<tr>
<td>SRC_AL_GRAD_COMM_XX_CSV</td>
<td></td>
</tr>
<tr>
<td>SRC_CS_ACCUM_DOC_HRS_XX</td>
<td>Accumulated doctoral hours and terms of G8 doctoral students.</td>
</tr>
<tr>
<td>SRC_CS_GRAD_GPA_XX</td>
<td>Cumulative graduate GPA and degree plan GPA of enrolled students</td>
</tr>
<tr>
<td>SRC_CS_GRAD_GPA_XX_CSV</td>
<td></td>
</tr>
<tr>
<td>SRC_CS_GRAD_STU_ENROLL_XX</td>
<td>Graduate students enrolled for the semester or term</td>
</tr>
<tr>
<td>SRC_CS_NO_DEGPLAN_XX_CSV</td>
<td>Students who will be blocked for missing degree plan, includes TAMU email address for contact.</td>
</tr>
</tbody>
</table>
3 STUDENT FUNDING AND DEVELOPMENT

3.1 GRADUATE STUDENT FUNDING OFFERS GUIDELINES

Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

CGS has prepared a shareable PDF of the Resolution, which includes a list of CGS member institutions that have expressed support for the agreement. We have also prepared a sample letter you could send to your school deans, graduate program directors, and administrators.

This Resolution was renewed October 2014.

* This Resolution applies to offers of financial support only, not offers of admission.

For more information, please see the following information page: http://cgsnet.org/april-15-resolution.

3.2 GRADUATE FELLOWSHIPS AND AWARDS

3.2.1 Graduate Diversity Excellence Fellowships

These fellowships provide a monthly stipend amounting to $18,000 per year for three years for doctoral students and $13,000 for two years for master’s students. In addition, the student receives tuition and fee payments at full-time enrollment (9 hrs fall & spring, 6 hrs summer, if applicable) two years for master’s students or three years for doctoral students.

It is essential that Graduate Diversity Excellence Fellowship recipients be given ample opportunities for success and integration into the culture of their respective department early in their campus residence. Therefore, along with a fellowship award from OGAPS, the nominating department is required to provide an assistantship of a minimum of 25%

NOTES:
FTE at the department’s standard assistantship rate. If the department provided assistantship is 50% FTE, it must also include payment for health insurance equivalent to the student health insurance plan. Master’s students are to receive support for two years, and doctoral students are to receive support for three years.

In year 4 (doctoral students), matching funding at a minimum equivalent to the standard assistantship level for the nominating department, and tuition payment are required from the department and/or faculty.

For Graduate Diversity Excellence Fellowship Awards, reviewers will consider the “total person” in their evaluation process. Among the criteria the committee will use is evidence of the nominee’s successful participation in a diverse environment, along with evidence of a strong academic and research background. Only U.S. citizens or permanent residents are eligible for this award.

As part of the nomination process, nominators must submit the student’s application and a nomination letter. The nomination must include a diversity statement and relevant supporting data and narrative about the basis of the nominee’s eligibility regarding these markers of diversity, with a second portion that must address the ability of the student to match with, and excel under departmental goals, resources, and research opportunities.

The award selection committee, made up of faculty/staff strongly dedicated to diversity issues and representing various ethnic backgrounds, will complete their review within two-three weeks. Nominators, graduate advisors, department heads, and graduate deans will be notified of the fellowship recipients.

3.2.2 Dissertation Fellowships

Award Information

The Texas A&M University Office of Graduate and Professional Studies offers a Dissertation Fellowship to support students in the dissertation phase of their degree program during the 2019-2020 academic year. This fellowship is intended to support doctoral students in the final analysis of the research topic and the final writing of the dissertation, and will be awarded to 10 students in the fall and 5 students in the spring who will graduate by August 2020 and December 2020, respectively. This fellowship is NOT intended to finance data collection or the completion of doctoral coursework. Priority goes to doctoral students whose primary financial support for 2019-20 is NOT related to their research (e.g. GANT, GAL, GAT, Self-funded). Students who have funding related to their dissertation research will be least likely to receive this fellowship. Students who anticipate graduating by December 2019 will be least likely to receive this fellowship.

Requirements

- Must be admitted to candidacy by May 17, 2019 for Round 1 and November 1, 2019 for Round 2. To be admitted to candidacy for a doctoral degree, a student must have:
  - Completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690, and 691 credit hours;
  - A 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan;
  - Passed the preliminary examination (written and oral portions);

NOTES:
Submitted an approved dissertation proposal; AND
Met the degree residency requirements (see Graduate Catalog).
The dissertation fellowship will not be authorized for any doctoral student who has not been admitted to candidacy by the dates listed above for each round.

- Must reside in Bryan/College Station and conduct the work described in the Dissertation Fellowship application on campus, during the fellowship year, (August 2019 through August 2020), except for TAMU doctoral students whose committee chair resides on the TAMU-Galveston campus. In the latter case, those students should be working on site in Galveston.

For more detailed information regarding the Dissertation fellowship: [https://ogaps.tamu.edu/Buttons/Funding-Opportunities/Dissertation-Fellowship](https://ogaps.tamu.edu/Buttons/Funding-Opportunities/Dissertation-Fellowship)

### 3.3 Pathways to the Doctorate Fellowship Program

The Pathways to the Doctorate represents a partnership between OGAPS and TAMU faculty teams. The goals of the Pathways to the Doctorate Fellowship program are to recruit into and graduate from TAMU doctoral programs high quality and diverse students who received their baccalaureate degrees from Texas A&M System institutions and who are U.S. citizens or permanent residents.

Programmatic outcomes associated with these goals are:

- Create potential future faculty for Texas Higher Education institutions,
- Build institutional links and pipelines, and
- Increase diversity at the Texas A&M University.

TAMU Faculty will mentor Pathways to the Doctorate students in:

- Gaining authentic research experiences,
- Developing a capacity of critical problem solving,
- Establishing relationships with research professionals,
- Developing leadership skills to manage diverse teams, and
- Improving their curriculum vitae.

Pathways to the Doctorate Fellowships are awarded by the Office of Graduate and Professional Studies to qualified doctoral students mentored by faculty partners in the Program. The following text describe: (a) the numbers and types of faculty partnerships, (b) Pathways to the Doctorate Fellowship benefits, (c) faculty and fellow requirements, (e) sources of supplemental funding to augment Pathways to the Doctorate activities, and (f) recruitment tactics of Pathways to the Doctorate eligible fellows.

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A. Faculty Partnerships

The Office of Graduate and Professional Studies seeks Texas A&M University (TAMU) faculty members of faculty teams to partner in the Pathways to the Doctorate Fellowship program. As partners, faculty must be committed to providing high-quality and diverse doctoral students with the support, effective mentorship, training and experiences necessary to transform graduates into highly sought candidates for competitive postdoctoral positions or faculty at Texas Higher Education institutions. Faculty may partner in the Pathways to the Doctorate Fellowships program through the following options.

1. Faculty Teams might be organized around a common research area or goal (e.g., faculty teams supported by a training grant, an Initial University Multidisciplinary Research Initiatives (IUMRI), etc.) or within an academic department or interdisciplinary degree or research program.

2. Individual members of the TAMU faculty with a commitment to recruiting, supporting, and mentoring high quality, diverse graduates of Texas A&M University System (TAMUS) undergraduate programs into TAMU doctoral programs.

The Energy and Sustainability Alliance for Graduate Education and the Professoriate (E&S AGEP) project is a TAMU-led alliance of TAMUS institutions that supports underrepresented minority students working to complete their doctorates in energy and sustainability and/or STEM related fields; subsequently transitioning to competitive postdoctoral and/or faculty positions. This National Science Foundation (NSF)-funded Alliance for Graduate Education and the Professoriate operates to reduce the student’s average time to degree, to increase the probability of successful completion of their doctorate, provide the preparation necessary to successfully compete for postdoctoral and faculty positions, and foster alliance-wide research and teaching collaborations (additional details on the E&S AGEP can be found at http://tamus-agep.tamu.edu/). Therefore, TAMU faculty members and faculty teams in STEM disciplines are expected to collaborate with the E&S AGEP. Also, all Pathways to the Doctorate fellows who meet the eligibility requirements for inclusion in the AGEP project will be expected to participate in the E&S AGEP project. Finally, all Pathways to the Doctorate Fellows and their faculty advisor will be required to maintain an Individual Development Plan (an example is here).

B. Pathways to the Doctorate Fellowship Benefits

OGAPS Funding of each Pathways to the Doctorate Fellowship award includes a one-year stipend of $21,000 and reimbursement for the cost of personal health insurance coverage up to $1,896 for the first year. The award will also include $10,000 (9 graduate hours fall and spring and 6 graduate hours in summer) for tuition and fees for the student’s first year. Funding is contingent on the student fulfilling all requirements associated with the Pathways to the Doctorate Program, in making satisfactory progress toward completion of their PhD, and maintaining employment by the faculty member/department associated with the award.

Faculty/Department Funding of each Pathways to the Doctorate Fellow is required for years 2 through 4. Team or individual faculty must commit to providing the fellows support for these subsequent years through a graduate assistantship or other sufficient financial contributions. If a Pathways to the Doctorate Fellow remains in good standing and the faculty member or team is unable to meet their financial assistance obligations to the student, then the student’s home department or IDP shall assume the responsibility for meeting the outstanding financial obligations.

NOTES:
Tuition for Pathways to the Doctorate Fellows funded by graduate assistantships in years 2 through 4 will be paid from the by the host department or IDP (from the Ph.D. tuition pool) if the fellow is supported by a departmental GAT or GAR; whereas OGAPS will pay the tuition if the fellow is supported on a faculty-funded GAR.

C. Pathways Faculty Requirements

The expectation of the Office of Graduate and Professional Studies (OGAPS) is that the individual faculty member or faculty team will closely mentor, develop a community and guide the graduate students, specifically monitoring and encouraging them in their fellowship and academic program. Examples of outcomes of this mentoring relationship might be the writing of a grant proposal to fund the students’ research in succeeding years or assisting the student in achieving the Senior Fellow Certificate from the Graduate Teaching Academy.

Faculty or Team awardees must file an annual report of progress with the Associate Provost of Graduate and Professional Students by March 1 of each year. If an individual faculty or faculty team is not successful as a Pathways to the Doctorate partner (e.g., unable to successfully recruit student, students are not progressing, GPA’s are low, students are leaving the program, mentoring is not recorded or beneficial to student) within 3 years of creation of the partnership, then the partnership may be terminated at the discretion of the Associate Provost for Graduate and Professional Studies. Individual faculty or representatives of the faculty teams actively mentoring Pathways to the Doctorate Fellows will be required to attend Pathways to the Doctorate activities.

D. Pathways to the Doctorate Fellow Requirements

The fellowship requires fellows to be in a doctoral program and maintain a minimum cumulative grade point average (GPA) of 3.0 for the first year, and 3.25 in subsequent years. Should a fellow fall below the required minimum, they will be given a one semester probationary period. Fellows must be enrolled full-time (9 hours in the fall and spring semesters, 6 hours in the summer) at Texas A&M – College Station to receive their fellowship stipend and their payment toward tuition and fees. Summer enrollment requirements are based on the fellow’s stipend selection (9- or 12-month payout).

Fellows are expected to work collaboratively with their research advisor and other members of their advisory committee. Pathways to the Doctorate fellows are required to present a poster at the TAMUS Pathways Research Symposium at least once during the two years of their OGAPS support, adhere to all OGAPS reporting requirements, and attend educational and social events organized by OGAPS for Fellows and AGEP students, until completion of their doctoral degree.

Fellows who desire to change their departmental association, degree objective, major advisor, and/or type of degree, must first contact the Office of Graduate and Professional Studies.

E. Recruitment of Pathways to the Doctorate Fellows

OGAPS will actively recruit Pathways to the Doctorate eligible doctoral candidates for evaluation by the Pathways to the Doctorate teams and individual faculty. The research interests of faculty teams as well as individual faculty will be posted on the OGAPS web site (http://ogs.tamu.edu/funding-information/fellowships/faculty-nominated-
fellowships/pathways-to-the-doctorate-fellowships/) and published in a hard copy format for use at all suitable recruiting events. In addition, at various times in the Fall and early Spring semesters, OGAPS will provide Pathways to the Doctorate teams and individual faculty the names and contact information of Pathways to the Doctorate eligible students who have applied to or been admitted by his/her graduate program. Pathways to the Doctorate faculty and teams shall recommend acceptable candidates to the Office of Graduate and Professional Studies who will award Pathways to the Doctorate Fellowships to the prospective TAMU doctoral students who meet program requirements. OGAPS will work to coordinate the delivery of a single award package to the student that will detail the Pathways to the Doctorate Fellowship together with the faculty/department plan for the types and amounts of financial assistance to be provided to the student for years 2 through 5 of their doctoral program.

F. Supplemental Funding

The Pathways to the Doctorate Program has set aside a pool of funds to support Pathways to the Doctorate faculty partner activities to build relationships with TAMUS institutions and mentoring activities of Pathways to the Doctorate fellows. Examples of allowable expenses include travel costs for: (i) a TAMU faculty member to visit a TAMUS campus, (ii) a TAMUS faculty visit to TAMU, or (iii) a prospective Pathways to the Doctorate Candidate for a TAMU campus visit. Individual faculty or faculty teams may submit these funding requests no later than 6 weeks (but not before 4 months) before the activity is to occur.

The major advisor to a Pathways to the Doctorate fellow will be eligible to request up to $2,000 to enhance student success (e.g., enriched mentoring activities, travel support for the fellow to present their research at a research conference).

G. TAMU System Graduate Faculty

Pathways to the Doctorate faculty may wish to become members of the TAMUS Graduate Faculty as a means of developing pipelines for students to flow from TAMUS institutions to TAMU-College Station or to facilitate the formation of multi-institutional graduate advisory committees encouraged by the E&S AGEP project (with some types of direct funding available from this project requiring multi-institutional graduate advisory committees). The Texas A&M University System has established a System Graduate Faculty which enables and facilitates the collaborative research and teaching among faculty members of the nine universities and the Health Science Center within the System. By acquiring status through the System Graduate Faculty, a member of the Texas A&M University System Graduate Faculty may teach graduate courses and serve as member or co-chair (but not as chair) with a member of the Texas A&M University Graduate Faculty. These individuals will be automatically granted Associate Member status on the Texas A&M University Graduate Faculty.

The faculty partner application process is as follows:

The cover page must include: (a) a descriptive title of the area of research addressed by the individual faculty member or faculty team (not to exceed 80 characters in length); (b) a 100 word maximum abstract describing the area of research; (c) identification of the submission as a TAMU faculty team, individual TAMU faculty, or Existing Faculty Team proposal; (d) a description as to how the submission relates to the AGEP program (if relevant), (e) an individual faculty member or list of all members of the faculty team, their department(s) and university affiliation(s), and their email address(es) and

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phone number(s); (f) identification of one faculty member as the team leader; and (g) signatures from every member of the team as well as from their associated Department Heads or IDP Chairs.

The body of the proposal should be no longer than 4 pages in length (12-pt font) and should cover the five following areas:

1. Quality of the proposed research experience.
2. Quality of the proposed mentoring, including plan for regular interaction with student.
3. A description of the financial support (by type, amount, and source) to be provided to the fellow for years 2 through 5.
4. A plan for recruiting students with bachelor’s degrees from TAMUS institutions (students already at Texas A&M University, College Station are not eligible), and a description of past successes in recruiting undergraduate students from TAMUS institutions.
5. Evidence of scholarly productive relationships (existing or prior) with faculty from TAMU system institutions.

Each of the five areas will be weighted equally when determining an overall score for each proposal.

Submission deadlines will be announced in the summer of each year.

3.4 NATIONAL FELLOWSHIPS

3.4.1 NSF GRFP
The National Science Foundation’s (NSF) Graduate Research Fellowship program (GRFP) recognizes and supports outstanding graduate students in NSF-supported science, technology, engineering, and mathematics disciplines who are pursuing research-based master’s and doctoral degrees at accredited US institutions.

Students apply directly to and are awarded by NSF. Texas A&M receives the funding directly from NSF to pay students. NSF GRFP fellows receive $34,000 per year for 3 years plus a $1,000 scholarship per year. The fellowship pays 100% tuition and required fees. Each recipient will also be allowed a reimbursement up to the cost of personal health insurance coverage equivalent to the student health plan. This insurance or reimbursement does NOT include family members (student only). NSF Fellows are NOT eligible for the graduate assistant tuition payment program.

3.4.2 The National GEM Consortium | GEM Fellowship Program
GEM offers Masters and Doctoral level students an outstanding opportunity and access to dozens of the top Engineering and Science firms and Universities in the nation. The National GEM Fellowship was designed to focus on promoting opportunities for individuals to enter industry at the graduate level in areas such as research and development, product development, and other high level technical careers. GEM also offers exposure opportunities to a number of opportunities in academe.

Eligibility

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Under-representation: Candidates are targeted for participation who are members of the following under-represented groups in science and engineering as defined by the United States Bureau of Labor Statistics:

- American Indian/Native
- African American/Black
- Hispanic American/Latino

Citizenship: Applicants must be a U.S. citizen or U.S. permanent resident at time of application.

GRE: Applicants are strongly encouraged to take the GRE to qualify for multiple GEM Member University programs. Applicants will be asked to provide test dates and/or GRE scores when available.

University Graduate Program: Applicants must directly apply to a minimum of three (3) GEM Member Universities STEM graduate departments. The deadline to apply to three GEM Member Universities is January 15th OR the relevant STEM graduate department deadline, whichever is earlier. Applicants must be admitted into a GEM Member University graduate program with confirmed department funding support before the GEM Fellowship is awarded.

www.gemfellowship.org/students/gem-fellowship-program

3.4.3 FORD Foundation Dissertation Fellowship

Eligibility to apply for a dissertation fellowship is limited to:

- All U.S. citizens, U.S. nationals, and U.S. permanent residents (holders of a Permanent Resident Card), as well as individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program, political asylees, and refugees, regardless of race, national origin, religion, gender, age, disability, or sexual orientation,
- Individuals with evidence of superior academic achievement (such as grade point average, class rank, honors, or other designations),
- Individuals committed to a career in teaching and research at the college or university level,
- Individuals enrolled in an eligible research-based (dissertation-required) program leading to a Ph.D. or Sc.D. degree at a non-proprietary (not for profit) U.S. institution of higher education who will complete the dissertation in a period of 9-12 months during the 2020-2021 academic year,
- Individuals who, by December 10, 2019, have completed all departmental and institutional requirements for their degree, except for writing and defense of the dissertation, and
- Individuals who have not earned a doctoral degree at any time, in any field.

Stipend and Benefits
- One-year stipend of $25,000
- An invitation to attend the Conference of Ford Fellows
- Access to Ford Fellow Regional Liaisons, a network of former Ford Fellows who have volunteered to provide mentoring and support to current Fellows, and access to other networking resources

Application deadline: December 10, 2019 at 5:00 PM EST

NOTES:
Supplementary materials due by January 7, 2020 at 5:00 PM EST

3.4.4  National Physical Science Consortium (NPSC)

Duration: Initial support may be for two or three years, or for a full six years, depending on the employer-sponsor. If the initial support is for the shorter period, it may be extended up to six years at the discretion of the employer.

Amount: The charge to the employer for each student supported is $26,000 annually, of which $20,000 is the fellow's expense allowance and $6,000 is NPSC's fee to support its operations. The charge is subject to change at the discretion of the NPSC Board of Directors.

Fields of Study: Though the fields supported can vary annually depending on employer needs, in general NPSC covers the following: Astronomy, Chemistry, Computer Science, Geology, Materials Science, Mathematical Sciences, Physics, and their sub disciplines, and related engineering fields: Chemical, Computer, Electrical, Environmental, Mechanical.

Location or Type of Institution: Any participating NPSC Member University or College

Eligibility: NPSC welcomes applications from any qualified U.S. citizen who has the ability to pursue graduate work at an NPSC member institution. Applicants at any stage of their graduate program may apply, as long as they will be available to accept two summers of paid internship. Those who already possess a doctoral degree are ineligible.

www.npsc.org/Applicants/Applicants/fellowshipinfo

3.4.5  Fulbright U.S. Student Program

The Fulbright U.S. Student Program provides grants for individually designed study/research projects or for English Teaching Assistant Programs. A candidate will submit a Statement of Grant Purpose defining activities to take place during one academic year in a participating country outside the U.S.

During their grants, Fulbrighters will meet, work, live with and learn from the people of the host country, sharing daily experiences. The program facilitates cultural exchange through direct interaction on an individual basis in the classroom, field, home, and in routine tasks, allowing the grantee to gain an appreciation of others’ viewpoints and beliefs, the way they do things, and the way they think. Through engagement in the community, the individual will interact with their hosts on a one-to-one basis in an atmosphere of openness, academic integrity, and intellectual freedom, thereby promoting mutual understanding.

Grant lengths and dates vary by country. Please consult the specific country summary for details.

Recent graduates:

Graduating seniors and recent bachelor’s-degree recipients have some undergraduate preparation and/or direct work or internship experience related to the project.

Master's and doctoral candidates:

NOTES:
Graduate-level candidates must demonstrate the capacity for independent study or research, together with a general knowledge of the history, culture, and current events of the countries to which they are applying.

Young professionals, including writers, creative and performing artists, journalists, and those in law, business, and other professional fields. Competitive candidates who have up to 5 years of professional study and/or experience in the field in which they are applying will be considered. Those with more than 5 years of experience should apply to the Fulbright U.S. Scholar Program.

Competitive applicants to the Fulbright U.S. Student Program will not have recent extensive experience abroad (excluding recent undergraduate study abroad), especially in the country of application.

https://us.fulbrightonline.org/about/fulbright-us-student-program

3.5 Graduate Student Awards

Distinguished Graduate Student Awards (Certificate and Watch valued at $500)

Each year, the Association of Former Students recognizes up to 15 graduate students to receive Distinguished Graduate Student Awards in one of two categories:

- Excellence in Research – Doctoral
- Excellence in Teaching – Masters and Doctoral

Students are nominated by their faculty advisors or their departments. Nomination packets are submitted via iGPS. The Review Committee consists of 5-6 reviewers. An award reception is held in April in conjunction with Distinguished Day.

3.5.1 U.S. Senator Phil Gramm Doctoral Award ($5,000)

The Gramm Fellowship was established to promote, encourage and reward outstanding teaching and research by doctoral students whose command of their respective disciplines exemplifies the meaning of scholar/mentor in the highest sense. The award is given to currently enrolled doctoral students. Departments submit nominations electronically to OGAPS in the spring semester. Up to 10 awards are given each year. The Review Committee consists of 3-4 reviewers. An award reception is held in the subsequent fall semester. Students and faculty are provided with award reception location RSVP details via email.

3.5.2 George W. Kunze Endowed Graduate Fellowship ($1,000)

The Kunze fellowship award recognizes the superior academic achievement of graduate students. Nominations and selection are based on superior academic achievement and publications of national or international stature. In addition, nominees should demonstrate good citizenship through contributions to the university and/or community.

3.5.3 Montgomery Graduate Endowed Fellowship ($1,000)

The Montgomery fellowship award was established to identify student leaders whose service has made a positive impact on the larger Texas A&M graduate student body. Students eligible for the Montgomery award are student NOTES:
leaders making contributions to the academic opportunities and quality of life of their graduate student peers. Whether it is through demonstrated leadership in international student groups or service organizations, students must show their dedication to serving Aggie graduate students in addition to excellence in academics and scholarship.

3.5.4  **Distinguished Graduate Student Awards**

Each year we select up to 15 graduate students to receive the Association of Former Students Distinguished Graduate Student Awards in one of three categories: Excellence in Research-Doctoral, Excellence in Research-Master’s, and Excellence in Teaching. Student nominations arrive from faculty advisors or departments, and nomination represents a true honor and accomplishment in itself, due to strenuous eligibility requirements. A panel of reviewers including faculty and administrators chooses award recipients.

**Nomination Guidelines**

- Deadline for submission: around the first week of February
- Submit all nominations through the OGAPS e-proposal system at [http://gsf.tamu.edu](http://gsf.tamu.edu).
- Students CANNOT submit/upload their own nominations.

[https://ogaps.tamu.edu/Buttons/Funding-Opportunities/Distinguished-Graduate-Student-Award.aspx](https://ogaps.tamu.edu/Buttons/Funding-Opportunities/Distinguished-Graduate-Student-Award.aspx)

### 3.6  **OTHER GRANTS**

#### 3.6.1  **Prospective Student Travel Grant (up to $500 per student)**

Departments may receive up to 3 travel grants per fiscal year. Departments apply for this reimbursement grant one time per fiscal year either in the Fall, Spring, or Summer for the purpose of bringing prospective students to campus. Applications may be found on the OGAPS website under ‘Funding’ for Prospective Students. Applications are submitted electronically or by campus mail to Dr. Shannon Walton at [shannon@tamu.edu](mailto:shannon@tamu.edu).

#### 3.6.2  **Graduate Student Research and Presentation Travel Award**

The purpose of the program is to support graduate student’s domestic and international travel related to conferences, academic presentations, and research projects by reimbursing eligible travel expenses.

The applicant must be in good academic standing (3.0 GPR) and registered as a full time graduate student at TAMU-College Station campus at the time of application and at the time of reimbursement. Students are allowed one travel award per degree.

RAP Travel Awards are awarded 4 times per year. Applications must be submitted through the Online Awards Portal. For more information visit: [http://ogaps.tamu.edu/Buttons/Funding-Opportunities/Research-and-Presentation-Grant-Guidelines](http://ogaps.tamu.edu/Buttons/Funding-Opportunities/Research-and-Presentation-Grant-Guidelines)

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3.7 TAMU GRADUATE FELLOWSHIP NOMINATIONS AND PROCESSING

Fellowships are awarded on a yearly basis, typically in early spring when universities are actively seeking and recruiting the brightest students to enroll in their programs. Office of Graduate and Professional Studies (OGAPS) fellowships are used as recruiting tools for departments seeking to recruit the best students. Students who are awarded an OGAPS funded Graduate Diversity Excellence fellowship are highly sought after by other universities, so timeliness is critical in the nomination, selection, and offering process.

3.7.1 Call for Nominations/Applications

Call for nominations/applications for each fellowship and award is sent one to two months in advance to allow departments time to gather needed information to prepare competitive nomination packet(s). Fellowships are routed within colleges to obtain signatures from department administrators. Graduate Diversity Excellence fellowships require electronic submission and signature approval for each nomination.

3.7.2 Nomination Submission Process

The nomination process is now completely online in an easy-to-use format (http://gsf.tamu.edu/). To log on to the IGPS website, you must have a Texas A&M Net ID. Once logged in, you will choose the appropriate fellowship and will be asked to provide some demographic information and answer several questions. The submitter can then attach your nomination letter and the student’s application materials to complete the nomination submission process.

3.7.3 Review and Award Process

Diversity - Reviewers enter their personal rankings of each student reviewed into the IGPS system which produces an overall ranking for each student based on the reviewer scores.

Considering previous yield rates and available funding, the Associate Provost for Graduate and Professional Studies and the Director review the ranking list to determine how many offers can be made. The Director sends award notification emails to the nominators of student recipients requesting confirmation of departmental/program funding commitments. All nominees selected, and not removed from consideration by his/her nominator, are to be sent OGAPS and department award letters one week after awards are announced to departments.

3.7.4 Reviewer Selection Process

80-100 reviewers are solicited for each fellowship. The Assistant Provost for Graduate and Professional Studies contacts potential faculty and administrators to request their service as reviewers. Every effort is made to ensure the renew process is diverse with respective to gender, discipline and ethnicity.

Evaluation Criteria – Reviewers are provided with detailed instructions and criteria to guide the review process.

Reviewer deadlines usually fall 7-10 days after the reviewer receives instructions.

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3.7.5 **Award Letters**
Award letters go out no later than one week after the awardees have been selected. Copies of OGAPS award letters are sent to:

- GOC Dean
- Department Head
- Graduate Advisor
- Nominator

3.7.6 **Acceptance Forms**
As acceptance forms come in, OGAPS records each form that is returned and marks whether the student has accepted or declined the offer. OGAPS maintains a list of students who decline for future reporting, recording which higher education institution the student has chosen to attend if indicated.

3.7.7 **Follow-up and Welcome Letters**
In June-July, prior to the Fall semester, follow-up and welcome letters are sent to all students who have accepted Diversity fellowships, as well as Pathways and National Science Foundation students. This letter provides students with specific details regarding their fellowship, including stipend disbursements, tuition payments, how to set up direct deposit, etc.

3.7.8 **Welcome Social**
The welcome social is held early in the fall semester especially for new Diversity, Pathways, National Science Foundation-GRFP, IDP Merit, and College Merit awardees. An invitation is sent to students, Graduate Advisors, Department Heads, Deans, and GOC Deans.

### 3.8 Retention Techniques

Tracking reports – Utilize these reports to call students, send them letters, and phone to discuss their grades and current status.

- GPA
- Year to year
- Fellowship
- Ethnicity
- Gender
- Status (time to graduation)

Numerous workshops throughout the year:

- OGAPS deadlines
- Thesis and Dissertation Services Informational
- Writing and Academic Integrity

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3.9 Professional Development Opportunities

Success in graduate school and beyond requires, in addition to discipline-based knowledge, the development of transferrable skills, such as communication, ability to work in teams, and leadership. The Office of Graduate and Professional Studies works in collaboration with eight other units and organizations on campus in facilitating the Graduate Resources and Development for Aggies (G.R.A.D. Aggies) professional development program. Launched in Fall 2014, the G.R.A.D. Aggies program is a compilation of professional development activities including workshops, seminars, one-on-one consultations, and online resources offered at the University level. The goal of G.R.A.D. Aggies is to help students engage in activities and resources that will not only help them succeed in their academic pursuits at Texas A&M but in their career aspirations after graduate school.

The program focuses on providing events and resources in four competency areas: academic development, leadership and communication development, instruction and assessment development, and career development. Examples of skills and content-knowledge developed in each area are described below:
• **Academic Development**: Preparing research proposals, abstracts, and conference posters; seeking publication and degree completion; developing life skills including stress management and support networks.

• **Leadership and Communication Development**: Improving skills in oral and written communication, working with teams, self-awareness, and mentoring; understanding diversity and the demands of a global workforce.

• **Instruction and Assessment Development**: Enhancing knowledge in areas such as designing courses and delivery methods, assessing learning, and reflecting on practice; engaging in teaching or instruction opportunities of increasing depth.

• **Career Development**: Expanding career path knowledge and job searching skills; improving networking and marketability; developing entrepreneurial skills; professionalism. Career paths are identified along two dimensions:
  - Within academia
  - Outside academia in government, industry/business, or non-profit agencies

G.R.A.D. Aggies is a collaborative effort of:

- Career Center
- Center for Teaching Excellence
- Graduate and Professional Student Government
- Graduate and Professional Student Government
- International Student Services
- Money Education Center
- Office of Graduate and Professional Studies
- Student Counseling Service
- University Libraries
- University Writing Center

Students who attend G.R.A.D. Aggies programming have the option to participate in the G.R.A.D. Aggies Professional Development Certificate Program and earn Basic, Intermediate and Advanced Professional Development Certificates. More information about the G.R.A.D. Aggies program and a listing of resources can be found at [http://grad-aggies.tamu.edu](http://grad-aggies.tamu.edu) and in the weekly G.R.A.D. Aggies eNewsletter. Also, a searchable repository of all professional development opportunities available to graduate students, referred to as the Professional Development Portal, is available on the OGAPS website at [http://ogaps.tamu.edu/Buttons/Professional-Development-Opportunities](http://ogaps.tamu.edu/Buttons/Professional-Development-Opportunities).
4 GRADUATE STUDENT MATRICULATION PROCESSING

4.1 DEPARTMENTAL ROLE IN DOCUMENT PROCESSING

A document is recorded by the Office of Graduate and Professional Studies (OGAPS) marking each major decision point in a graduate student’s degree program. These documents should be reviewed at the departmental/program level prior to submission to OGAPS. Department heads or chairs of interdisciplinary programs review and endorse documents concerning admissions, course registration, continuation in degree programs, scholastic probation, degree plans, petitions, proposals for theses and dissertations, and final drafts of theses and dissertations. The Office of Graduate and Professional Studies reviews, approves/denies, and records major decisions after departments and/or colleges have reviewed and certified eligibility.

OGAPS is responsible for maintaining all University degree requirements. Departments/Programs may, and often do, have additional or more stringent degree requirements than the University does. Examples of these would be cumulative exam requirements, GPA standards in specific courses, course sequence or core course requirements, etc. Departments/Programs themselves are responsible for overseeing these additional requirements.

These are some specific areas where OGAPS needs departmental help in the oversight process.

Degree plans are filed through the online Document Processing Submission System (https://ogsdpss.tamu.edu/). Please confirm that all required official academic credentials, such as required transcripts and test scores, have been received and processed by the Office of Admissions before submitting a degree plan for OGAPS review.

Once a degree plan has been successfully filed, changes to it are made by petition through DPSS. Students may file an MDD petition to change their major, degree, or department or file a long-form petition to make a variety of other requests. Petitions to Change Course Work or Petitions to Change Committee Members are the most commonly filed.

Reports of the Preliminary Examination, signed by the committee members and giving a number tally of pass and fail votes, must be accompanied by the Preliminary Examination Checklist, which has been signed by the student, the student’s committee chair, and the department head or chair of the interdisciplinary program when being submitted to the Office of Graduate and Professional Studies.

The student’s committee chair and the department head/chair of the interdisciplinary program must sign the request to schedule final examinations for all graduate degree programs. Departments/Programs should make use of the degree evaluation function in Howdy to verify a student’s eligibility to schedule the examinations. Once a request to schedule an examination has been approved by the Office of Graduate and Professional Studies, we will accept a report of results directly from the student’s committee.

All requests for exceptions to University degree requirements must be made by the Petition for Waivers or Exceptions (this type of petition is included in the Long Form Petition in DPSS). Requests for time limit extensions must be submitted on the Petition for Time Limits.

• Departments/Programs are directly involved in the major decisions in their students’ degree programs.
Efficiency would be enhanced if departments/programs would honor the following requests for documents submitted to OGAPS.

- Identify students by complete legal name and University Identification Number (UIN) in all communications.
- Warn students of upcoming degree plan registration holds well in advance, so degree plans can be submitted and fully processed in a timely manner.
- Print/type complete faculty names on all forms where signature is required.
- State your requests clearly and provide proper justification for requests when required.
- Remember that some requests involve multiple forms and all forms should be submitted at the same time.
- Confirm that all required signatures have been provided and that only authorized departmental/program individuals have signed.
- Observe deadlines for materials to be received in the Office of Graduate and Professional Studies published in the Graduate Catalog and in the Office of Graduate and Professional Studies Calendar.
- Allow extra processing time for multiple requests (e.g., exam schedule request submitted along with a petition making a committee change).
- Do not staple documents together when submitting more than one document for a student.

4.2 Office of Graduate and Professional Studies Minimum Original Signature Requirements for Graduate and Professional Student Documents

Students must obtain all required signatures on any form that they submit to OGAPS. If one of the required signers is unavailable, each program has faculty members who are authorized signers for the faculty in that program. Please check with that program’s graduate office to determine who may sign. Additionally, OGAPS will accept scanned copies of signatures for most documents. At a minimum, if the form has a place for the Department Head or the Interdisciplinary Program Chair to sign, that signature must be original. If this form does not require this signature, then the committee chair’s signature must be original.
### Graduate Student Matriculation Processing

<table>
<thead>
<tr>
<th>Forms that Have Department Head/Interdisciplinary Faculty Chair Signature</th>
<th>Forms that Do NOT Have Department Head/Interdisciplinary Faculty Chair Signature</th>
</tr>
</thead>
</table>
| • At a minimum, the department head/interdisciplinary faculty chair signature must be original.  
• Prefer as many original signatures as possible. Prefer all signatures on one page.  
• Non original signatures can be scanned or faxed by the department. | • At a minimum, the chair of the committee’s signature must be original.  
• Prefer as many original signatures as possible.  
• Prefer all signatures on one page.  
• Non original signatures can be scanned or faxed by the department. |

**Forms:**
- Preliminary Examination Checklist
- Request and Announcement of the Final Exam
- Request for Exemption from Final Examination
- Thesis/Dissertation Approval Form
- Letter of Intent to Pursue Another Graduate Degree
- Secondary Curriculum Request

**Forms:**
- Preliminary Examination Report
- Report of the Final Examination
- Petition for Course Change
- Petition for Change of Committee
- Petition for Change of Major, Degree, Department
- Petition for Extension of Time Limits
- Petition for Waivers or Exceptions to University Requirements

**Forms where all signatures may be scanned or faxed:**
- Request for Letter of Completion
- Special Request Letter
- Academic Department Approval for Graduate Assistant to Work >50% Effort
- Graduation Cancellation Form
- Copyright and Availability Form
- Non-Resident Tuition Waiver
- ELPE Certification/Alternative Verification
- Standardized Test Memo

### NOTES:

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4.3 **STANDARDIZED TEST SCORES**

The departments/programs listed below informed the Office of Graduate and Professional Studies that a standardized test is NOT required as part of the admission requirement to Texas A&M University. All programs (other than those listed below) require a standardized test for admission purposes.

Requests for an individual student exemption may be submitted in writing to the Office of Graduate and Professional Studies after acquiring approval from the appropriate department head and GOC dean.
### 4.3.1 Standardized Test Not Required

<table>
<thead>
<tr>
<th>DEPT</th>
<th>MAJOR</th>
<th>LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO</td>
<td>AERO</td>
<td>MEN students admitted via Fast Track</td>
</tr>
<tr>
<td>CLBA</td>
<td>EMBA, MS-HRM (Saudi Only)</td>
<td>MBA</td>
</tr>
<tr>
<td>CLBA</td>
<td>All majors, PPA option</td>
<td>MS</td>
</tr>
<tr>
<td>CLMD</td>
<td>EDHP</td>
<td>MS students entering with a previous MD, DO, DDS, PharmD, DVM, EdD, PHD, MSN or DNP</td>
</tr>
<tr>
<td>CLVM</td>
<td>MS BIMS NTO Please note, check TAMU Docs to verify scores for these tests</td>
<td>Will accept MCAT, PCAT, DAT, GMAT, LSAT, OAT, HESI or GRE</td>
</tr>
<tr>
<td>CLVM</td>
<td>MS BIMS, PHD BIMS, MS VTPB and PhD VTPB</td>
<td>Waived for students with DVM from accredited institution. CLVM will provide list of these students to Admissions</td>
</tr>
<tr>
<td>EAHR</td>
<td>EDAD</td>
<td>MED, EDD</td>
</tr>
<tr>
<td>EAHR</td>
<td>EHRD</td>
<td>MS</td>
</tr>
<tr>
<td>ECEN</td>
<td>ELEN, CPEN</td>
<td>MEN, MS, PhD students admitted via Fast Track</td>
</tr>
<tr>
<td>EPSY</td>
<td>SPED, EPSY</td>
<td>MS, MED</td>
</tr>
<tr>
<td>EPSY</td>
<td>EDTC</td>
<td>MED</td>
</tr>
<tr>
<td>EPSY</td>
<td>SPSY</td>
<td>MED</td>
</tr>
<tr>
<td>ETID</td>
<td>IDIS</td>
<td>MID</td>
</tr>
<tr>
<td>FINC</td>
<td>FINM</td>
<td>MFM/Trip Program</td>
</tr>
<tr>
<td>GENE</td>
<td>GENE</td>
<td>MS and PhD</td>
</tr>
<tr>
<td>HISP</td>
<td>HISP</td>
<td>PhD</td>
</tr>
<tr>
<td>HLKN</td>
<td>SPMT</td>
<td>MS</td>
</tr>
<tr>
<td>HLKN</td>
<td>HEED</td>
<td>MS (distance ed)</td>
</tr>
<tr>
<td>INTA</td>
<td>INTP</td>
<td>MIP</td>
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<tr>
<td>NURS</td>
<td>NRED/FNPR</td>
<td>MSN</td>
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</tbody>
</table>

**NOTES:**

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Graduate Student Matriculation Processing  ✦ English Language Proficiency Requirements

<table>
<thead>
<tr>
<th>DEPT</th>
<th>MAJOR</th>
<th>LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOPH – PHPM/HPCH/PHEB/PHEO</td>
<td>MPH All graduate majors</td>
<td>MPH – Waived if student holds an ECFMG Certificate, is a current US licensed medical physician, previously earned MS or PhD from US accredited institution. Will accept DAT, GMAT, LSAT, MCAT, PCAT in place of GRE. <strong>Effective Fall 2019 will only accept MCAT and GMAT in place of GRE</strong></td>
</tr>
<tr>
<td>STAT</td>
<td>STAT</td>
<td>PhD TAMU-Renmin University of China (RUC) Dual PhD Program. Each Spring semester Dept. of STAT will provide Graduate Admissions with list of these students.</td>
</tr>
<tr>
<td>TLAC</td>
<td>EDCI</td>
<td>MS, MED, (EDD – ended Spring 2016)</td>
</tr>
<tr>
<td>MD/PhD Students Only</td>
<td>For students in PhDs in CLAG, CLSC, CLEN, GENE, NRSC, and TOXI</td>
<td>For students admitted to the MD/PhD program, the MCAT will be accepted as the standardized text.</td>
</tr>
</tbody>
</table>

4.4 **ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS**

All international graduate students whose native language is not English must meet minimum English proficiency standards.

To achieve admission, international graduate students must attain English proficiency verification. The Graduate Review System (GRS) provides verification status for all international graduate student applicants.

To become eligible to teach in positions such as Graduate Assistant-Teaching, Instructor, Lecturer, etc., the State of Texas Education Code (Section 51-917) requires that international graduate students attain English proficiency certification.

4.4.1 Verification

Citizens of certain English speaking countries are exempt from the verification requirement. Refer to the list of countries on the Office of Admissions (http://admissions.tamu.edu/international/graduate) website.

English Proficiency Verification can be attained using the following:

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Graduate Student Matriculation Processing + English Language Proficiency Requirements

- a TOEFL score of at least 80 on TOEFL iBT (550 on old paper-based version), or
- an IELTS score of at least 6.0, or
- a GRE Verbal Reasoning score of at least 146 (400 on the old scale), or
- a GMAT Verbal score of at least 22, or
- a PTE Academic score of at least 53, or
- completing all years of a Bachelor's degree or higher at a U.S. accredited university (subject to departmental approval)
- acquiring alternative verification (http://ogaps.tamu.edu/New-Current-Students/English-Language-Proficiency/Alternative-Verification-Guidelines) during the admission process from the Office of Graduate and Professional Studies via a departmental request. An international graduate student holding a master’s degree from an accredited institution located in the U.S. qualifies for alternative verification.

Individual colleges or departments may choose to establish test standards that exceed the University minimums listed above. Scores from TOEFL, IELTS and PTE examinations administered more than two years before submission of the admissions application are not eligible for use in attaining English proficiency verification.

4.4.2 Certification

To become eligible to hold a graduate teaching position (GAT or GAL) at Texas A&M University, international graduate students must attain English proficiency certification either before or after enrollment. Please note that regardless of whether students are serving in a direct teaching role, all international students holding GAT or GAL positions must attain ELP certification.

Achieve Certification BEFORE Enrollment:

International graduate students who wish to serve in teaching positions can certify for English language proficiency before enrollment by achieving requisite scores on the oral component of the following standardized tests: TOEFL, IELTS, or PTE. [See chart below]. Scores from TOEFL, IELTS and PTE examinations administered more than two years before submission of the admissions application are not eligible for use in attaining English proficiency certification. Also, departments may request alternative certification under certain conditions [See details below].

Achieve Certification AFTER Enrollment:

International graduate students who wish to serve in teaching positions and have not met certification requirements prior to enrollment can certify by passing the oral skills assessment of the English Language Proficiency Exam (ELPE) offered by Testing Services on the Texas A&M campus. (See section 4.5)

NOTES:
Eligibility levels for international graduate students serving in teaching positions:

Level 1: Students eligible for teaching assignments

Level 2: Students conditionally eligible for teaching assignments for one semester only, but must simultaneously participate in CTE-ELP instruction (see section 4.7 below for details) and achieve a certifying score on the oral section of the ELPE by the end of the semester.

Level 3: Students not eligible for teaching assignment. Students should participate in spoken language training (such as those offered by CTE-ELP or other independent English language instruction providers) to assist them in meeting English language proficiency requirements. (See section 4.7 below for details)

<table>
<thead>
<tr>
<th>Global Standardized Tests</th>
<th>Locally Administered (on Texas A&amp;M campus) Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level #</td>
<td>TOEFL speaking section</td>
</tr>
<tr>
<td>1</td>
<td>26-30</td>
</tr>
<tr>
<td>2</td>
<td>23-25</td>
</tr>
<tr>
<td>3</td>
<td>&lt;23</td>
</tr>
</tbody>
</table>

4.4.3 Alternative Certification for international graduates serving in teaching positions
Departments have the option to request alternative certification (http://ogaps.tamu.edu/Request-Alternative-Certification) from the Office of Graduate and Professional Studies on behalf of an international graduate student who wishes to serve in a teaching position.

- An international graduate student who has received a baccalaureate degree following four years of study at an accredited institution located in the U.S. qualifies for alternative certification.
- Departments can request alternative certification for an international graduate student who is a citizen of certain English speaking countries listed on the Office of Admissions (http://admissions.tamu.edu/international/graduate) website. Please list the approved country in the form.
- All other requests for alternative certification require strong department justification. The Office of Graduate and Professional Studies will evaluate requests on a case-by-case basis.

4.4.4 Guidelines for requesting alternative certification
Departments initiate alternative certification requests.

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The student should provide the department with documentation to support alternative certification. If the department deems the documentation sufficient to merit alternative certification, the department will submit, with an authorized departmental signature, the Request Form for Alternative Certification (http://ogaps.tamu.edu/OGAPS/media/mediabook/New%20Forms%20and%20Information/ELP-Alternative-Certification-Form.pdf) recommending and requesting alternative certification (with supporting documentation attached) to the Office of Graduate and Professional Studies. The Office of Graduate and Professional Studies will determine on a case-by-case basis whether to grant alternative certification.

Examples of experiences and/or training that may justify alternative certification:

- Completing a rigorous and comprehensive training program in English oral skills or courses at a university and/or institution other than Texas A&M University. Students must provide associated transcripts.
- An international graduate student who has received a baccalaureate degree following four years of study at an accredited institution located in the U.S. qualifies for alternative certification. Texas A&M requires an official transcript submitted to the Office of Admissions denoting the degree conferral date. Please Note: An international graduate student holding a master's degree from an accredited U.S. institution qualifies for verification but not certification.
- Certificates from English as a Second Language Intensive training programs as a basis for certification will not be accepted. These certificates will not represent an alternative to the applicable TOEFC, TOFLI, GREV, GMATV, IELTS, PTE, or ELPE requirements as they do not reveal the rigor of the training or the language proficiency of the student.

4.4.5 Non-degree status international students
Post baccalaureate non-degree status students (G6 classification) must meet the graduate English Language Proficiency requirements unless he/she is included in one of the following categories

- A post-baccalaureate non-degree status international student admitted to Texas A&M under an approved agreement or contract (MOU, LOU, MOA, etc.) which outlines specific terms for postponement of the English Language Proficiency requirements for the duration of the non-degree program. For this category, the student’s department must request, in writing, the postponement through the Office of Graduate and Professional Studies. OGAPS will also need a copy of the agreement/contract.
- A reciprocal educational exchange program student admitted to Texas A&M through the Study Abroad Programs Office. For this category, postponement of the English language proficiency requirement for the duration of the reciprocal educational exchange program will be handled by the Office of Admissions. Please contact Study Abroad Programs for additional information about this type of student.

4.4.6 English Language Proficiency Certification - Compliance Procedures
English Language Proficiency Certification is required by the State of Texas Education Code and Texas A&M University policy before an international graduate student is eligible to serve as a Graduate Assistant-Teaching, Graduate Assistant-Lecturer, or in any other position considered to be a teaching position (e.g., instructor, lecturer, etc.).

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One month prior to the start of each Fall and Spring semester, the Office of Graduate and Professional Studies sends an email to Department Heads and Department Graduate Advisors, reminding them of the English Language Proficiency Certification requirements for Graduate Assistant-Teaching, Graduate Assistant-Lecturer, and other positions considered to be teaching positions (e.g., instructor, lecturer, etc.).

The Office of Graduate and Professional Studies conducts a Compliance Review after the 20th class day of the Fall and Spring semesters consisting of international graduate students who meet all of the following criteria:

Holding a teaching position, including those paid (even partially) by teaching funds,

- 9009 Graduate Assistant – Teaching
- 9012 Graduate Assistant (Teaching)-Doctoral Level
- 9013 Graduate Assistant (Teaching)-Master's Level
- 9015 Graduate Assistant Lecturer
- 9017 Graduate Assistant Teaching I
- 9018 Graduate Assistant Teaching II
- 9025 Graduate Teaching Assistant
- 9029 Teaching Assistant

The hiring Member Abbreviation - Adloc Org include AL-EXT, AL-RSRCH, TAMHSC, TAMU, and TEES.

Not ELP Certified

- By standardized test score (TOEFL, IELTS, PTE), nor
- By ELPE test score, nor
- By Alternative Certification, nor
- By an emergency one-time, one-semester deferral approval

The Compliance Review Report

OGAPS delivers e-mails to department heads with lists of their students who are out of compliance. The lists are divided into two categories:

- The first category consists of students NOT certified. Some of these students may be eligible for alternative certification. In such cases, the department is responsible for submitting the Alternative Certification Request Form to the Office of Graduate and Professional Studies. For students whom the department elects not to pursue alternative certification, the department should provide the Office of Graduate and Professional Studies with a compliance action plan for the semester in question. Any student who does not resolve certification/compliance issues by semester end cannot keep their teaching assignment for future semesters. Departments should send their compliance action plan to Yvonne Costello, the Assistant to the Associate Provost, within 10 business days. OGAPS will list in red those students who have repeatedly lacked compliance, with accompanying detail of the non-compliant semesters.

NOTES:
• The second category consists of students who received an emergency one-time, one-semester deferral of English Language Proficiency Certification. These students are conditionally eligible for teaching assignments for one semester only, but must simultaneously participate in CTE-ELP instruction (see section 4.7 below for details) and achieve a certifying score on the ELPE by the end of the semester.
4.4.7 Compliance Procedures (Summary Illustration)

Eligibility levels for international graduate students serving in teaching positions

**Level 1**: Students eligible for teaching assignments

**Level 2**: Students conditionally eligible for teaching assignments for one semester only, but must simultaneously participate in Center for Teaching Excellence English Language Proficiency (CTE-ELP) instruction and achieve a certifying score on the oral section of the ELPE by the end of the semester.

**Level 3**: Students not eligible for teaching assignment. Students should participate in spoken language training (such as those offered by CTE-ELP or other independent English language instruction providers) to assist them in meeting English language proficiency requirements.

<table>
<thead>
<tr>
<th>Level</th>
<th>Global Standardized</th>
<th>Locally</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOEFL</td>
<td>IELTS</td>
</tr>
<tr>
<td>1</td>
<td>26-30</td>
<td>&gt;=8.0</td>
</tr>
<tr>
<td>2</td>
<td>23-25</td>
<td>7.0-7.5</td>
</tr>
<tr>
<td>3</td>
<td>&lt;23</td>
<td>&lt;7.0</td>
</tr>
</tbody>
</table>

Emergency One-Semester Deferral of ELP Certification

On rare occasions, a department may need to hire an international graduate student as a Graduate Assistant – Teaching (GAT) who has not achieved English Proficiency Certification based on standardized test scores, ELPE or Alternative Certification. In such a case, a department may request a one-time, one-semester emergency deferral.
4.5 **ENGLISH LANGUAGE PROFICIENCY EXAMINATION**

The English Language Proficiency Exam (ELPE) evaluates English skill in the area of oral communication.

Visit the Testing Services (http://testing.tamu.edu/Exams/ELPE) web page for more information on upcoming exam dates and how to register for the English Language Proficiency Exam.

4.5.1 **ELPE for International Graduate Students Serving in Teaching Positions**

If international graduate students who wish to serve in teaching positions do not achieve requisite standardized test scores prior to enrollment, they can certify by taking the oral skills assessment of the on-campus English Language Proficiency Exam (ELPE). Individual colleges or departments may choose to establish test standards that exceed the University minimums. [See chart in Section 4.4.2]

4.5.2 **Testing during the Semester**

Testing Services offers the English Language Proficiency Examination throughout the semester for students who are English proficiency verified. Students may register for the test via the online registration link at Testing Services. Students may only test once a semester (three months between administrations). Students participating in the CTE-ELP program may request an ELPE retest within three months of their most recent attempt. (See section 4.7)

4.5.3 **End of Semester ELPE**

Testing Services offers the English Language Proficiency Examination at the end of each semester for students that have deferred ELP certification for the semester and/or that are participating in CTE-ELP instruction. Students currently enrolled in the university that are verified and want to become certified may also test at this time if they have not tested already during the semester.

4.5.4 **Registration for the ELPE**

Registration is required for the ELPE. To register students should go to the Testing Services (http://testing.tamu.edu/Exams/ELPE) website and follow the links. Students should always access ELPE registration via that link, not by saving the link to a registration page. Students will receive an email confirmation of their registration that includes the testing schedule.

Once students take the examination, Testing Services will enter scores into COMPASS. The Office of Graduate and Professional Studies will perform an audit after the 12th class day of fall/spring semesters to ensure that graduate students hired to teach have successfully met English Language Proficiency requirements. Departments will receive notification of non-compliant students. (See Section 4.4.6)

4.5.5 **ELPE Retesting**

Students may not take the ELPE within three months of their most recent attempt.

Only students participating in the CTE-ELP program may request an ELPE retest within three months of their most recent attempt. (See section 4.4.4)
Visit the Testing Services (http://testing.tamu.edu/Exams/ELPE) website for more information about test dates, registration, and any associated fees.

4.6 **Emergency One-Semester Deferral of ELP Certification**

On rare occasions, a department may need to hire an international graduate student as a Graduate Assistant – Teaching (GAT) who has not achieved English Proficiency Certification based on standardized test scores, ELPE or Alternative Certification. In such a case, a department may request a one-time, one-semester emergency deferral.

The deferral request should come to the Associate Provost for Graduate and Professional Studies through the Graduate Operations Committee (GOC) Dean via a memo from the Department Head. The level of justification must be very high for approval of an emergency deferral. The following are examples of justifiable conditions:

- The department had not anticipated hiring this student as a GAT for this semester.
- The student meets the requirements for verification
- The student will not have an opportunity to take the ELPE because it is not being offered again before the start of classes.
- The department has no other graduate students with the expertise/knowledge needed to TA the course.

If the emergency deferral is granted for this case, the student is conditionally eligible for teaching assignments for one semester only, but must simultaneously participate in CTE-ELP instruction (see section 4.7 below for details) and achieve a certifying score on the ELPE by the end of the semester. If the student does not meet certification requirements by the end of the deferred semester, the student is ineligible for rehire until certification requirements are met. The department may impose a higher requirement. The department must also assign a faculty member to conduct periodic reviews, including observations of student teaching performance during the first month of the semester, with appropriate actions if they deem the student’s performance as unacceptable.

4.7 **Center for Teaching Excellence-English Language Proficiency (CTE-ELP) Instruction and English Language Certification**

A. English language certification and TA eligibility

According to state law and university policy, graduate students who wish to hold a position as a teaching assistant (i.e., in a GA role that entails instructional contact with undergraduates) must be language certified. Graduate students are assigned a certification code that can be used to determine their eligibility to hold a teaching assistantship. Graduate advisers can access these codes via the Howdy portal or in Compass. For convenience, all certification codes are shown in Table 1 below. Those listed in the left-hand column are permitted to hold GAT, GAL, GAI, or GTF titles (i.e., TA positions). Those listed in the right-hand column are not eligible for such roles.

<table>
<thead>
<tr>
<th>Can teach (i.e., Levels 1 or 2 proficiency)</th>
<th>Cannot teach (i.e., Level 3 proficiency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZE = Native English speaker</td>
<td>ZV = Verified, not certified</td>
</tr>
</tbody>
</table>

NOTES:
Advisers can check the language certification codes of their students by downloading a report through the Howdy portal. After logging in to Howdy, simply select “Reports” from the main header at the top of the page (shown in Figure 1 below). To view the certification codes of your students select the report that contains your college’s code in the report title (examples are shown in Figure 2 below).

Figure 1. Screenshot of Howdy with “Report” link indicated

![Screenshot of Howdy with “Report” link indicated](image)

Figure 2. Screenshot of certification reports

- PWS_ELP_CERTIFICATION_AR
- PWS_ELP_CERTIFICATION_BA
- PWS_ELP_CERTIFICATION_DN
- PWS_ELP_CERTIFICATION_GB

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B. The language certification process

Graduate students can achieve language certification one of two ways – prior to enrollment or after – by achieving a level one score on one of the recognized exams.

A. English Language Certification prior to enrollment

To attain English Language Certification, an International Teaching Assistant (ITA) must attain a Level 1 score on the speaking section of either the TOEFL, IELTS, or PTE as outlined in the Table above in section 4.4.2.

B. On-campus English Language Certification for enrolled graduate students

The on-campus pathway to Language Certification for enrolled graduate students is detailed in Figure 1 below. The path begins with either a) the ELPE, which is administered by Testing Services (http://testing.tamu.edu/Exams/ELPE) or b) one of the Global Standardized Tests indicated in Section 4.4.2.

Recognized exams are shown in Table 2 along with the cut scores for each level. Students with a level one score are eligible for TA positions. Those with a level two score are eligible for TA positions with certain conditions. Those with a level three score are not eligible for TA positions.

Table 2. Recognized exams and cut scores for language certification

<table>
<thead>
<tr>
<th>Level #</th>
<th>TOEFL speaking section</th>
<th>IELTS speaking section</th>
<th>PTE speaking section</th>
<th>English Language Proficiency Exam (ELPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26-30</td>
<td>&gt;=8.0</td>
<td>&gt;=85</td>
<td>&gt;=80</td>
</tr>
<tr>
<td>2</td>
<td>23-25</td>
<td>7.0-7.5</td>
<td>75-84</td>
<td>&gt;=75</td>
</tr>
<tr>
<td>3</td>
<td>&lt;23</td>
<td>&lt;7.0</td>
<td>&lt;75</td>
<td>&lt;75</td>
</tr>
</tbody>
</table>

The CTE-ELP provides an online tool that students or advisers can use to confirm a student’s proficiency level at http://cte.tamu.edu/Graduate-Student-Support/English-Language-Proficiency. A prospective TA who achieves a level one score on one of the recognized exams is language certified and thus eligible for a TA position with no further language-related requirements. The Center for Teaching Excellence-English Language Proficiency (CTE-ELP) program is a valuable resource for those who have not obtained the required score to achieve certification or for certified instructors who wish to pursue additional professional development to enhance their English language proficiency.

C. CTE-ELP programming

CTE-ELP instruction is required for students who have Level 2 Proficiency and are currently serving as teaching assistants (i.e., conditionally-appointed TAs) but optional for all others. Thus, CTE-ELP programming is subject to availability and priority as outlined in Table 2 below.
Table 2. Priority groups for CTE-ELP instruction arranged in descending order (i.e., those at the top are given priority over those below them)

<table>
<thead>
<tr>
<th>Priority</th>
<th>Graduate Students or Instructors</th>
<th>Currently Teaching</th>
<th>Proficiency Level(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditionally-appointed TAs</td>
<td>Graduate Students</td>
<td>✓</td>
<td>2</td>
</tr>
<tr>
<td>Future TAs</td>
<td>Graduate Students</td>
<td>planning to teach</td>
<td>2 &amp; 3</td>
</tr>
<tr>
<td>Certified TAs</td>
<td>Instructors of all ranks</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td>All other international graduate students</td>
<td>Graduate Students</td>
<td>not planning to teach</td>
<td>1, 2, &amp; 3</td>
</tr>
</tbody>
</table>

Conditionally-appointed TAs begin with a diagnostic assessment of their oral proficiency skills via an intake interview with the ELP Consultants. This should be completed by Week 2 of the semester. The results of this diagnostic are then used to construct an Individual Improvement Plan. Each plan requires five hours of weekly activity. It is tailored to individual needs established during the diagnostic assessment and encompasses specific recommendations for activities, many of which are detailed in Table 3.

Table 3. CTE-ELP improvement activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Correspondence to ELPE</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Consultation</td>
<td>Participants build upon pronunciation proficiency and fluency through strategic readings, practice motor control of the vocal tract, and receive feedback about their progress.</td>
<td>Task 1: Reading (careful language production)</td>
<td>Conditionally-appointed TAs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Other groups as appointments are available)</td>
</tr>
<tr>
<td>Language Laboratory with</td>
<td>Participants develop listening discrimination of English pronunciation, knowledge of the features and manipulation of the vocal tract, and automaticity.</td>
<td>Task 1: Reading (careful language production)</td>
<td>All groups</td>
</tr>
<tr>
<td>Pronunciation Software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELP for Instructors Practice</td>
<td>Participants rehearse functional language for instruction; learn to anticipate and repair common</td>
<td>Tasks 2 &amp; 3: Presentation and Interview</td>
<td>Conditionally-appointed TAs</td>
</tr>
<tr>
<td>Groups</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Correspondence to ELPE</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Observation with Feedback</td>
<td>Participants receive observation and feedback from an ELP Consultant to assess their linguistic performance in action. They additionally practice self-assessment skills.</td>
<td>Task 2: Presentation (formal, planned language production)</td>
<td>Conditionally-appointed TAs (Other instructors as time permits)</td>
</tr>
<tr>
<td>Conversation Partners</td>
<td>Participants develop fluency and an awareness &amp; appreciation for cultural difference in the classroom through an application of pronunciation knowledge via authentic dialogue with an English-dominant partner.</td>
<td>Task 3: Interview (casual, extemporaneous language production)</td>
<td>Conditionally-appointed TAs (Other groups as appointments are available)</td>
</tr>
<tr>
<td>Pronunciation Workshops</td>
<td>Participants develop phonological awareness and familiarity with CTE-ELP services.</td>
<td>Task 1: Reading (careful language production)</td>
<td>All groups</td>
</tr>
<tr>
<td>Videotaped microteaching</td>
<td>Opportunity for clients to teach a micro-lesson in front of a video camera and receive feedback from a consultant as well as the opportunity to self-reflect</td>
<td>Task 2: Presentation (formal, planned language production)</td>
<td>Current TAs and students scheduled to take upcoming ELPE</td>
</tr>
</tbody>
</table>

The recommended English language proficiency process is shown in Figure 3 below. Conditionally-appointed TAs have priority for all CTE-ELP services. But future TAs, faculty & certified TAs, and other graduate students also have access to CTE-ELP services as space and time permit. For example, they may be assigned Conversation Partners, participate in Group Practice & Discussion Sessions, or receive Private Consultation if appointments are available after all conditionally-appointed TAs have been served.

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D. Progress assessment and re-testing for certification
Conditionally-appointed TAs receive regular formative assessment from English Language Proficiency Consultants during their time working with the CTE-ELP program. At midterm, they receive a report documenting their participation and progress, which they can share with their advisers. Once students become eligible to do so, they can retake the ELPE and certify their proficiency.
Students are eligible to retake the ELPE once every three months per OGAPS policy. Conditionally-appointed TAs only may request to retake the ELPE before three months have elapsed but must do so through the CTE-ELP program. Early ELPE retest requests are granted only if students are following their Individual Improvement Plan and have made demonstrable progress in oral proficiency. The CTE-ELP program transmits early retest waivers directly to Testing Services.

Once a conditionally-appointed TA earns a certifying score (such as 80 on the ELPE), that student is no longer obligated to participate in the CTE-ELP or adhere to the Individual Improvement Plan. This can happen at any time during the semester, but it must happen by the end of the semester, or the student is ineligible to be a TA (i.e., a GAT, GAL, GAI, or GTF) again.

4.8 NEW TA TRAINING REQUIREMENTS

4.8.1 Purpose of TATEP
The program is intended to improve undergraduate teaching, enhance the classroom experiences of Graduate Teaching Assistants (TA), and respond to the need for more systematic preparation and evaluation of Teaching Assistants. For international Teaching Assistants, it will supplement programs already in place to evaluate and promote English language competency.

Current Components of TATEP:

University-Level TA Training
New TAs’ attendance at the Center for Teaching Excellence (CTE) Teaching Assistant Institute (TAI) is mandatory. TAs, whose first teaching assignment is for the new academic year and TAs who have not previously completed the university-mandated TA Training, will need to complete the two components of the TAI.

1. The online Teaching Assistant Preparation Course #2111828 via the Gateway to TrainTraq.
2. Attend the one-day face-to-face training held prior to the fall and spring semesters (registration required at https://ers.tamu.edu/). For details on these requirements of TAI, including instructions for accessing the online course and dates and locations of training, visit the CTE website.

TAs must also complete discipline-specific training offered by each academic unit.

Departments who wish to offer training equivalent to and in lieu of TAI, along with their discipline-specific training, may request a TAI waiver. Details are available on the CTE website or you can contact the Center at cte@tamu.edu.

Discipline-Specific TA Training
Discipline-specific training for new TAs will be provided at the college/department level. The nature of this training, while varying widely across different disciplines, will complement university-level training and will address the unique

NOTES:
and specific needs of graduate students serving as TAs within their disciplines. Discipline-specific training will expose new TAs to the specific patterns of behavior, systematic methods, classroom management, and/or instructional practices associated with successful teaching within their disciplines.

**Reporting TA Training Compliance**

Departments or programs will provide a yearly report to their Graduate Operations Council (GOC) Dean stating evidence of their compliance with the University-Level TA Training and Discipline-Specific TA Training tenets for new TAs. These reports will be uploaded to the TATEP Compliance System.

At minimum, these reports include:

- A list of all TAs from the summer semester through the current spring semester, indicating whether or not each individual has completed a) the University-level TA training (Teaching Assistant Institute) and b) the Discipline-Specific TA training
- A one-page description of the nature of the departmental TA training program. Specifically, this document a) addresses the learning outcomes of the program and how those learning outcomes are assessed and b) includes a description of the method of training for international TAs.

Using the departments/programs reports, the GOC Deans will upload a college-level report of compliance to the TATEP Compliance System.

**CTE Best Practices Resources**

The CTE periodically will publish a list of best practices for preparing graduate students for their assignments as new TAs for distribution to or access by each of the departments or programs. In addition, CTE will maintain a list of resources available for departmental TA training to encourage excellence in the TA training programs. The Best Practice Resources also include ideal practices gleaned from the annual college-level reports submitted to the OGAPS.

4.8.2 TA Evaluation

Each academic department employing graduate teaching assistants shall develop an appropriate set of procedures and evaluation instruments to employ in monitoring the performance of teaching assistants each semester. The CTE shall receive copies of these procedures and instruments for review by the first day of the week preceding fall classes.

### 4.9 Graduate Classifications

**Classification Definition**

Each student has a classification which indicates the type of degree program in which the student is enrolled, and reflects the student’s progress within that program at the professional level. The classifications follow:

4.9.1 G6 Postbaccalaureate Non-degree

Postbaccalaureate non-degree classification is intended for a student with a baccalaureate degree from an institution of higher education. If at a later date, a postbaccalaureate non-degree student decides to pursue a graduate degree, the

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student must understand that limitations may be placed on coursework taken while in G6 status. Specifically, the student must understand that a college or a department may decide whether or not to accept any G6 work toward the student’s graduate degree; however, with the approval of the student’s graduate advisory committee, the department head, or Chair of the Interdisciplinary Program and the Office of Graduate and Professional Studies, a maximum of 12 credit hours taken in postbaccalaureate non-degree status may be used on a student’s degree plan. Admission to postbaccalaureate non-degree status does not establish eligibility for admission to degree-seeking status. A postbaccalaureate non-degree student is not eligible to register for 691 Research hours.

An application for a postbaccalaureate non-degree classification is handled on a first come, first served basis. An application submitted within one month of registration may not be processed in time to begin that semester or term.

Enrollment of a G6 student in courses may be limited by college and departmental policies. Each postbaccalaureate non-degree student must be reviewed by his or her department of affiliation for continuation at the end of each semester. A postbaccalaureate non-degree student must maintain at least a 3.000 GPA on all coursework attempted to remain eligible to register. University departments and colleges may have additional and higher requirements.

For the scholastically deficient postbaccalaureate non-degree student (G6 classification), the student’s home department shall determine eligibility, and it is the department’s responsibility to place a registration block on these students. Postbaccalaureate non-degree status normally is not available to an international student.

4.9.2 G7 Graduate, Master’s
G7 classification denotes admission to a master’s level program of study or admission to a doctoral program of a student who has not yet completed a master’s degree or 30 hours of eligible coursework taken at Texas A&M.

4.9.3 G8
G8 classification denotes admission to a doctoral level program of study.

4.9.4 G9 Graduate, Master’s/Doctoral Admitted
G9 classification denotes admission to graduate study but signifies documents must be completed before a student is allowed to file a degree plan. When the required documents have been received, the student’s classification will be changed. Approval of the Associate Provost for Graduate and Professional Studies is required to change a student from G9 classification to the appropriate classification (i.e., G7 or G8).

4.10 Degree Level Change Information

4.10.1 Domestic Students
Degree level changes must be made no later than the 12th class day in the fall/spring and the 4th class day in the summer.

4.10.2 International Students
Degree level changes must be made no later than the 12th class day in the fall/spring and 4th class day in the summer. International students must have all immigration documents corrected with the International Student Services (ISS) no
Graduate Student Matriculation Processing  ∗  Subvention Funding

4.10.3 Changing from G7 PhD to G8 PhD
These changes follow the same deadlines indicated above for domestic and international students. Classification changes may be made in two ways: 1) the Office of Admissions receives official transcripts for the Master’s degree, or 2) upon completion of 30 doctoral hours at TAMU. Hours for courses with ‘incomplete’ grades are not counted. If you think that a student is incorrectly classified, please notify OGAPS when you notice that a student may be eligible to be changed.

Additionally, a report is run once per semester to update all students who are eligible to be changed to a G8 classification according to completion of 30 hours at TAMU or official receipt of Master’s transcripts. Classifications may also be changed upon notification from a department of eligible students.

4.10.4 Semester Change for Late Classification Changes
Level change requested received after the last day to make a level change for that semester will be made for the following semester. International students must be changed for their next semester of registration or they will fall out of status. If an international student changes degree levels after the 12th class day for spring, his level change should be made effective for the summer (if registering) or fall (if not registering for summer). It is very important on the ‘Petition for Change of Major, Degree, or Department’ to identify the effective semester of the change according to an international student’s registration or he/she will be out of status.

4.11 Subvention Funding
In Texas, public colleges and universities receive funding from the state according to the number of students enrolled in a program; this is called ‘subvention funding.’ There is a huge difference between the subvention funding received for a G7 PhD and a G8 PhD. It is important that students are properly classified so that the University is able to receive subvention at the correct rate for our students.

4.12 99-Hour Doctoral Cap
Doctoral students have 7 years (21 semesters) to complete their doctoral degree without being penalized. During the 7 years, students who are otherwise eligible for in-state tuition will be charged as such, even if they accumulate more than 99 doctoral hours. After 7 years (21 semesters), any student accumulating more than 99 doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition regardless of funding. Students who have been granted individual exemptions for the doctoral hour cap limit by the Texas Higher Education Coordinating Board and those students in programs which have receive programmatic exemptions have 130 doctoral hours and 21 semesters before they are penalized with a higher tuition rate.

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later than the 15th class day. After an approved level change is made by OGAPS, a letter is sent to the student informing him to contact ISS immediately.

Note: The ‘class days’ mentioned above are the deadlines documents must be approved by OGAPS. Remember that OGAPS requires 10 working days to evaluate a document. There is no guarantee that documents submitted less than 10 working days will be approved for the current semester.
Please note that not all graduate courses are coded as doctoral courses. At the time a course is approved, the level of the course is determined by the highest level of degree in that major. In addition, the count of doctoral hours towards the 99-hour cap does not begin until a doctoral student is classified as a G8 student. Students may view their hour count through the Howdy Portal. Advisors may view the hour count in Compass at SZASSTD on the Supplemental Data tab, and the semester count can be seen by clicking on the User Defined Fields tab.

The following majors are exempt from the 99-Hour Cap on Doctoral Degrees:

- Biomedical Sciences
- Biochemistry
- Microbiology
- Genetics
- Toxicology
- Nutrition Sciences
- Community Clinical Psychology
- School Psychology
- Veterinary Pathology
- Clinical Psychology
- Counseling Psychology
- Medical Sciences
- Health Services Research
- Health Promotion and Community Health Sciences
- Epidemiology and Environmental Health
- Oral Biology

**4.13 SEPARATION OF A GRADUATE STUDENT FOR SCHOLASTIC DEFICIENCY**

**Separation, Dismissal or Termination from the University**

A department/program or graduate advisory committee may RECOMMEND separation (suspension, dismissal, or termination) from the university of a graduate student for scholastic deficiency by submitting a request in writing through the Dean of the College to the Associate Provost for Graduate and Professional Studies. If the recommendation is made by the advisory committee, it must be signed by all members of the committee and the department head. The separation action could entail suspension (separation from the university for a definite period of time), dismissal (separation from the university for an indefinite period of time), or termination (permanent separation from the university).

The letter should include proper justification and supporting documentation of previous communications with the student discussing his/her scholastic deficiency. This could include items such as a probationary memo and/or emails. The letter needs to clearly specify the reason(s) for separation and the recommended separation action (suspension, dismissal, or termination).

**NOTES:**

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Upon approval by OGAPS, a letter will be sent to the student via certified mail and email and department via email, and the student will be blocked from registration for the approved period/condition of separation by OGAPS. If the student is registered for classes in a future term, the department should un-enroll the student for the future term.

**Separation, Dismissal or Termination from the Department**

If a department/program or advisory committee wishes to recommend separation from the department/program only and allow the student the opportunity to find another department/program that is willing to admit her/him, this action is considered a dismissal – separation from the university for an indefinite period of time (until and if the student finds another academic home).

The letter from the department/program or advisory committee should provide the same information as stated above for separation from the university. OGAPS should be copied on this letter and sent a copy for the student’s permanent record. The department, will place a block from registration on the student’s account. The registration block will be removed by the department ONLY if the student is accepted by another department/program. If the student is registered for classes in a future term, the department should un-enroll the student for the future term.

Scholastic Warnings and Probation actions are facilitated within the department/program. Please see Rule 12 for further details at [http://student-rules.tamu.edu/rule12](http://student-rules.tamu.edu/rule12).

## 4.14 Registration

### 4.14.1 Full-Time Status

Nine hours fall/spring terms and six hours summer term in any combination for full summer benefits or three hours in any combination for an individual summer session benefit, is required to be considered full-time for assistantship, scholarship, and fellowship purposes.

### 4.14.2 Half-Time Status

In order for domestic graduate students to be eligible for financial aid, they must be registered at least half-time. Half-time registration means:

- **Fall/Spring** – 5 hours
- **10 Week Summer** – 3 hours
- **5 Week Summer** – 2 hours

### 4.14.3 Continuous Enrollment

Students in graduate degree programs requiring a thesis, dissertation, internship, or record of study, who have completed all graded course work on the degree plan are required to be in continuous registration for Fall and Spring semesters until all requirements for the degree have been completed. Non-thesis students must maintain continuous enrollment until all degree plan courses are completed, but are not held to the continuous registration requirement after that unless the department or college has a requirement to do so. The minimal requirement to maintain
Continuous enrollment can be satisfied by registering for 1 credit hour. Unless a student plans to take examinations, or use University resources including any interaction with their graduate committee, registration during the summer will not be required to fulfill the continuous registration requirement. However, colleges, departments or intercollegiate faculty may have additional or higher requirements. International students should check with ISS for the minimum hours they must be enrolled in for visa purposes. Students on assistantships and many fellowships must maintain full-time enrollment.

4.14.4 Excess Hours
Students are allowed to enroll for a maximum of 15 hours during the fall/spring semesters, 6 hours for each summer session, and 10 hours during the 10-week summer session. The Dean of the college can approve (and register) students for 18 hours (fall/spring), 9 hours (5-week summer sessions), and 15 hours (10-week session). Registration in addition to the 18, 9, and 15 hours, respectively, will require OGAPS approval by submitting a Long Form Petition for Waivers or Exceptions that includes the number of hours, and the semester.

4.14.5 Examinations
Doctoral students must be registered during the semester they take any part of the preliminary examination and the final examination. Master’s thesis option students must be registered during the semester they take the final examination. Master’s non-thesis students are not required by OGAPS to be registered during the semester of their final examination if all course work on the degree plan has been completed. Students who are attempting to hold an exam between semesters must be registered in the semester immediately preceding the exam in order to be eligible to take the exam. A department and/or college may have requirements in addition to these of the University.

4.14.6 Not Registering for Courses in Graduating Semester
If a master’s thesis option or doctoral student has completed ALL degree requirements, including being CLEARED by Thesis and Dissertation Services, by the last day to add courses for a semester, the student is not required to register for courses but must apply for graduation and pay the diploma fee. This rule does not apply to students on assistantships, scholarships, and fellowships. A department and/or college may have requirements in addition to these of the University.

4.14.7 Certification of Full-Time Enrollment
Graduate students may be certified as full-time with registration of less than the number of hours required for full-time enrollment for two reasons.

- Students participating in student teaching, internships, and cooperative education programs who are enrolled in less than nine semester hours during a fall or spring semester or six hours during a summer semester may be eligible to be certified as a full-time student with the approval of the Dean of the College or his or her designee.
- During their last semester prior to graduation, if a graduate student is enrolled at Texas A&M in all remaining hours needed to complete his or her degree, has applied for graduation and does not hold a graduate assistantship, he or she may be certified as a full-time student for that final semester even though he or she may be enrolled in less than nine semester hours during a fall or spring semester, or six hours in a summer semester.

NOTES:
Please note: A Q grade or W grade does not count toward the certification of enrollment status. International students must acquire approval from the International Student Services (ISS).

4.14.8 Residence Requirement
The residence requirement is the number of hours required to be taken in residence on the approved TAMU campus site for the student’s respective degree for a particular graduate degree and differs among degrees. In some degrees, the requirement is full-time enrollment of 9 hours during one or more semesters. For other degrees, it is a total of 12 hours during the degree. The residence requirement for each degree can be found in the self-service degree evaluation available online. Students who are also working full-time while completing their degree may request an exemption from this requirement with submission of a Long Form Petition for Waivers or Exceptions and a letter from their employer indicating that they are a ‘full-time’ employee with their dates of hire.

4.14.9 Undergraduates Registering for Graduate Courses
Undergraduate students may register for graduate courses and apply them to their degree in two different ways.

- A senior undergraduate student with a grade point average of at least 3.000 is eligible to enroll in a graduate course and reserve it for graduate credit by filing a petition obtained from the student’s undergraduate college and approved by the course instructor, the student’s major department head, the dean of the college offering the course and the dean of the student’s undergraduate college.
- An academically superior undergraduate student with a grade point average of at least 3.250 is eligible to enroll in a graduate course and apply those graduate credit hours toward his/her undergraduate degree programs by filing a petition obtained from the student’s undergraduate college and approved by the course instructor, the student’s major department head, the dean of the college offering the course and the dean of the student’s undergraduate college.

4.14.10 Leave of Absence
Under unusual circumstances, a student may petition for a leave of absence. The entire advisory committee, if formed, and head of the department or Chair of the Intercollegiate Program, if appropriate, must approve the petition and send it to the Office of Graduate and Professional Studies. If the Associate Provost for Graduate and Professional Studies approves the petition, the registration requirement will be set aside during the period of leave. Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree. For certain types of approved leave, such as medical, the time period of the completion of the degree will stop with the leave and begin when the student returns to the program. Other types of leave may not stop the time limit for the degree. A student should refer to the sections on Time Limits for Master’s and Doctoral programs. A leave of absence is granted for one year. In case of extenuating circumstances, the leave of absence can be extended by the student’s committee and the Associate Provost for Graduate and Professional Studies. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission to the Office of Graduate Admission. An international student should visit with an International Student Services advisor regarding how a leave of absence may impact his/her stay in or his/her re-entry into the U.S.

NOTES:
There are several different types of leave of absence. All requests must be submitted on the Petition for Waivers or Exceptions explaining the need for leave along with the appropriate approvals.

- **Medical leave** may be approved up to one year and will ‘stop the clock’ on the 7- and 10-year time limit (this includes leave following childbirth or adoption of a child).
- **Deployment leave** may be approved up to one year and will ‘stop the clock’ on the 7- and 10-year time limit.
- **Personal leave** may be approved with the proper request and justification. If approved, the 7- and 10-year time limit count will NOT stop.

### 4.15 Grade Point Average (GPA) Requirements

All graduate students have two GPAs and both must be at least 3.0 to be in good standing, to conduct any type of exam, and to graduate. Course levels included in the GPAs are 300, 400, 600, 700, and 900. Courses NOT included in the GPAs are transfer courses and 100-200 level courses.

- **Degree Plan GPA** – includes all courses listed on the degree plan except transfer course work.
- **Cumulative GPA** – calculated on all course work completed at TAMU that is eligible to be applied to the degree plan.

#### 4.15.1 Scholastic Requirements

Unless otherwise stated, students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.00 cumulative GPA (computed as specified in Student Rules 10.4.3). Degree-seeking students also must maintain a GPA of at least 3.00 on all courses listed on the degree plan. Departments and colleges may establish higher GPA requirements for their students in graduate degree programs and for post-baccalaureate non-degree students (G6 classification).

A graduate student will not receive graduate degree credit for undergraduate courses taken on a satisfactory / unsatisfactory (S/U) basis. A graduate student may not receive grades other than satisfactory (S) or unsatisfactory (U) in graduate courses bearing the numbers 681, 684, 690, 691, 692, 693, 695, 697 and 791 (except for ALEC 695, BUAD 693, AGEC 695, GEOG 695, and IBUS 692). These officially designated S/U courses may be listed on the degree plan, along with other courses approved and noted as S/U in the graduate catalog. Graduate courses not on the degree plan may be taken on an S/U basis.

Only grades of A, B, C and S are acceptable for graduate credit. Grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses at Texas A&M University and achieving grades of C or above or Satisfactory (S). A course in which the final grade is C or lower may be repeated once for a higher grade. If the second grade is higher, the original grade will remain on the student’s permanent record, and the most recent grade will be used in computing the cumulative and degree plan GPAs. Grades for repeated courses are not automatically replaced; this must be entered and recomputed manually by OGAPS. Anytime you see that a student has repeated a course and qualifies for the original grade to be replaced, please contact OGAPS.

A student repeating a course in which a grade of B or better was originally earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

NOTES:
The cumulative GPA for a graduate student is computed by using all graded graduate (600- and 700-level) and advanced undergraduate (300- and 400-level) coursework completed at Texas A&M University and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U), and Q-drop (Q) shall be excluded.

If either of a student’s cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.000, he or she will be considered to be scholastically deficient. If the minimum GPA is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student rules (refer to the website http://student-rules.tamu.edu/academicrules).

For a scholastically deficient post-baccalaureate non-degree student (G6 classification), the student’s home department shall determine eligibility, and the department is responsible for notifying the Office of Graduate and Professional Studies if a registration block is to be placed on the student.

Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal in addition to these University policies.

Any eligible coursework not applied towards a prior graduate degree, and not exceeding time limits, will be included in the student’s GPA for the subsequent degree program.

4.15.2 GPA on the Degree Evaluation
When running a degree evaluation through the Howdy portal, you will notice that there are several GPAs listed. The first, the Program GPA (also known as the Cumulative GPA), includes all courses taken at the Graduate Level (GR) that are eligible to be used on the degree plan. Next, you will see an entry for the Overall GPA which includes all courses taken at Texas A&M University. Finally, the Degree Plan GPA will appear in the first Area section, and includes only those courses on the degree plan.

4.15.3 Calculating GPAs
To calculate the GPA for a student, multiply the number of course hours by the grade points to get the quality points. Add all of the quality points and then divided by the total number of hours to get the GPA. Courses which are completed S/U are not used in calculating the GPAs. Grade Points: A=4; B = 3; C=2; D=1; F=0.

4.15.4 Checking GPA without a Degree Plan on File
When a student does not have an approved degree plan, the cumulative GPA is calculated by generating a degree evaluation on the student’s current program. The cumulative GPA displays under the credits used column on the ‘Program GPA’ line. Courses which are eligible to apply toward the graduate degree will display in the ‘Courses for Degree Plan GPA’ area with a note indicating there is not an approved degree plan on file.

4.16 Degree Plan Information and Filing Degree Plans and Petitions
Degree plan forms can be submitted through the online Document Processing Submission System (DPSS), found at http://ogsdpss.tamu.edu. Degree plans must be approved by the student’s committee and the department head or the
interdisciplinary faculty chair. Once these approvals are obtained, the degree plan must be approved and entered into Compass/Howdy by the Office of Graduate and Professional Studies. It is highly recommended that programs have a pre-committee staff approver of degree plans built into their degree plan workflow to check degree plans for departmental requirements. Contact the Office of Graduate and Professional Studies for more information on adding a pre-committee staff approver.

4.16.1 Online Document Processing Submission System (DPSS)
All graduate degree plans will be accepted through the online system only. This is a web-based system that allows a graduate student to complete, audit, and submit their degree. When a student submits the degree plan, it follows a predefined series of steps for approval. If a department has activated the optional pre-committee check, the degree plan is first routed to a staff person or graduate advisor before being sent to the committee. Next, the degree plan is approved by the committee chair/co-chair and other committee members. Once the degree plan is approved by all committee members, it enters the department workflow defined by the department. Contact the Office of Graduate and Professional Studies to update or change the defined workflow. A department workflow may include staff or faculty; however, at least one faculty member with signature authority for OGAPS documents must be included. Everyone in the workflow must approve the student’s degree plan before it will be forwarded to OGAPS for review. Below are basic guidelines for the review and approval process for committee, staff, and department.

4.16.2 Committee/Staff/Departmental Approvers
- Go to [https://ogsdpss.tamu.edu](https://ogsdpss.tamu.edu) and select ‘Faculty.’
- Login using your NetID. (If you do not have a NetID, select ‘Activate your NetID’ or if you do not remember your NetID, contact the CIS Help Desk at (979) 845-8300.)
- All degree plans requiring your approval will be listed under “Degree Plans for Review.” Select the link to the degree plan you wish to review.
- After reviewing the degree plan, scroll to the bottom of the webpage and select ‘Approve’ or ‘Disapprove.’ If the degree plan is disapproved, a reason must be provided for the student in the Comments box.
- Upon approval by the department head or interdisciplinary faculty chair, the degree plan is routed to OGAPS where it is entered in Compass. The student, chair, committee, and department will receive an email indicating final approval or disapproval of the degree plan.

Please note that it is the responsibility of the departmental approvers to verify that all official transcripts and standardized test scores have been received by Office of Admissions prior to the submission of the degree plan.

4.16.3 Proxy Approvers
Each Department should designate at least one member (recommend two) of Graduate Faculty to be a ‘Proxy Approver’ for degree plans and other DPSS documents. Proxy approvers may log in and approve documents in the place of any faculty member in their department, including the designated departmental approver. Proxy approvers will log in as usual, but will click on ‘Proxy Review’ at the top of the screen. After choosing the degree plan/petition from the appropriate section, they will need to identify the person they are approving for in the ‘Proxy for’ box.

NOTES:
4.16.4 **Online Document Processing Submission System Notes**
All participants must have an active NetID/password. Adjunct professors and visiting professors who have been approved to be on the graduate faculty, and will be serving on graduate advisory committees, may obtain an account and NETID by having a departmental representative complete the Texas A&M NetID Account Request form, which can be found at [http://infrastructure.tamu.edu/identity/forms/NetIDAccountRequestForm.pdf](http://infrastructure.tamu.edu/identity/forms/NetIDAccountRequestForm.pdf). This form should be submitted directly to Identity Management. Once the UIN has been issued, please contact the Office of Graduate and Professional Studies so that it can be added to our database. Also, the faculty member should visit [http://gateway.tamu.edu](http://gateway.tamu.edu) to claim their NetID, and should publish their email to the directory.

Special Appointments are added to a student’s committee with submission of the Graduate Faculty Personal Record form, along with a vita, to the Office of Graduate and Professional Studies after the degree plan is approved. They are not listed on the Degree Plan Submission System.

Questions about the NetID or TAMUDirect account should be directed to [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu) or call (979) 845-8300.

4.16.5 **Notes**
- Choose the ‘History’ link to view a degree plan that has already been approved.
- The audit rules are based on University-wide rules. If your program has specific requirements, they need to be monitored at the program level before the degree plan is approved and submitted to OGAPS.
- Faculty or staff who are part of a program workflow can select ‘All DPSS Plans’ to view all degree plans created by students in their department since the person joined the program workflow.

4.16.6 **Transfer Course Work**
- Course(s) must be completed at an accredited U.S. institution or approved international institution with a grade of A or B and must be graduate level or upper level undergraduate courses.
- In most cases, Master’s students may transfer in 12 hours with the approval of their graduate committee, department, and OGAPS. Students should refer to the Graduate Catalog for specific transfer limitations by degree.
- A final official transcript (with grades) must be received by the Office of Admissions for all transfer work listed on the degree plan. A degree plan listing transfer work ‘to be taken’ will be approved pending receipt of the final official transcript listing such work. Once the transcript has been received, it will be used to verify that the courses in question meet all eligibility criteria.
- Masters students who are scheduling their final exam and are currently registered for transfer work must have confirmation of registration in the course from the attending university on file with OGAPS prior to approval of the final examination. Notification may be in the form of an unofficial transcript or a copy of the student’s registration. Doctoral students are not eligible to transfer in course work during their last semester or the semester of their final examination.
4.16.7 Verifying Outdated Standardized Test Scores as Official
Graduate students who have been admitted to TAMU with outdated standardized test scores may request verification from OGAPS of official scores one of the following ways:

- The test scores are listed on an official transcript from a previously attended university.
- The previously attended university certifies, in writing, that they received official scores with the scores listed.
- The student may bring their copy of the score report from the testing center to OGAPS for verification.

4.16.8 Petitions
Graduate students may use petitions to a) request a change of major, degree or department; b) request changes to the coursework or committee membership as established by the degree plan, c) request extension to time-limits; or d) request exceptions to published rules. Each petition will be considered on its own merit by the Associate Provost for Graduate and Professional Studies. The student should make such requests by submitting either a Major, Degree, or Department petition (MDD) or a Long Form petition through DPSS. The petition will be routed for the required approval by the members of the student’s advisory committee, if appointed, and the department head, or his or her designee (or chair of the intercollegiate faculty, if appropriate).

4.16.9 Degree Plan Blocking Criteria
Each College sets its own deadlines for filing a degree plan, with different criteria for Master’s and Doctoral students. If a student does not meet these deadlines, OGAPS will enact a block on the student’s registration for the next academic term per the College-specific timelines listed below.
<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>MASTER’S</th>
<th>DOCTORAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE</td>
<td>During 2nd Regular Semester</td>
<td>During 4th Regular Semester</td>
</tr>
<tr>
<td>ARCHITECTURE</td>
<td>Block after 18 completed hours</td>
<td>Block after 30 completed hours</td>
</tr>
<tr>
<td>BUSH SCHOOL</td>
<td>During 3rd Regular Semester</td>
<td>N/A</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>MS Block after 24 completed hours</td>
<td>MBA Block after 36 completed hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Block after 48 completed hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PPA Students NOT blocked</td>
</tr>
<tr>
<td>DENTISTRY</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>Block after 15 completed hours</td>
<td>Block after 36 completed hours</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>Block after 9 completed hours</td>
<td>Block after 36 completed hours</td>
</tr>
<tr>
<td>GEOSCIENCES</td>
<td>Before the start of the 3rd Regular Semester</td>
<td>Before the start of the 4th Regular Semester</td>
</tr>
<tr>
<td>LAW</td>
<td>TBD</td>
<td>N/A</td>
</tr>
<tr>
<td>LIBERAL ARTS</td>
<td>Must file a degree plan before registration in the term following the</td>
<td>Must file a degree plan in the term following the term in which the</td>
</tr>
<tr>
<td></td>
<td>term in which the student has registered for 20 or more hours.</td>
<td>student has registered for 66 or more hours.</td>
</tr>
<tr>
<td>MEDICINE</td>
<td>At the conclusion of the 5th semester (spring semester of their second</td>
<td>At the conclusion of the 5th semester (spring semester of their second</td>
</tr>
<tr>
<td></td>
<td>year)</td>
<td>year)</td>
</tr>
<tr>
<td>NURSING</td>
<td>During second regular semester</td>
<td>N/A</td>
</tr>
<tr>
<td>PUBLIC HEALTH</td>
<td>After completing (9) semester credit hours</td>
<td>After completing (30) semester credit hours</td>
</tr>
</tbody>
</table>

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Graduate Student Matriculation Processing  

Viewing Degree Evaluations – Graduate Advisors

<table>
<thead>
<tr>
<th>SCIENCE</th>
<th>18 completed hours</th>
<th>MS-STAT-XDE students only = 30 hours</th>
<th>During 4th Regular Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET. MEDICINE</td>
<td>No later than the end of the 2nd regular semester</td>
<td></td>
<td>No later than the end of the 4th regular semester</td>
</tr>
</tbody>
</table>

All eligible hours are used in the count:

- 300/400, 600, 700, 900 level hours
- Up to 12 hours of non-degree course work
- Nothing older than 10 years for PhD, nothing older than 7 years for Master’s
- Hours not used for previous grad degrees

4.17 Viewing Degree Evaluations – Graduate Advisors

Graduate advisors are encouraged to run degree evaluations on students in the department to monitor degree progress and prior to submitting the request for final exam to the Office of Graduate and Professional Studies (in order to verify eligibility to take the exam). To run a degree evaluation, follow these steps:

1. Log onto your Howdy account at howdy.tamu.edu.
2. Click on the “Advising” tab.
3. In the center of the screen under the Degree Evaluation Section, select “Degree Evaluation”.
4. You will need to select the current term and then hit the submit button.

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5. Input a student UIN or student name, and then click “Submit”.

6. Verify the student selection by clicking “Submit” or return to the ID selection screen by clicking on the link on the bottom of the screen.
7. The Degree Evaluation Record will appear and you will need to select the blue “Generate New Evaluation” tab at the bottom of the page.

8. The Generate New Evaluation section will appear, you will need to select the student’s program, make sure the correct term is selected and then select the generate request button.
9. Once you generate the request, the Degree Evaluation Options will appear in three tabs: General Requirements, Detail Requirements, and Additional Information.

10. Select “Detail Requirements” to view the student’s required courses and GPA information. Note: This screen will display the courses listed on the student’s degree plan, completed courses not applied to the student’s current degree plan, the cumulative graduate GPA (listed as Program GPA), and the degree plan GPA (listed under “Total Credits and GPA” in the “Courses for Degree Plan GPA” area).

NOTES:
11. Select “Additional Information” to view the student’s examinations and non-course degree requirements. Note: This screen will display non-course requirements such as the graduate degree plan, preliminary exam, proposal, residency, admission to candidacy, final exam/defense, and thesis/dissertation/record of study, etc. Other information such as course and exam time extensions may also be displayed on this screen.
4.18 Viewing Degree Evaluations – Committee Chairs

Graduate committee chairs and co-chairs are encouraged to run regular degree evaluations on their student advisees in order to 1) verify student eligibility for funding (tuition waivers, assistantships, fellowships, etc.); 2) evaluate student progress to degree; 3) review the courses a student takes each semester and individual course grades; 4) verify completion of non-course degree requirements; and/or, 4) determine degree plan and cumulative GPA.

In order to be able to generate a degree evaluation, the faculty must first be listed as the chair or co-chair on the student’s Office of Graduate and Professional Studies approved degree plan, and second, they must complete a one-time FERPA training via TrainTraq (if not previously completed).

This tool cannot be used for students who have not yet filed a degree plan; however, advisors and students have similar degree evaluation tools available in Howdy that are available for students who have not filed a degree plan. Information for students without a degree plan would be limited to courses taken and cumulative GPA.

For questions regarding the Graduate Committee Degree Evaluation tool contact ogaps@tamu.edu.

To run a degree evaluation, follow these steps:

1. Log onto your Howdy account at howdy.tamu.edu
2. Click on the “Faculty/Teaching” tab.
3. Under the Teaching Graduate Students section, select “Graduate Committee Degree Evaluation”.

4. You will need to select the current term and then hit the submit button. Note: If you are directed to a screen which indicated you need to complete FERPA training, please refer to the FERPA Training Steps (in a separate guide).

NOTES:
5. Select a student from your list of active students/advisees. Note: Only students for whom the faculty member is a committee chair or co-chair (on an OGAPS approved degree plan) will be displayed.
6. Click the button to go to the “Degree Evaluation for Selected Student”.

7. The Degree Evaluation Record will appear and you will need to select the “Generate New Evaluation” link at the bottom of the page.
8. The Generate New Evaluation section will appear, and you will need to select the student’s program. Make sure the correct term is selected and then select the generate request button. The evaluation may take a few seconds to generate.
Graduate Student Matriculation Processing  ➤ Viewing Degree Evaluations – Committee Chairs

9. Once you generate the request, the three Degree Evaluation Options will appear: General Requirements, Detail Requirements, and Additional Information.

10. Select “Detail Requirements” to view the student’s required courses and GPA information. Note: This screen will display the courses listed on the student’s degree plan, completed courses not applied to the student’s current

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degree plan, the cumulative graduate GPA (listed as Program GPA), and the degree plan GPA (listed under “Total Credits and GPA” in the “Courses for Degree Plan GPA” area). Both the cumulative and degree plan GPAs must be 3.0 or higher for a student to be in good academic standing.

11. Select “Additional Information” to view the student’s examinations and non-course degree requirements. Note: This screen will display non-course requirements such as the graduate degree plan, preliminary exam, proposal, residency, admission to candidacy, final exam/defense, and thesis/dissertation/record of study, etc. Other information such as course and exam time extensions may also be displayed on this screen.
12. If a degree evaluation needs to be generated for another student, select “Return to Graduate Committee Student Selection” in the top right-hand corner of the browser window, and repeat the previous steps.

4.19 PRELIMINARY AND FINAL EXAMINATIONS

4.19.1 Preliminary Examination for Doctoral Students

The student’s major department (or chair of the interdisciplinary degree program faculty, if applicable) and his or her advisory committee may require qualifying, cumulative or other types of examinations at any time deemed desirable. These examinations are entirely at the discretion of the department and the student’s advisory committee.

The preliminary examination is required. The preliminary examination for a doctoral student shall be given no earlier than a date at which the student is within 6 credit hours of completion of the formal coursework on the degree plan (i.e., all coursework on the degree plan except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.

PRELIMINARY EXAMINATION FORMAT

NOTES:
The objective of preliminary examination is to evaluate whether the student has demonstrated the following qualifications:

1. A mastery of the subject matter of all fields in the program;
2. An adequate knowledge of the literature in these fields and an ability to carry out bibliographical research;
3. An understanding of the research problem and the appropriate methodological approaches.

The format of the preliminary examination shall be determined by the student’s department (or interdisciplinary degree program, if applicable) and advisory committee, and communicated to the student in advance of the examination. The exam may consist of a written component, oral component, or combination of written and oral components.

The preliminary exam may be administered by the advisory committee or a departmental committee; herein referred to as the examination committee.

Regardless of exam format, a student will receive an overall preliminary exam result of pass or fail. The department (or interdisciplinary degree program, if applicable) will determine how the overall pass or fail result is determined based on the exam structure and internal department procedures. If the exam is administered by the advisory committee, each advisory committee member will provide a pass or fail evaluation decision.

Only one advisory committee substitution is allowed to provide an evaluation decision for a student’s preliminary exam, and it cannot be the committee chair. Substituting faculty members must meet the same graduate faculty eligibility requirements as the member they replace.

If a student is required to take, as a part of the preliminary examination, a written component administered by a department or interdisciplinary degree program, the department or interdisciplinary degree program faculty must:

a. Offer the examination at least once every six months. The departmental or interdisciplinary degree program examination should be announced at least 30 days prior to the scheduled examination date.

b. Assume the responsibility for marking the examination satisfactory or unsatisfactory, or otherwise graded, and in the case of unsatisfactory, stating specifically the reasons for such a mark.

c. Forward the marked examination to the chair of the student’s advisory committee within one week after the examination.

PRELIMINARY EXAMINATION SCHEDULING

Prior to commencing any component of the preliminary examination, a departmental representative or the advisory committee chair will review the eligibility criteria with the student, using the Preliminary Examination Checklist to ensure the student is eligible for the preliminary examination. The following list of eligibility requirements applies.

- Student is registered at Texas A&M University for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, then the student must be registered for the term immediately preceding the examination.

NOTES:
• An approved degree plan is on file with the Office of Graduate and Professional Studies prior to commencing the
  first component of the examination.
• Student’s cumulative GPA is at least 3.000.
• Student’s degree plan GPA is at least 3.000.
• All English language proficiency requirements are satisfied.
• At the end of the semester in which at least the first component of the exam is given, there are no more than 6
  hours of coursework remaining on the degree plan (except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other
  graduate courses specifically designated as S/U in the course catalog). The head of the student’s department (or
  Chair of the Interdisciplinary Degree Program, if applicable) has the authority to approve a waiver of this
  criterion.

REPORT OF PRELIMINARY EXAM

Credit for the preliminary examination is not transferable in cases where a student changes degree programs after
passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student’s examination
committee is responsible for making all written examinations available to all members of the committee. A positive
evaluation of the preliminary exam by all members of a student’s examination committee with at most one dissension is
required to pass a student on his or her preliminary exam.

The student’s department will promptly report the results of the Preliminary Examination to the Office of Graduate and
Professional Studies via the Report of Doctoral Preliminary Examination form. The Preliminary Examination checklist
form must also be submitted. These forms should be submitted to the Office of Graduate and Professional Studies
within 10 working days of completion of the preliminary examination.

The Report of the Preliminary Examination form must be submitted with original signatures of the approved
examination committee members. If an approved examination committee member substitution (one only) has been
made, that signature must also be included, in place of the committee member, on the form submitted to the Office of
Graduate and Professional Studies. The original signature of the department head is also required on the form.

After passing the required preliminary examination for the doctoral degree, the student must complete the final
examination for the degree within four calendar years. Otherwise, the student will be required to repeat the preliminary
examination.

RETAKE OF FAILED PRELIMINARY EXAMINATION

Upon approval of the student’s examination committee, with no more than one member dissenting, and approval of the
Office of Graduate and Professional Studies, a student who has failed the preliminary examination may be given one re-
examination. Adequate time must be given to permit the student to address the inadequacies emerging from the first
preliminary examination. The examination committee must agree upon and communicate in writing to the student, an
adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the
inadequacies emerging from the examination. The student and the committee should jointly negotiate a mutually

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acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

After passing the required preliminary examination for the doctoral degree, the student must complete all remaining requirements within four calendar years. Otherwise, the student will be required to repeat the preliminary examination. With the approval of the advisory committee and department head or chair of the interdisciplinary program, the student may request an extension of the four years’ time limit with the submission of a Petition for Extension of Time Limits to OGAPS.

Please refer to the Graduate & Professional Catalog for additional information.

4.19.2 Final Examination/Final Defense

Final Examination for Doctoral Students

The candidate for the doctoral degree must pass a final examination by deadline dates announced in the “Office of Graduate and Professional Studies Calendar” each semester. The doctoral student is allowed only one opportunity to take the final examination.

Grades of D, F, or U for any course cannot be listed on the degree plan. The student must be registered for any remaining hours of 681, 684, 690, 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog during the semester of the final exam. No student may be given a final examination until they have been admitted to candidacy and their current official cumulative and degree plan GPAs are 3.00 or better.

To be admitted to candidacy for a doctoral degree, a student must have:

- Completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690 and 691, 692 (Professional Study), or 791 hours,
- A 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
- Passed the preliminary examination,
- Submitted an approved dissertation proposal,
- Met the residence requirements.

The request to hold and announce the final examination must be submitted to the Office of Graduate and Professional Studies a minimum of 10 working days in advance of the scheduled date. Any changes to the degree plan must be approved by the Office of Graduate and Professional Studies prior to the submission of the request for final examination.

The student’s advisory committee will conduct this examination. The final examination is not to be administered until the dissertation or record of study is available in substantially final form to the student’s advisory committee, and all concerned have had adequate time to review the document. Whereas the final examination may cover the broad field
of the candidate’s training, it is presumed that the major portion of the time will be devoted to the dissertation and closely allied topics. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the chair of the advisory committee, be invited to attend a final examination for an advanced degree. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department can have a stricter requirement provided there is consistency within all degree programs within a department. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

**Final Examination for Masters Students**

For thesis option students, the final examination covers the thesis and all work taken on the degree plan and at the option of the committee may be written or oral or both. The final examination may not be administered before the thesis is available to all members of the student’s advisory committee in substantially final form, and all members have had adequate time to review the document. The examination is conducted by the student’s advisory committee. A thesis option student must be registered in the University in the semester or summer term in which the final examination is taken. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings. A student shall be given only one opportunity to repeat the final examination for the master’s degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded). A department can have a stricter requirement provided there is consistency within all degree programs within a department.

A thesis option candidate may petition to be exempt from his/her final examination provided their degree plan GPA is 3.500 or greater and they have approval of the advisory committee, the head of the student’s department and the Office of Graduate and Professional Studies. It is recommended that the petition for exemption be submitted the same semester the student intends to submit the thesis. For non-thesis option students, a final comprehensive examination may be required. The final exam cannot be held prior to the mid-point of the semester if questions on the exam are based on courses in which the student is currently enrolled. If a student has completed all required degree plan coursework, the student is not required to be registered for classes in the semester the final examination is administered (unless he/she holds an assistantship). For specific final examination requirements, a student should check the program requirements for the degree which he/she is pursuing.

**REPORT OF FINAL EXAM**

The student’s department will promptly report the results of the Final Examination to the Office of Graduate and Professional Studies via the Report of Final Examination form. This form should be submitted to the Office of Graduate and Professional Studies within 10 working days of completion of the final examination. The Office of Graduate and Professional Studies must be notified in writing of any cancellations.

A positive evaluation of the final exam by all members of a student’s advisory committee with at most one dissension is required to pass a student on his or her final exam. The Report of the Final Examination Form must be submitted with original signatures of only the committee members approved by the Office of Graduate and Professional Studies. If

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necessary, multiple copies of the form may be submitted with different committee members’ original signatures. If an approved committee member substitution (1 only) has been made, his/her signature must be included on the form submitted to the Office of Graduate and Professional Studies.

*Thesis-option and doctoral students have one year from successfully completing the final examination to clear Thesis and Dissertation Services and graduate. Otherwise, the student will be required to repeat the final examination. With the approval of the advisory committee and department head or chair of the interdisciplinary program, the student may request an extension of the one-year time limit with the submission of a Petition for Extension of Time Limits to OGAPS.*

### 4.20 Theses, Dissertations, and Records of Study

- Texas A&M University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master’s candidates. The dissertation, record of study, or thesis should be presented in a scholarly, well-integrated, and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.
- Thesis and Dissertation Services provides a number of resources to assist with manuscript preparation, including a Thesis and Dissertation Manual, manuscript templates (Microsoft Word and LaTeX), pre-submittal conferences, access to Turnitin.com for academic integrity reviews, information seminars, and workshops. Resources can be found online at [http://ogaps.tamu.edu](http://ogaps.tamu.edu). Students are encouraged to participate in a pre-submittal conference (either face-to-face or online) prior to their final exam (defense).
- Prior to submitting the thesis, dissertation, or record of study, the student must successfully pass the final exam (defense) or be approved for a waiver of the final exam. The student must also complete any corrections requested by the committee and ensure the document is in final format and prepared according to Thesis and Dissertation Services guidelines.
- To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed, Written Thesis/Dissertation Approval Form and (2) the thesis, dissertation, or record of study in final form as a PDF file. The final document is submitted by the student at [http://etd.tamu.edu](http://etd.tamu.edu). This date, along with other dates of interest, is posted on the Office of Graduate and Professional Studies (OGAPS) dates and deadlines calendar ([http://ogaps.tamu.edu](http://ogaps.tamu.edu)). Students should only submit their PDF document in the semester they are intending to graduate. The thesis/dissertation submittal site is shut down for over one month following the submittal deadline. Students wanting to submit a thesis/dissertation for the next semester may consult the OGAPS dates and deadlines calendar for information about the next semester’s first day for submission.
- Thesis and Dissertation Services will contact the student via email after the review of the manuscript. The student will carefully make all requested corrections in the original Word (or other) file, convert the revised document to a new PDF file, and upload the new PDF to the ETD Submittal System, Vireo ([http://etd.tamu.edu](http://etd.tamu.edu)).
- Students may make only those corrections required by Thesis and Dissertation Services after the manuscript is submitted electronically. Additional corrections requested by the student will not be accepted.
• All corrections must be made promptly and thoroughly. Students may require several rounds of review in order to meet Texas A&M University standards for quality. It is important that students provide a high quality manuscript, which closely adheres to Thesis and Dissertation Services guidelines, upon initial submission.
• Manuscripts are reviewed in the order received.
• In addition to making corrections, students must also fulfill additional requirements for Thesis and Dissertation Services clearance, including:
  o Registration for the semester
  o Apply for graduation in the semester graduating through the Howdy portal
  o Submit the Copyright and Availability Form: complete and have form signed by student and committee chair/co-chair
  o Submit the Survey of Earned Doctorates and AAUDE Survey completion certificate via email (Doctoral students)
• Students cannot receive a Letter of Completion or the diploma until all requirements have been met. Graduation will be postponed if all requirements are not met by the dates outlined in the OGAPS dates and deadlines calendar.

NOTES:
5  **FINANCIAL PROCESSING**

5.1  **PAYMENTS FOR FELLOWSHIPS**

5.1.1  **Fellowship Payment**
Students must be registered fulltime (9 hours each fall and spring, any combination totaling 6 hours for summer to receive their stipends). Stipend and tuition payments are posted to student’s account via Compass. Contact Financial Aid to know the deadline for posting fall and spring funds. The amounts are based on the payment options students/departments chose on their acceptance disbursement forms. For Graduate Diversity Excellence Fellowships this is

- ($18,000/yr + $10,000/yr for 3 yrs (Doctoral)
- ($13,000/yr + $10,000/yr for 2 yrs (Masters)

Departments approved to give a scholarship (instead of an assistantship) to Graduate Diversity Excellence students are responsible for providing a payment for health insurance from the graduate student health plan each year for the duration of the fellowship.

5.1.2  **NSF GRFP Fellowship and Other National Fellowship Payment**
Stipend and scholarship payments are posted to student’s account via Compass. Tuition payments are posted to the TWAPMTS report in Compass. The Compass system can make adjustments to payment if necessary if students add classes.

- Upon tenure notice from NSF, OGAPS posts $14,166.66 for fall and $11,333.34 for spring and $8,500 for summer. This will post as a fellowship so that the students will receive a stipend of approximately $2,833.33 at the end of each month for the following month.

5.2  **PAYMENT OF TUITION FOR GRADUATE ASSISTANTS**

Resident Tuition Payment Guidelines:

- University funds will be used to pay resident tuition for up to 5 years (for PhD students admitted without a master’s degree) and 4 years (for PhD students admitted with a master’s degree) for doctoral students employed by academic departments in the positions of GAT (Graduate Assistant Teaching), GAR (Graduate Assistant Research), GANT (Graduate Assistant Non-Teaching but supporting teaching), and GAL (Graduate Assistant Lecturer). For doctoral students employed in assistantships that are funded by a contract or grant, the resident tuition should be paid by the contract or grant. Payment of resident tuition for PhD graduate assistants employed in different categories than those listed above and master’s students holding graduate assistantships will be determined on a student by student basis by the employing faculty.
- Each college will create and publish guidelines for the payment of all or part of the resident tuition for select master’s students employed by academic departments in GAT, GAR, GANT, and GAL positions. Payment of all or
part of the resident tuition for master’s students employed as a graduate assistant through a contract or grant will be at the discretion of the employing department or faculty member on a student by student basis.

- The payment of resident tuition for students employed as graduate assistants in non-academic departments will be determined by the employing department.
- The tuition payment guidelines do not change any processes related to or eligibility for non-resident tuition waivers on the basis of receiving a competitive scholarship of $1,000 or more, or employment as a graduate assistant in an eligible title code.
- Students that are receiving fellowships (from either the University or outside sources) should check with the fellowship program or the Office of Graduate and Professional Studies to determine if they are eligible for the tuition payment program.
- Doctoral students that were admitted to their programs prior to Fall 2011 will be grandfathered into the revised tuition payment plan as follows:
  - FY14 – Doctoral students admitted prior to Fall 2011 that have been enrolled in the PhD program for less than 7 years will have tuition paid according to the revised guidelines.
  - FY15 – Doctoral students admitted prior to Fall 2011 that have been enrolled in the PhD program for 6 years or less will have tuition paid according to the revised guidelines.
  - Students in programs that have been granted exemptions to the “Doctoral Hour Cap” will have a one year extension beyond the above time limits.

5.3 STANDARD OPERATING PROCEDURE (SOP) FOR ASSISTANTSHIP NON-RESIDENT TUITION WAIVERS FOR GRADUATE STUDENTS

Graduate assistants qualify for an Assistantship Non-Resident Tuition Waiver that allows payment of tuition at the in-state rate. The purpose of the following Standard Operating Procedure (SOP) for Assistantship Non-Resident Tuition Waivers is to establish consistent policies and procedures across Texas A&M University for the awarding and processing of Assistantship Non-Resident Tuition Waivers.

Texas A&M University Established 99-Hour Cap on Doctoral Degrees

In Texas, public colleges and universities are funded by the state according to the number of students enrolled. In accordance with legislation passed by the Texas Legislature, the number of hours for which state universities may receive subvention funding at the doctoral rate for any individual is limited to 99 hours. Texas A&M University and other universities will not receive subvention for hours in excess of the limit.

Institutions of higher education are allowed to charge the equivalent of nonresident tuition to a resident doctoral student who has enrolled in 100 or more semester credit hours of doctoral coursework.

A doctoral student at Texas A&M has seven years to complete his/her degree before being charged out-of-state tuition. A doctoral student who, after seven years of study, has accumulated 100 or more doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition. Please note that the tuition increases will apply to Texas residents as well as students from other states and countries who currently are charged tuition at the resident rate. This includes those
doctoral students who hold GAT, GANT, GAL, and GAR appointments of 20 or more hours and recipients of competitive fellowships who receive more than $1,000 per semester. Doctoral students who, after seven years of study, have not accumulated 100 hours are eligible to pay in-state tuition if otherwise eligible.

For count purposes, a year is counted as three semesters, normally fall, spring and summer. Using this system, a student is allowed 21 semesters as a G8 student to complete the doctoral degree before being penalized with the higher tuition rate. Any semester in which a G8 student is enrolled for a doctoral level course is counted.

Exceptions to the above: Doctoral students in programs that have been granted programmatic exemptions to the “Doctoral Hour Cap” will be granted a one-year extension beyond the time limits stated above. Further extensions for doctoral graduate assistants in these programs will be reviewed case-by-case. The following majors are exempt from the 99-Hour Cap on Doctoral Degrees:

- Biomedical Sciences
- Biochemistry
- Microbiology
- Genetics
- Toxicology
- Nutrition Sciences
- Community Clinical Psychology
- School Psychology
- Veterinary Pathology
- Clinical Psychology
- Counselling Psychology
- Medical Sciences
- Health Services Research
- Health Promotion and Community Health Sciences
- Epidemiology and Environmental Health
- Oral Biology

Procedure

A. Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in academic units should be approved and entered into TWAPMTS by the employing academic unit before the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester. For waivers that need to be entered after the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester please refer to the subsection below on “Late Assistantship Non-Resident Tuition Waivers”. Assistantship Non-Resident Tuition Waivers should not be entered into TWAPMTS by an academic department if the student is not employed by that department.
B. Non-Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in non-academic units will be approved and entered into TWAPMTS by the Office of Graduate and Professional Studies. Tuition waiver request forms must be submitted to the Office of Graduate and Professional Studies before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester.

C. Health Science Center Units

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in Health Science Center units but enrolled in College Station or Galveston courses must be sent to the Office of Graduate and Professional Studies for approval and will be entered into TWAPMTS by Student Business Services. Tuition waiver request forms must be submitted to the Office of Graduate and Professional Studies before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester.

D. Spouse and Dependents of Graduate Assistants

Spouses and dependents of eligible graduate assistants also qualify for resident tuition. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by academic units will be approved and entered into TWAPMTS by the academic units. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by non-academic units will be approved and entered into TWAPMTS by the Office of Graduate and Professional Studies. The Spouse Waiver form along with legal proof of marriage/dependency must be submitted to the Office of Graduate and Professional Studies before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester. Assistantship Non-Resident Tuition Waivers for spouses and dependents for eligible graduate students employed at other institution should be submitted to Student Business Services directly.

E. Late Assistantship Non-Resident Tuition Waivers

All Assistantship Non-Resident Tuition Waivers submitted after TWAPMTS closes must be submitted to the Office of Graduate and Professional Studies for approval. The late waiver request must be submitted with the Non-Resident Tuition Waiver request form, the Electronic Payroll Action documents, and a memo from the employing department stating the reason the waiver is being submitted late. Also include an outline of the department/unit procedures to prevent late waivers in the future.

Academic Eligibility

A. Full-time registration. Must be enrolled in 9* credit hours in the fall and spring semester.
B. See Chart 1 in section 5.4 for summer semester hour requirements.
C. Student must meet residency status requirements as a non-resident or international student who is not being charged for excess credit hours.
D. Student must be making satisfactory academic progress as per the policies outlined by Scholarships and Financial Aid (http://financialaid.tamu.edu/Graduate/Maintaining-Eligibility#0-SatisfactoryAcademicProgressPolicies)

E. *Students employed in the GAL title will be required to enroll in 1 credit hour and be employed at 50% effort in any semester to be eligible for the non-resident tuition waiver.*
**Employment Eligibility**

A. Texas Education Code 54.212

Sec. 54.212. TEACHING OR RESEARCH ASSISTANT

A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant’s degree program under rules and regulations established by the employer institution.

B. Student or student’s spouse or parent must be hired as a Teaching Assistant, Research Assistant or Graduate Assistant Lecturer.

I. Terms used to describe qualifying positions are intended to indicate an academic position, not a position title.

II. Volunteer or unpaid work does not constitute employment.

III. Student worker positions do not qualify for Assistantship Non-Resident Tuition Waivers.

C. Student must be working in at least 50% effort (20 hours per week).

D. Employment must last for the entire semester in which the student is enrolled and actual paid work must commence on or before the official census date for the term (12th class day of the regular fall/spring semester and the 4th class day of the summer semester).

**Documentation**

The following documents are required when submitting Assistantship Non-Resident Tuition Waiver requests to the Office of Graduate and Professional Studies:

A. For Graduate Assistants Employed in Non-Academic Departments or Late Waiver Request for Students Employed in Academic Departments please visit: [http://ogaps.tamu.edu/OGAPS/media/media-library/Tuition-Waiver-New1.pdf](http://ogaps.tamu.edu/OGAPS/media/media-library/Tuition-Waiver-New1.pdf)

B. For Spouse/Dependents of Graduate Assistant please visit: [http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Spouse-Waiver-Form.pdf](http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Spouse-Waiver-Form.pdf)

C. A paper copy of the payroll action document verifying employment in an eligible title code is required to be submitted with all summer Assistantship Non-Resident Tuition Waiver requests. If available, a copy of the payroll action document can also be submitted for fall and spring non-resident tuition waiver requests to expedite processing and is required for all late Assistantship Non-Resident Tuition Waiver request.

**Student Business Services Auditing**

A. After the official census date for the semester, Student Business Services will audit the Assistantship Non-Resident Tuition Waivers using enrollment data and payroll data to verify eligibility.
B. Student Business Services will work with departments to obtain documentation of eligibility if data in the student system and the payroll system does not show that all requirements have been met.

C. Student Business Services will remove Assistantship Non-Resident Tuition Waivers for students who have not met all eligibility requirements.

D. Additional information for the Assistantship Non-Resident Tuition Waiver audit process can be found at sbs.tamu.edu.

5.3.1 Enrollment Issues

- A full course waiver does not qualify student for a tuition waiver – there could also be ISS (International Student Services) issues
- Check Compass reports SZAREGS or SGASTDN for residency for tuition – sometimes TX residents turn in waiver in error.

Registration Requirements for Summer Employment in GA Positions

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<tr>
<td>Summer Session II</td>
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<td></td>
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<tr>
<td>10-Week Only</td>
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<tr>
<td>Summer Session I &amp; II</td>
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<td>10-Week, Summer Session I, Summer Session II</td>
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<tr>
<td>Summer Session I &amp; 10-Week</td>
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<tr>
<td>Summer Session II &amp; 10-Week</td>
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<table>
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<td>Summer Session II</td>
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</tr>
</tbody>
</table>

NOTES:
5.4 REQUEST FOR GRADUATE STUDENTS TO WORK ADDITIONAL HOURS

Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT), Graduate Assistant Research (GAR), and Graduate Assistant Lecturer (GAL) are normally required to work 20 hours per week (50%). These positions are not allowed to work beyond 50% efforts without the approval of the Office of Graduate and Professional Studies.

International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules. International students are allowed to work extra hours during the summer or breaks in the semester (such as Spring Break, Thanksgiving week and Winter Break). During this time, international students who hold an assistantship are allowed to work no more than 9 additional hours per week beyond the assistantship anytime during the summer or breaks in the semester provided they are correctly registered and the department giving the assistantship approves the extra hours.

NOTES:

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__________________________________________________________________________________________________
Domestic students are allowed to work no more than 9 additional hours per week beyond the assistantship anytime during the semesters provided they are correctly registered and the department giving the assistantship approves the extra hours.

Please note: This process has been updated to coincide with the implementation of Workday in December 2017

Once the department completes the Academic Department Approval for Graduate Assistant >50% Effort Request (http://ogaps.tamu.edu/getattachment/Buttons/Funding-Opportunities/Request-to-Work-Additional-Hours/Request-for-GA-to-Work-More-than-50-Percent-2018.pdf), it should be provided to the hiring department staff who will process the student’s payroll action in Workday.

The new form should be attached in Workday for payroll actions that fall under the following categories:

- Increases in effort >50% for a graduate assistant through the Change Job function in Workday
- “Add Additional Job“ actions in Workday for students already employed in a Graduate Assistant title

The Workday functions described above will electronically route to OGAPS for review and approval. OGAPS will review the attached form for required information and process accordingly.* OGAPS will retain a copy of the form in the student’s record.

For assistance with navigating Workday, please visit the following website, supported by the Division of Human Resources & Organizational Effectiveness: https://employees.tamu.edu/workday/

*If the request does not trigger electronic workflow in Workday to automatically route the request to OGAPS, please send the paper form to ogapsprocessing@tamu.edu. Some payroll sources (such as the Galveston Campus and the College of Agriculture and Life Sciences) are unable to route to OGAPS in Workday. We will process the request manually and return the approved form to the submitter via email.

See section 12.6 for more details.

5.5 Graduate Student Health Insurance

5.5.1 Student Insurance
All students who are on assistantships (at least 50% FTE) are entitled to benefits through Texas A&M Human Resources. HR can assist the student with getting enrolled in a graduate student health plan through the university. There is a 90-day waiting period before their benefits become active. Students who are not on assistantships are responsible for finding a health plan that is suitable for them.

5.5.2 Diversity Fellowship Students
Students on Graduate Diversity Excellence fellowships that are not eligible for TAMU insurance because of an assistantship appointment of less than 50% effort are eligible for a reimbursement for the cost of the student health insurance plan. This insurance or reimbursement does NOT include family members (student only). Students must turn in receipts and their plan coverage showing payments and expenses to the Office of Graduate and Professional Studies.

NOTES:
5.5.3 **Dissertation Fellowship Students**
Students on Dissertation fellowships are eligible for a reimbursement for the cost of the student health insurance plan. This insurance or reimbursement does NOT include family members (student only). Students must turn in receipts and their plan coverage showing payments and expenses to the Office of Graduate and Professional Studies.

5.5.4 **National Science Foundation – Graduate Research Fellowship Program Students**
Students on NSF-GRFP fellowships are eligible for a reimbursement for the cost of the student health insurance plan. This insurance or reimbursement does NOT include family members (student only). Students must turn in receipts and their plan coverage showing payments and expenses to the Office of Graduate and Professional Studies.

5.6 **GRADUATE ASSISTANTSHIP TITLES AND CHECKLIST**
There are four types of graduate assistantships available through the academic departments, colleges, TAMUS agencies, and administrative offices.

- Non-teaching activities (GANT)
- Research (GAR)
- Teaching (GAT)
- Lecturer (GAL)

Graduate assistant checklist and position requirements below. *NOTE: International Students employed at ANY percentage of graduate student title code GAT or GAL requires English Language Proficiency Certification.*
<table>
<thead>
<tr>
<th>Responsible Unit</th>
<th>Graduate Assistant Non Teaching (GANT)</th>
<th>Graduate Assistant Research (GAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>GANT: Graduate students whose work involves non-instructional assignments. GANT responsibilities vary greatly and may include, but are not limited to the following non-teaching duties:</td>
<td>GAR: Graduate students whose work involves assisting with academic research. GAR responsibilities are not independent researchers. They assist a research supervisor or principal investigator (PI) with their research. GAR responsibilities are defined and may include, but are not limited to:</td>
</tr>
<tr>
<td></td>
<td>- Preparation of materials for instructional or service units,</td>
<td>- Conducting literature, library, laboratory or other forms of reviews or research,</td>
</tr>
<tr>
<td></td>
<td>- Performance of varied duties in non-academic units,</td>
<td>- Collecting, coding, cleaning or analyzing data,</td>
</tr>
<tr>
<td></td>
<td>- Assisting with administrative duties in a variety of settings,</td>
<td>- Preparing materials for submission to funding agencies and foundations,</td>
</tr>
<tr>
<td></td>
<td>- Conducting activities that do not generally fit within GAT or GAR job responsibilities,</td>
<td>- Preparing materials for IRB, AUC, or IBC review and,</td>
</tr>
<tr>
<td></td>
<td>- Assisting with grading that involves NO STUDENT INTERACTION</td>
<td>- Designing, generating, or writing reports, presentations and publications.</td>
</tr>
<tr>
<td><strong>Office of Graduate and Professional Studies</strong></td>
<td>Eligible for Out of State Tuition Waiver if criteria are met as outlined at:</td>
<td>Eligible for Out of State Tuition Waiver if criteria are met as outlined at:</td>
</tr>
<tr>
<td></td>
<td>Full-time registration required (Fall &amp; Spring 9 hours) (Summer 3 hours in the 1st &amp; 2nd each session or 6 hours over the 10 week)</td>
<td>Full-time registration required (Fall &amp; Spring 9 hours) (Summer 3 hours in the 1st &amp; 2nd each session or 6 hours over the 10 week)</td>
</tr>
<tr>
<td><strong>English Language Proficiency (ELP) certification not required for international students.</strong></td>
<td>English Language Proficiency (ELP) certification not required for international students.</td>
<td></td>
</tr>
<tr>
<td><strong>Student Financial Aid</strong></td>
<td>Non-exempt from FLSA regulations - mandatory compensatory time and overtime</td>
<td>Exempt from FLSA regulations</td>
</tr>
<tr>
<td></td>
<td>Non-exempt positions must be paid for all hours worked, must receive overtime pay or compensatory time, at time and a half, for hours worked over 40 in a week, and must complete timesheets to record all hours worked to be in compliance with the new federal regulations.</td>
<td>Chapter 10 of the U.S. Department of Labor’s Field Operations Handbook provides some guidance on this subject. In Section 106.18, the manual states the following: “Research in the course of obtaining advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment…”</td>
</tr>
<tr>
<td></td>
<td>Paid Hourly</td>
<td>Monthly rate of pay - FTE/12 month</td>
</tr>
<tr>
<td></td>
<td>Job descriptions on file with department</td>
<td>Job descriptions on file with department</td>
</tr>
<tr>
<td></td>
<td>Timesheets required</td>
<td>No Timesheets required</td>
</tr>
<tr>
<td></td>
<td>Salary paid at 50% FTE. Eligible for benefits if employed at least 50% effort.</td>
<td>Salary paid at 50% FTE. Eligible for benefits if employed at least 50% effort.</td>
</tr>
<tr>
<td></td>
<td>Can work no more than 20 hours per week, 8 additional hours with permission unless international student.</td>
<td>Can work no more than 20 hours per week, 8 additional hours with permission unless international student.</td>
</tr>
<tr>
<td></td>
<td>Title code: 0003</td>
<td>Title Code: 0004</td>
</tr>
<tr>
<td><strong>International Student Services</strong></td>
<td>All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&amp;M University System Student Health Insurance Plan (SSHP) or have equivalent insurance coverage as described below. This includes persons who are attending intensive English language programs. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHP. The plan is automatically charged to F-1 and J-1 international student’s tuition and fee statement.</td>
<td>All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&amp;M University System Student Health Insurance Plan (SSHP) or have equivalent insurance coverage as described below. This includes persons who are attending intensive English language programs. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHP. The plan is automatically charged to F-1 and J-1 international student’s tuition and fee statement.</td>
</tr>
<tr>
<td></td>
<td>International Student Employment Information see</td>
<td>International Student Employment Information see</td>
</tr>
<tr>
<td></td>
<td><a href="http://iss.tamu.edu/Departments/employee-information">http://iss.tamu.edu/Departments/employee-information</a></td>
<td><a href="http://iss.tamu.edu/Departments/employee-information">http://iss.tamu.edu/Departments/employee-information</a></td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>According to federal regulations, international students may work on campus full-time when school is in session, or during the annual vacation period. C.F.R. 214(f)(4)(i). Students may be able to start working more than 20 hours/week at 12:01 AM (midnight) immediately after the first day of Commencement. Students will have to stop working more than 20 hours/week at 11:59 PM (midnight) immediately before the first day of classes. Please note that Commencement dates and First Day of Classes may vary depending on the campus and professional college.</td>
<td>According to federal regulations, international students may work on campus full-time when school is in session, or during the annual vacation period. C.F.R. 214(f)(4)(i). Students may be able to start working more than 20 hours/week at 12:01 AM (midnight) immediately after the first day of Commencement. Students will have to stop working more than 20 hours/week at 11:59 PM (midnight) immediately before the first day of classes. Please note that Commencement dates and First Day of Classes may vary depending on the campus and professional college.</td>
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<td></td>
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<td>International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration regulations.</td>
</tr>
</tbody>
</table>
|                  | Most Doctoral and some Masters students may be eligible for resident tuition payments depending on source of funding. Advisors and/or Principal Investigator have information on eligibility. | 119
### Graduate Assistant Teaching (GAT)*

**GAT:** Graduate students whose work involves an instructional assignment. GAT responsibilities vary greatly and may include, but are not limited to the following teaching duties:

- Teaching a section or laboratory section of a course,
- Assisting a faculty instructor in teaching students in recitation or discussion sessions,
- Tutoring individuals or small groups of students,
- Holding office hours and meeting with students, and
- Assisting with grading or student assessment involving student interaction.

Eligible for Out of State Tuition Waiver if criteria are met as outlined at: [http://ogaps.tamu.edu/New-Current-Students/Tuition-Waivers-and-Payments](http://ogaps.tamu.edu/New-Current-Students/Tuition-Waivers-and-Payments)

**Full-time registration required (Fall & Spring 9 hours) (Summer 3 hours in the 1st & 2nd each session or 6 hours over the 10 week)***

**Mandatory TA Training (TATEP)**

To become eligible to teach in positions such as Graduate Assistant Teaching, Instructor, Lecturer, etc., the State of Texas requires that international graduate students attain English proficiency certification. [http://ogaps.tamu.edu/New-Current-Students](http://ogaps.tamu.edu/New-Current-Students)

Exempt from FLSA regulations

FLSA regulations address “teachers” in §41.303 as “any employee with a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed.”

**Monthly rate of pay - FTE/12 month**

Job descriptions on file with department

**No timesheets required**

Salary paid at 50% FTE. Eligible for benefits if employed at least 50% effort.

**Can work no more than 20 hours per week; 9 additional hours with permission unless international student.**

Title code: 4009

Budgeted Monthly

All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage as described below. This includes persons who are attending intensive English language programs. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically changed to F-1 and J-1 international student’s tuition and fee statement.

International Student Employment Information see [http://lisp.tamu.edu/Departments/Employment/Information](http://lisp.tamu.edu/Departments/Employment/Information)

International students cannot work as GAT unless they have been English Language Certified, and they cannot work past their date of graduation.

According to federal regulations, international students "may work on campus full-time when school is not in session, or during the annual vacation" 8 C.F.R. 214(f)(9)(ii). Students may be able to start working more than 20 hours/week at 12:01 AM (midnight) immediately after the first day of Commencement. Students will have to stop working more than 20 hours/week at 11:59 PM (midnight) immediately before the first day of classes. Please note that Commencement dates and First Day of Classes may vary depending on the campus and professional college.

International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.

**Most Doctoral and some Masters students may be eligible for resident tuition payments depending on source of funding.**

### Graduate Assistant Lecturer (GAL)*

**GAL:** Doctoral graduate students whose credentials allow them to serve as instructors of undergraduate courses. GALs are typically in the final years of their graduate program and report to the department head or the supervisor of instructors. GAL responsibilities may include, but are not limited to:

- Full classroom instruction of course,
- Generating, proctoring and evaluating assignments and examinations,
- Student performance evaluation and assignment of grades,
- Office hours and student consultation, and
- All other duties associated with instruction as assigned by the supervisor.

Eligible for Out of State Tuition Waiver if criteria are met as outlined at: [http://ogaps.tamu.edu/New-Current-Students/Tuition-Waivers-and-Payments](http://ogaps.tamu.edu/New-Current-Students/Tuition-Waivers-and-Payments)

**Registration for at least 1 hour required**

**Must have full course responsibility**

To become eligible to teach in positions such as Graduate Assistant Teaching, Instructor, Lecturer, etc., the State of Texas requires that international graduate students attain English proficiency certification. [http://ogaps.tamu.edu/New-Current-Students](http://ogaps.tamu.edu/New-Current-Students)

While students assigned to GAL positions who are enrolled in less than nine semester hours during a fall or spring semester, or six hours in a summer semester will be certified as full-time for TAMU purposes, these students are not considered fulltime to meet federal regulations. Federal regulations determine eligibility for financial aid recipients. Policies and procedures within the Scholarships & Financial Aid Office address enrollment definitions for financial aid purposes.

Exempt from FLSA regulations

FLSA regulations address “teachers” in §41.303 as “any employee with a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed.”

**Monthly rate of pay - FTE/12 month**

Job descriptions on file with department

**No timesheets required**

Salary paid at 50% FTE. Eligible for benefits if employed at least 50% effort.

**Can work no more than 20 hours per week; 9 additional hours with permission unless international student.**

Title Code: 4010

Budgeted Monthly

All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage as described below. This includes persons who are attending intensive English language programs. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically changed to F-1 and J-1 international student’s tuition and fee statement.

International Student Employment Information see [http://lisp.tamu.edu/Departments/Employment/Information](http://lisp.tamu.edu/Departments/Employment/Information)

International students cannot work as GAT unless they have been English Language Certified, and they cannot work past their date of graduation.

According to federal regulations, international students "may work on campus full-time when school is not in session, or during the annual vacation" 8 C.F.R. 214(f)(9)(ii). Students may be able to start working more than 20 hours/week at 12:01 AM (midnight) immediately after the first day of Commencement. Students will have to stop working more than 20 hours/week at 11:59 PM (midnight) immediately before the first day of classes. Please note that Commencement dates and First Day of Classes may vary depending on the campus and professional college.

International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.

**Most Doctoral and some Masters students may be eligible for resident tuition payments depending on source of funding.**
6 GRADUATE ADMISSIONS PROCESSING

6.1 DIRECTORY
Mailing Addresses

Office of Graduate Admissions
Texas A&M University
P.O. Box 40001
College Station, TX 77842-4001

Office of International Admissions
Texas A&M University
P.O. Box 40002
College Station, TX 77842-4002

Physical Address for Express Mail

Office of Admissions – Texas A&M University
General Services Complex
750 Agronomy Road, Suite 1601
0200 TAMU
College Station, TX 77843-0200

Physical Location

The General Services Complex is on the corner of Agronomy Rd and F & B, just down from the Physical Plant.

General Phone

(979) 845-1060

Graduate program staff are encouraged to contact their Admissions liaison.

Fax: (979) 458-1018

URL: http://admissions.tamu.edu

6.2 ITEMS REQUIRED BY ADMISSIONS OFFICE


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__________________________________________________________________________________________________
Application fee - $90 for international students and $65 for U.S. citizens, permanent residents and applicants who qualify for Texas residency under Senate Bill 1528.

Official transcripts – from every senior level college/university attended (not required from community colleges unless applying to nursing). Transcripts issued in a language other than English must be accompanied by an official English translation.

Official test scores – GRE, GMAT, TOEFL, IELTS, PTE Academic scores (where required) must be reported directly to TAMU by the testing agency. TAMU’s institution code for the Educational Testing Service (ETS) is 6003. IELTS scores must be sent to:

Office of Admissions
Texas A&M University
P.O. Box 40002
College Station, TX 77842-4002

6.2.1 Applicants who are citizens of the following countries do not need to submit proof of English proficiency:
American Samoa
Anguilla
Antigua and Barbuda
Australia
Bahamas Barbados
Belize
British Virgin Islands
Canada (except Quebec)
Cayman Islands
Dominica
Federated States of Micronesia
Gambia
Ghana
Gibraltar
Grenada
Guyana
Ireland
Jamaica
Liberia
New Zealand
Nigeria
Saint Kitts and Nevis
Saint Lucia
Trinidad/Tobago

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## Graduate Admissions Liaisons

<table>
<thead>
<tr>
<th>College/Dept</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
<th>Back up Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong>&lt;br&gt;AERO ECEN OCEN&lt;br&gt;CHEN ISEN PETE&lt;br&gt;CSCE MEEN CVEN MSEN</td>
<td>Alice Brown&lt;br&gt;<a href="mailto:mary-a-brown@tamu.edu">mary-a-brown@tamu.edu</a>&lt;br&gt;458-5136</td>
<td>Linda Klimple&lt;br&gt;<a href="mailto:lindaklimple@tamu.edu">lindaklimple@tamu.edu</a>&lt;br&gt;458-5160</td>
<td>Crystal Little&lt;br&gt;<a href="mailto:crystal-little@tamu.edu">crystal-little@tamu.edu</a>&lt;br&gt;458-5128</td>
</tr>
<tr>
<td><strong>Architecture</strong>&lt;br&gt;Geosciences</td>
<td>Jennifer Cox&lt;br&gt;<a href="mailto:jennifercox@tamu.edu">jennifercox@tamu.edu</a>&lt;br&gt;458-5137</td>
<td>Geoff Germaine&lt;br&gt;<a href="mailto:phantomgeoff@tamu.edu">phantomgeoff@tamu.edu</a>&lt;br&gt;458-5131</td>
<td>Crystal Little&lt;br&gt;<a href="mailto:crystal-little@tamu.edu">crystal-little@tamu.edu</a>&lt;br&gt;458-5128</td>
</tr>
<tr>
<td><strong>Agriculture</strong>&lt;br&gt;Liberal Arts&lt;br&gt;Science&lt;br&gt;Engineering</td>
<td>Gwen Phillips&lt;br&gt;<a href="mailto:gphillips@tamu.edu">gphillips@tamu.edu</a>&lt;br&gt;458-5132</td>
<td>Verna Davis&lt;br&gt;<a href="mailto:Davj_1@tamu.edu">Davj_1@tamu.edu</a>&lt;br&gt;458-5122</td>
<td>Crystal Little&lt;br&gt;<a href="mailto:crystal-little@tamu.edu">crystal-little@tamu.edu</a>&lt;br&gt;458-5128</td>
</tr>
<tr>
<td><strong>Bush School</strong>&lt;br&gt;Vet Med&lt;br&gt;Education&lt;br&gt;HSC&lt;br&gt;Galveston</td>
<td>Crystal Little&lt;br&gt;<a href="mailto:crystal-little@tamu.edu">crystal-little@tamu.edu</a>&lt;br&gt;458-5128</td>
<td>Howard Nelson&lt;br&gt;<a href="mailto:Howard.h.nelson@tamu.edu">Howard.h.nelson@tamu.edu</a>&lt;br&gt;458-5125</td>
<td>Catherine Roueche-Herdman&lt;br&gt;<a href="mailto:catherinerh@tamu.edu">catherinerh@tamu.edu</a>&lt;br&gt;458-5124</td>
</tr>
<tr>
<td><strong>QATAR</strong>&lt;br&gt;SSP&lt;br&gt;MAYS</td>
<td></td>
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</tr>
</tbody>
</table>

Turks and Caicos Islands<br>United Kingdom

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**GRADUATE ADMISSIONS LIAISONS**

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**NOTES:**

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
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6.3 EVALUATION AND ADMISSION TOOLS

6.3.1 Graduate Tracking Report
The Graduate Tracking Report is a very useful tool for your admission process. This report will provide a comprehensive list of all applicants by program. An updated report is available in both PDF and CSV format every day through Compass Reports on the Employee Tab of the Howdy Portal. This report will display the GPA we have calculated for your applicants, in addition to test scores and international and/or sponsored status. Please contact your liaison in the Admissions Office if you have any questions about this report or do not see it in Compass Reports.

6.3.2 Graduate Review System (GRS)
The Graduate Review System is a module within the Applicant Information System (AIS) and is the primary mechanism for reviewing graduate applications and communicating admission decisions back to the Office of Admissions. If you are interested in using GRS, please contact your Admissions Liaison to schedule a demonstration.

6.3.3 TAMUDocs (http://tamudocs.tamu.edu)
TAMUDocs is the admission document database may be used for viewing applications and communicating admission decisions to the Admissions Office. The Training Manual for TAMUDocs can be found at https://tamudocs.tamu.edu under the Training tab.

To request access to TAMUDocs, send an email to tamudocs-admissions@tamu.edu with the following information:

- Last Name:
- First Name:
- College:
- Department(s):
- Title:
- Email address:
- Phone number:
- NetID:
- UIN:
- Signature Authority: Y or N*
- Are you replacing any previous user? If so, whom?

*Signature Authorities must be listed on the “Authorized Signatures for Graduate and Professional Studies Documents” form on file with OGAPS.

6.3.4 ApplyTexas Application
Non-Engineering applicants are strongly encouraged to use the ApplyTexas application because most of the applicant information will load to Compass electronically, saving valuable processing time. Paper applications require extensive data entry and may experience a significant processing delay.
Graduate program offices may request a program-specific message of up to 250 characters and specific deadlines (display and enforced) on the ApplyTexas application. After an enforced deadline has passed, applicants will no longer be able to access that application. Admissions can also add program specific questions to the ApplyTexas application, and the applicant response will display on the image of the application. If you are interested in displaying a particular message to your applicants, posting program specific deadlines or adding areas of specialization or custom questions to your application(s), please contact your Admissions liaison.

6.3.5 Letters of Recommendation
Graduate applicants of many programs have access to the Electronic Letter of Recommendation system in the Applicant Information System (AIS). This is the preferred method of receiving letters of recommendation from graduate applicants.

6.3.6 Uploaded Transcripts
Graduate applicants may upload transcripts via the Applicant Information System (AIS) or separate application portals. Uploaded transcripts must be “official” to complete applications for review. Admitted applicants must provide the official, hard copy transcript prior to initial registration.

6.4 Special Circumstances

6.4.1 TAMU Undergraduates Admitted to Graduate and Professional Studies
TAMU undergraduates who have been admitted to graduate study will be dropped from their graduate courses the week prior to the start of the term of admission if they have not graduated with their undergraduate degree.

6.4.2 Admission without Final Transcript or Diploma
Applicants admitted with a final transcript or diploma (degree statement) pending will be required to submit the missing credential during their first semester of enrollment. Failure to submit the required credential to the Admissions Office during the first semester of enrollment will result in a registration hold for subsequent semesters. However, registration holds for initial registration will not be removed until official transcripts (not uploaded) are provided to the Admissions Office. These do not need to be final transcripts, but should replace the uploaded transcripts used to review for admission.

6.4.3 Readmission to Graduate and Professional Studies
(Students who have previously enrolled in Graduate and Professional Studies at Texas A&M University)
Returning graduate students (G6, G7, G8) who have attended Texas A&M University within the past 12 months will not have to submit an application for readmission.
Applications from returning graduate students (G6, G7, G8) who have not attended Texas A&M University for a period of one year or more will be sent to the department for approval before the students are readmitted.

6.4.4 Admission Deferrals
The process to defer admission from one term to another is labor-intensive. In addition to building a completely new application on SAAADMS and adjusting the checklist, the Admissions Office must also make corrections to SGASTDN

NOTES:
and/or SZAREGS and SZASSTD. The Admissions Office asks that you please confirm the appropriate deferral term before requesting a change of term through the Admissions Office. Deferral requests must be made before the beginning of the term of original application.

6.5 GRADUATE ADMISSIONS COMPASS FORMS GUIDE

This guide will provide basic information about the admission-related forms and offer some hints and tips about navigating in Compass.

6.5.1 SPAIDEN- General Person Identification
- Contains Compass ID, Alternate Identification, Address, Telephone, Biographical, Email, Emergency Contact.
- Alternate ID Tab includes ApplyTexas app number as last name so that it is a searchable field.
- SP denotes the permanent address. SM denotes local/current mailing address.
- Several email address types may be present. The Texas A&M University email address will be marked as priority.

![Image of SPAIDEN form]

6.5.2 SOAIDEN – Name search form

Click the three dots between the ID and the + on SPAIDEN:

![Image of SOAIDEN form]

This opens a dialog box. Click Person Search.

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Enter the applicant’s last name and first name. Hit F8 to execute the search. You may also search by ApplyTexas ID in the Last Name field.

6.5.3 SAASUMI – Admissions Application Summary
- Shows summary of all applications, application number, Admission Type, Student Type, Residence Type, Status, Status Date, Decision, Decision Date, Curricula.
- Leave elements in Key block to view all applications submitted in Summary block.
- Enter term and/or Program code to filter to only see apps of a particular type.
- Information in Curricula Summary and Field of Study is related to the application highlighted in the Summary block.
### Graduate Admissions Processing

**Graduate Admissions Compass Forms Guide**

**NOTES:**

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**ADMISSIONS APPLICATION SUMMARY**

<table>
<thead>
<tr>
<th>Entry Term</th>
<th>Application Number</th>
<th>Application Preference</th>
<th>Admission Type</th>
<th>Student Type</th>
<th>Residence</th>
<th>Outstanding Requirements</th>
<th>Status</th>
<th>Status Date</th>
<th>Decision Date</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>201911</td>
<td>70</td>
<td>GR</td>
<td>G</td>
<td>N</td>
<td>D</td>
<td>D</td>
<td>27-MAR-2</td>
<td>WD</td>
<td>27-MAR-2018</td>
<td></td>
</tr>
<tr>
<td>201931</td>
<td>69</td>
<td>GR</td>
<td>M</td>
<td>N</td>
<td>D</td>
<td>D</td>
<td>21-JUN-18</td>
<td>AF</td>
<td>21-JUN-2018</td>
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</tr>
<tr>
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<td>67</td>
<td>GR</td>
<td>M</td>
<td>R</td>
<td>I</td>
<td>I</td>
<td>27-FEB-18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201931</td>
<td>66</td>
<td>GR</td>
<td>M</td>
<td>R</td>
<td>I</td>
<td>I</td>
<td>06-OCT-16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201821</td>
<td>71</td>
<td>GR</td>
<td>G</td>
<td>N</td>
<td>I</td>
<td>I</td>
<td>09-MAY-18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201821</td>
<td>68</td>
<td>IG</td>
<td>M</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>05-MAR-2</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>201731</td>
<td>64</td>
<td>GR</td>
<td>M</td>
<td>R</td>
<td>D</td>
<td>D</td>
<td>02-OCT-17</td>
<td>XT</td>
<td>02-OCT-2017</td>
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<tr>
<td>201731</td>
<td>63</td>
<td>IG</td>
<td>M</td>
<td>I</td>
<td>D</td>
<td>D</td>
<td>27-FEB-18</td>
<td>WD</td>
<td>27-FEB-2018</td>
<td></td>
</tr>
<tr>
<td>201731</td>
<td>62</td>
<td>IG</td>
<td>D</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>05-OCT-16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201731</td>
<td>61</td>
<td>IG</td>
<td>M</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>05-OCT-16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CURRICULUM SUMMARY - PRIMARY**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Term</th>
<th>Program</th>
<th>Catalog</th>
<th>Level</th>
<th>Campus</th>
<th>College</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>201911</td>
<td>GR Non-degree seeking</td>
<td>201911</td>
<td>Graduates</td>
<td>College Station</td>
<td>Public Health</td>
<td>Non-Degree Seeking</td>
</tr>
</tbody>
</table>

**FIELD OF STUDY SUMMARY**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Term</th>
<th>Type</th>
<th>Field of Study</th>
<th>Department</th>
<th>Attached to Major</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>201911</td>
<td>Major</td>
<td>Public Health</td>
<td>School of Public Health</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>201911</td>
<td>Minimum Hrs for Doctorate</td>
<td>Minimum</td>
<td>Major</td>
<td></td>
</tr>
</tbody>
</table>

Record 1 of 2
6.5.4  SAAACKL - Admission Application/Checklist Summary (NOT CURRENTLY FUNCTIONING IN BANNER 9)

- Items marked as Mandatory are required for completion prior to a decision.
- Other items may be required later, sometimes requiring a hold to be placed on the applicant.
- Use of term in Key block will filter to only show applications for that term. Leave blank to view all terms.
- Use scroll bar in Application Summary block to select a specific term. Information in the checklist will reflect requirements for the selected term.

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6.5.5 **SOAPCOQ- Prior College and Degree**

- Prior college, Transcript Received Date, Degree, Attendance Dates, Prior College Address.
- Degree date is entered when proof of award of degree is received.

6.5.6 **SOATEST- Test Score Information**

- Test Code, Test Score, Test Date, Admissions Request, and Source.
- Test Codes that begin with a “P” are student-reported and not official.
6.5.7 **SOAHOLD/WOAHOLD- Hold Information**
- Staff who place holds will need access defined by Hold Type and Originator code. Contact your Compass PAA for access.

### Hold Information SOAHOLD/WOAHOLD 9.3.2 (DMU 1.1) (PROD)

<table>
<thead>
<tr>
<th>ID: T06271224</th>
<th>Burundi N Text App</th>
<th>Hold Filter:</th>
<th>All Holds</th>
<th>All Active Holds</th>
<th>Active Transcript Holds</th>
<th>Active Registration Holds</th>
<th>Active Graduation Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hold Details</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold Type</td>
<td>Hold Type Description</td>
<td>Amount</td>
<td>Period</td>
<td>To</td>
<td>Origin Code</td>
<td>Origin Code Description</td>
<td>Created User</td>
</tr>
<tr>
<td>PR</td>
<td>PR Card</td>
<td>09-NOV-2016</td>
<td>31-DEC-2099</td>
<td>ADM</td>
<td>Admissions</td>
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<td></td>
</tr>
<tr>
<td>AA</td>
<td>Personal Card Record</td>
<td>25-APR-2016</td>
<td>31-DEC-2099</td>
<td>ADM</td>
<td>Admissions</td>
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<td></td>
</tr>
<tr>
<td>IC</td>
<td>Check-In at ISS Required</td>
<td>26-JAN-2016</td>
<td>31-DEC-2099</td>
<td>ISS</td>
<td>International Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH</td>
<td>Final High School Transcript</td>
<td>Contact ADMI at 979-605-1060</td>
<td>15-SEP-2015</td>
<td>31-DEC-2099</td>
<td>ADM</td>
<td>Admissions</td>
<td></td>
</tr>
<tr>
<td>BA</td>
<td>Advising Required</td>
<td>17-JUL-2013</td>
<td>31-DEC-2099</td>
<td>CLEN</td>
<td>College of Engineering</td>
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<tr>
<td>IC</td>
<td>Check-In at ISS Required</td>
<td>07-MAY-2012</td>
<td>31-DEC-2099</td>
<td>ISS</td>
<td>International Student Services</td>
<td></td>
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<tr>
<td>IM</td>
<td>Tubercolosis Screening Needed</td>
<td>Incomplete Immunization</td>
<td>23-SEP-2011</td>
<td>31-DEC-2099</td>
<td>STHX</td>
<td>Student Health 979-460-6310</td>
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<td>XR</td>
<td>Converted Registration Hold</td>
<td>CHECK-IN AT INTERNATIONAL S...</td>
<td>00-00</td>
<td>21-MAR-20...</td>
<td>31-DEC-2099</td>
<td>ISS</td>
<td>International Student Services</td>
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<tr>
<td>XX</td>
<td>Missing Documents</td>
<td>ADMISSION FILE INCOMPLETE</td>
<td>00-00</td>
<td>07-JAN-2008</td>
<td>31-DEC-2099</td>
<td>ISS</td>
<td>International Student Services</td>
</tr>
</tbody>
</table>

**NOTES:**

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6.5.8 **SPACMNT- Person Comment**
- Comments related to student.

### Person Comment SPACMNT 9.3.9 (PROD)

<table>
<thead>
<tr>
<th>ID: T06271224</th>
<th>Burundi N Text App</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comment Details</strong></td>
<td></td>
</tr>
<tr>
<td>Comment Type</td>
<td>Admission Comment</td>
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<tr>
<td>Originator</td>
<td>ADM</td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Contact Date</td>
<td>24-APR-2015</td>
</tr>
<tr>
<td>From Time</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Test comment - CRH</td>
</tr>
<tr>
<td>Narrative Comments</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

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6.5.9 SOASUPL - Application Supplemental Information
- Information used for Texas Higher Education Coordinating Board reports.
- User defined flags and fields.

6.5.10 SUAMAIL - Student Mail
- Where Admissions letters are tracked.
- Click “Clear All” to remove the search filters.
- Use the F8 key to query the form for any entries.
6.5.11 GOAINTL- International Information

- Visa Information - Admissions will enter Permanent Resident (PR-Visa Type) info.
- Document Information.
- Passport Information.
- Certificate of Eligibility.
- Nationality - Admissions will enter nation of birth, nation of citizenship.

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7 INTERNATIONAL STUDENT SERVICES

7.1 DIRECTORY
International Student Services
(979) 845-1824
Pavilion Room 110
1226 TAMU, College Station, TX 77843-1226
Fax: (979) 862-4633
http://iss.tamu.edu
Bill Taylor –Director

7.2 OVERVIEW OF INTERNATIONAL STUDENT SERVICES
International Student Services (ISS) advises over 6,000 international students from 120 countries. ISS works with international students at the College Station campus, Galveston, Health Science Center locations and the School of Law. An international student is defined as a student who is not a United States citizen or permanent resident. ISS assists students in complying with the Department of State and Department of Homeland Security regulations and updates the Student Exchange Visitor Information System (SEVIS).

While the majority of the international students come on F-1 or J-1 visas, some will have other visa types. The information provided is geared for advising students with F-1 or J-1 status.

ISS also provides resources to students on adjusting to the United States and the local community, workshops (on-line and in-person) on various subjects such as work authorization and taxes, and adds/removes the mandatory health insurance charges.

7.3 INFORMATION ABOUT F-1 AND J-1 STATUS
Steps after Admission to the University

When international students are admitted to the University, they will need to follow the instructions on our website at http://iss.tamu.edu/Prospective-Students/You-are-admitted-Now-What. If the student will need a U.S. F-1 or J-1 visa to enter the United States, the student then applies for the I-20 (F-1 status) or the DS-2019 (J-1 status). The student then sets an appointment with the U.S. embassy or consulate to apply for the visa. New incoming students may enter the United States no earlier than 30 days from the start date on the I-20 or DS-2019.

NOTES:
ISS offers an on-line orientation to students to learn about what to do at the port-of-entry, arriving to the local community and other subjects.

After arriving in the United States, F-1 and J-1 students must complete their check in process thru Terra Dotta with ISS before enrolling for classes for the first time.

**Maintaining F-1 or J-1 status**

It is important for F-1 and J-1 students to maintain their immigration status while pursuing their academic program. Here are the main ways an F-1 or J-1 student can maintain status:

1. Keep their documents up-to-date. Do not let the I-20 or DS-2019 expire prior to graduation. Do not let the passport expire. Please note that in most cases, the visa stamp can expire while the student is in the United States without effecting their status.
2. Maintain full-time enrollment. If a student needs to drop below full-time enrollment, then the student must receive an approved Reduce Course Load request from ISS first. If a student drops below full-time enrollment without ISS permission, then the student may fall out of legal status. Only 3 hours of distance learning courses may count toward the full-time enrollment for F-1 students. No distance learning courses may count towards full time enrollment for immigration purposes for J-1 students.
3. Obtain work authorization.
   a. On-Campus Work: J-1 students need to apply for ISS permission before working on campus and must receive annual renewal of the work authorization. F-1 students are automatically eligible to work on campus while they are in legal status.
   b. Off-Campus Work: Both F-1 and J-1 students need ISS permission and possibly federal government permission to work off-campus. It can take months for the student to receive the appropriate work authorization.

**Mandatory Health Insurance**

Texas A&M University System rules require students with F-1 or J-1 status to purchase the System Student Health Insurance Plan. The Department of State requires all exchange visitors (J-1 status) to maintain health insurance at all times. Please visit the ISS web page for more information, [http://iss.tamu.edu/Current-Students/Health-Insurance](http://iss.tamu.edu/Current-Students/Health-Insurance)

**Travelling Inside and Outside the United States**

International students should carry their passports, I-20 or DS-2019s and a copy of their I-94 while travelling inside the United States. They will need a travel signature from ISS on their I-20 or DS-2019 before leaving the United States. A travel signature is valid for one year, or the I-20/DS-2019 program end date, or the student’s graduation date, whichever comes first. Travel signatures for students on F-1 OPT are valid for 6 months. They should check with ISS to see if travelling outside the United States will have any effect on their immigration status.

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7.4 Academic Departments and ISS

Many of the ISS processes for international students involve the academic departments. Academic advisors provide ISS valuable information regarding the students' academic status.

Common ISS Processes that involve Academic Departments

- Reduced Course Load Requests – permission to drop below full-time enrollment
- Extensions – permission to extend the I-20 or DS-2019 expiration date for academic purposes
- Curricular Practical Training – work authorization for F-1 students based upon an internship being part of the academic program
- Optional Practical Training – work authorization for F-1 students usually toward the end of or following an academic program
- Academic Training – off campus work authorization for J-1 students
- On Campus Employment for J-1 students – on campus work authorization approval for exchange visitors

International Student On-Campus Employment

Students on F-1 or J-1 status are limited to 20 hours per week of employment in the Fall and Spring semesters. Students may work more than 20 hours per week in the summer or between the semesters per immigration regulations. If a student exceeds 20 hours in the major semesters or works after graduation, they may lose their immigration status.

Graduate Assistantship Letters

The following information about the content of award letters is important, not only when the letters are prepared for newly admitted students, but also whenever federal regulations require registered international students to obtain letters proving current financial support, such as when the students must renew visas or apply to extend their allowed time to complete academic programs. Award letters, prepared on departmental letterhead stationery, should include:

- The job title or description of the award;
- The gross dollar amount of the monthly or hourly salary, or the dollar amount of the award. The letter should state whether the salary is for nine months or twelve months of the year and whether the award is for one semester or one year;
- A statement about whether or not the award entitles the student to pay resident (in-state) tuition or if tuition and/or fees are paid in full by the University. This information is important because the federal officials evaluating the amount of support are not familiar with policies which state that positions such as assistantships make a student eligible to pay resident tuition;
- Information about whether or not the award includes health insurance benefits (including benefits for dependents if applicable).
- Information about the expected duration of the award. If the award will only be awarded for a limited time, such as one semester or one year, this should be stated. If the department hopes to continue the funding for the

NOTES:
duration of the student’s program or until sometime in the future, barring unforeseen circumstances, this should be stated.

7.5 **FINANCIALLY SPONSORED STUDENTS**

Several international students are financially sponsored by companies or governments. International Student Services serves as a liaison among the Office of Admissions, academic departments, sponsors and students regarding matters related to their immigration status and sponsorship. If the sponsor is paying the University directly, then Student Business Services (SBS) processes the third party billing. All invoices are issued by SBS.

7.5.1 Identifying a Sponsored International Student

A Texas A&M sponsored student is a student who, in pursuing his or her educational objective in the United States, seeks admission to TAMU under any of the following conditions:

- The student’s educational program is the result of a written agreement between the United States government and a foreign government or a written agreement between an American and foreign educational institution or;
- The student receives primary financial support from a source other than personal or family funds or a Texas A&M academic department or;
- The student’s educational objective has been agreed to by both prospective student and sponsor and may not be changed without the written approval of the sponsor.

(NOTE: Financial support for a sponsored student may be provided by the United States government, the government of the prospective student’s home country, an international organization, or other private or public entities.) Most sponsored students are selected to study in the United States under programs designed to enhance the development of their countries, and are required to return to their home countries following the completion of the academic objectives for which they are selected for study in the United States. As a result, their educational objectives are clearly delineated in agreements (contracts) the students sign prior to receiving funds for academic study. Each sponsor and/or agency representing sponsors who fund students to pursue academic degrees will have a unique set of requirements.

7.5.2 **Restrictions**

In addition to federal regulations governing all international students, sponsors may impose their own, such as:

**Course Selection and Full Course of Study**

While sponsored students must enroll in required University classes as stipulated by Texas A&M regulations and departmental requirements, students who drop courses or elect to enroll in courses not considered required or related to their sponsor’s academic objectives must obtain their sponsor’s permission and pay for such courses themselves. Examples are enrolling in physical education classes while pursuing graduate degrees and/or languages other than...
English. It is also necessary to obtain written verification that additional English Language classes are mandatory before a sponsor will consider approving payment for the classes.

**Employment/Payment of Tuition by OGAPS Grant**

Advisors should inquire whether or not a student is permitted by a sponsor to seek or accept employment. In some cases, sponsors permit employment without a penalty; in other cases, sponsors may authorize employment but reduce their financial contribution to the student’s program. All questions on such matters should be directed to the student. Furthermore, all sponsored students must comply with federal employment regulations. Departments offering assistantships should bear in mind that many sponsored students receive stipends for living expenses that may be tax free.

Sponsored students whose sponsors pay tuition and fees may not be eligible for departmental/grant OGAPS payment of tuition unless there are special circumstances involved. The student should check with their sponsor should there be questions regarding sponsorship conditions related to payment of tuition and fees.

**Additional Degrees and/or Practical/Academic Training**

Advisors should not assume a student may remain in the United States and/or is authorized to pursue degrees and/or training beyond that which was funded by a sponsor. Permission from the sponsoring agency should be secured prior to offering assistance to a student for additional degrees and/or the encouragement to obtain practical training authorization.

**7.5.3 Sponsor Visits**

Sponsors or their representatives may schedule visits to Texas A&M. These visits are coordinated through the International Student Services Office.

**NOTES:**
8 RESOURCES AND SERVICES FOR A&M STUDENTS GOING ABROAD

8.1 DIRECTORY
Education Abroad
(979) 845-0544
112 Pavilion
3262 TAMU, College Station, TX 77843-3262
Fax: (979) 458-3623
http://abroad.tamu.edu
Holly Hudson, Ed.D. – Executive Director

Education Abroad is committed to meeting the goals of all Texas A&M University graduate students through various transformational, international opportunities including research, internship, academic and volunteer programs abroad. Specific services available to graduate students include identifying programs, applying for or renewing your passport, obtaining international health insurance, information about available scholarships, 24/7 emergency support as needed when you are abroad, and help locating courses or appropriate programs that will enrich your graduate degree.

8.2 PASSPORT SERVICES
Education Abroad is also a Passport Acceptance Facility. This provides students, faculty, and staff with a convenient location for all their passport needs, including photo services for U.S. Passports, international passports, and support for visa applications. The office is open to the public and parking is available nearby. For information on passport processing fees please visit the U.S. State Department website at travel.state.gov. For information on facility hours and photo fees please visit the Education Abroad website at http://abroad.tamu.edu.

8.3 INTERNATIONAL MEDICAL INSURANCE
Graduate students studying, interning, volunteering, conducting research, or presenting at a conference overseas can purchase a comprehensive, and very affordable, health insurance plan through Cultural Insurance Services International (CISI). Since 1992, CISI has insured over 1 million students worldwide. The plan available to Texas A&M graduate students includes a comprehensive medical plan with no deductible, 24 hour emergency credit support, medical evacuation and repatriation of remains, and affordable premiums. For more information, contact Education Abroad at abroad@tamu.edu or (979) 845-0544.

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8.4 TEXAS A&M EDUCATION ABROAD PROGRAMS

8.4.1 Texas A&M Faculty-Led Programs
Every year Texas A&M faculty teach courses abroad during the fall, spring, and summer sessions. A number of Texas A&M University faculty-led programs provide stacked graduate – undergraduate coursework. Some courses are designed specifically for graduate students only and combine both research and classroom experiences. Graduate students can work with their advisors to develop an opportunity that incorporates one or both of these elements.

It is also possible for graduate students to accompany an undergraduate or graduate program abroad as an assistant to a faculty leader; just as they would assist with an on-campus course. In such cases, graduate students can be added to a program either in a dual role (50% student and 50% employee) or in a full work role (100% employee). Graduate students interested in these opportunities should contact their graduate advisor of the Study Abroad Office.

8.4.2. Exchange Programs
Exchange Programs are student exchanges authorized by the Texas legislature and governed by special regulations. Exchanges provide students the opportunity to study and live at a foreign university for either a semester or an academic year. Exchange programs are established through a Memoranda of Agreement between Education Abroad or an academic department at Texas A&M and a foreign institution. Parity for such exchanges must take place over a five-year period. Participating students pay Texas A&M tuition and fees while enrolled at the foreign institution, typically for one semester.

8.4.3. Non-Degree Programs
Many foreign universities will accept non-degree-seeking students to take courses at their institution or to pursue research for academic credit. Graduate students who wish to spend some time at a foreign university should write directly to the school or schools of choice, requesting admission as a non-degree student. To receive credit for this coursework, graduate students will have to work with their department, advisory committee and Education Abroad to facilitate the credit transfer.

8.4.4. Independent Research Abroad
Conducting thesis or dissertation research outside of the United States requires registration with Education Abroad as an Independent Traveler. This provides students access to resources including health and safety information, international insurance, and Education Abroad’s 24/7 emergency support. Arrangements for research hours should be made directly between the student and his/her department. For more information, call (979) 845-0544 or visit abroad.tamu.edu.

8.4.5. Internships
Graduate students who would like to complete an international internship may find opportunities through Education Abroad, Career Center Work Abroad Programs or the Graduate Student Career Services. For more information, contact Education Abroad or the Texas A&M University Career Center at careercenter.tamu.edu, or (979) 845-5139. The Career Center is located in Koldus 209.

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8.5 Scholarships Available for Students

Graduate students engaged in education abroad programs are eligible for special scholarships. More details about these and other funding opportunities for international education are available on the Education Abroad website at abroad.tamu.edu.

8.5.1 Junior Fulbright

The Fulbright is a prestigious national competition. If awarded, students live in a selected country and conduct research, teach, or attend school and are funded by both the U.S. and the host country. The opportunities available depend upon the particular country. The likelihood of receiving a Junior Fulbright increases if the graduate student applies for a country that is identified by the Fulbright committee as highly desirable. Information about applying for the Junior Fulbright is available on the L.A.U.N.C.H. office website at launch.tamu.edu. You can also visit the Fulbright site at www.cies.org.

8.5.2 British Marshall

This program is for a master’s degree at a British institution. Recipients may be married, but must be under the age of 26 by October 1 of the year of the award. The student must also have a Bachelor’s degree with an overall GPA of 3.7 by the date of the receipt of the award. For more information, go to launch.tamu.edu.

8.5.3 Rhodes

This award is available to graduate students and graduating seniors for two years of study at Oxford University. An applicant must be a U.S. citizen between the age of 18 and 24 and have at least a 3.75 GPA. For more information, go to launch.tamu.edu.

8.5.4 Rotary Foundation Ambassadorial Scholarship

This scholarship provides graduate, undergraduate, vocational students, teachers of the handicapped, and journalists, with funds to conduct studies and research abroad. Students must be proficient in the language of the host country. The applicant must be a citizen of a county in which there is a Rotary Club. For further information, contact the Bryan/College Station Rotary Club at aggielandrotary.org.

8.5.5 National Security Education Program (NSEP) – Boren Fellowship

This program awards fellowships to American graduate students to study in foreign countries and world regions critical to U.S. national security. NSEP awards are available for a maximum of $8,000 per semester or $16,000 per academic year. The competition is merit-based. Students may apply for study in summer, fall, and spring. Application deadline is February. For more information, visit http://www.borenawards.org.

8.5.6 Study Abroad Fellowship

This is a need-based scholarship, furnishing up to $2,000 to full time undergraduate and graduate Texas A&M University students for Texas A&M education abroad programs. At the time of scholarship application, graduate students must be

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enrolled for at least 9 hours with a cumulative GPA of 3.0. Applications are available in on the university Scholarships and Financial Aid website at http://uwide.tamu.edu.

8.5.7 International Education Fee Scholarship – Graduate and Professional
This is a merit- and need-based scholarship program. At the time of the scholarship application, graduate students must be enrolled for at least 9 hours with a cumulative GPA of 3.0 and all students must be enrolled in a credit-bearing education abroad experience (i.e., study abroad program, co-op, internship or international practicum). International students studying in the United States are eligible to apply. Applications are available online at http://uwide.tamu.edu. All students who paid the international education fee are eligible to apply based on financial need, academic qualifications, and international activities.

8.5.8 International Education Fee Study Grant – Graduate and Professional
All students who paid the international education fee are eligible to apply for up to $500. The award may be used towards the expenses in presenting a paper at or attending a recognized conference. For more information, visit the International Student Services website at: http://iss.tamu.edu/

8.5.9 Patti and Weldon Kruger ’53 scholarship
This scholarship supports up to a semester long academic experience in international locations. The scholarship supports travel for graduate students to participate in academic programs, research, attendance at international conferences, seminars, or short courses in international locations. There is a strong preference for students who have not previously traveled outside of the United States. Applications are available on the university Scholarships and Financial Aid website at https://scholarships.tamu.edu.
9  OFFICE OF THE REGISTRAR - STUDENT SERVICES AREA

9.1  DIRECTORY

Melanie A. Monroe  
Associate Registrar – Student Services  
monroe24@tamu.edu  
979-862-2113

Matthew D. Johnson  
Assistant Registrar – Student Services (Athletic Certification, Grading, Records & Registration)  
Matthewdjohnson@tamu.edu  
979-845-8606

Cathy Littleton  
Assistant Registrar – Student Services (Enrollment Reporting National Student Clearinghouse & NSLDS)  
c-littleton@tamu.edu  
979-458-4175

Nicole Ozerova - Administrative Coordinator (Student Services (Front Counter, Records, Registration, & Transcripts)  
(979) 845-1003

Office of the Registrar Listserv

Contents of this section are subject to change as we continue to evaluate processes. New or improved initiatives may be implemented after this publication. It is strongly encouraged to subscribe to the Office of the Registrar listserv in order to receive general information, updates, and reminders from our office. See Office of the Registrar Listserv (http://registrar.tamu.edu/About-Us/Office-of-the-Registrar-Listserv) for more information about how to join.

9.2  REGISTRATION INFORMATION

The following registration information should assist you with determining what forms, if any, are required to make registration requests during various stages of the registration process.

Registration Access

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Students & many advisors have registration access to drop and/or add courses to their schedule through the end of the Add/Drop registration period as published in the Academic Calendar. Effective with the first day of the term, students wanting to drop all classes are considered to be withdrawing and cannot drop all classes via Add/Drop. Students are to be advised to submit their withdrawal request in Howdy. After the Add/Drop registration period, only the dean (or dean designees) have registration access to drop and/or add courses through the official census date for the term. It is encouraged that all registration schedule adjustments be made prior to the official census date to avoid any unintended implications that may arise due to changes made after this time (i.e. state and federal enrollment reporting issues, financial aid adjustments, international student status changes, student-athlete eligibility, etc.).

If registration changes are needed after the official census date for the term, these must be requested using the appropriate request methods before being submitted to the Office of the Registrar for processing.

Please reference Student Rules 1.18 to 1.20 for more information about Registration and Change in Schedule (http://student-rules.tamu.edu/rule01).

Registration-Related Forms

<table>
<thead>
<tr>
<th>Request/Form</th>
<th>Circumstances For When to Use or Submit:</th>
<th>Time Frame When to Submit</th>
</tr>
</thead>
</table>
| Add/Drop Requests online          | Student already has enrollment and needing to make changes to existing enrollment. NOTE: Adding classes to an existing schedule after census resulting in a net increase in hours will result in a $50 late add fee. Do NOT use this form to drop all classes (i.e. withdraw) unless dropping all as a no record (with appropriate documentation). For withdrawals, students initiate online in Howdy. The online request system would be able to be used to submit the same types of requests that were submitted using the paper forms. An online processing guide is available to view to assist with using the online request system as follows:  
  Employee tab > Compass User Training > Records, Registration, and Advising >                                                                 | The online Add/Drop request system is to submit requests after a term’s census date. It is not intended to be used to submit current term requests made prior to the current term census date as Deans and Dean’s designees are given registration access to manage add/drop requests before census. |

*January 2019, an online Add/Drop request system was implemented to replace the paper Add/Drop form.
Registration > Online Course Change Submission

Request for Registration After Census Form

Use to add classes after the official census date.

*Form is in the Howdy portal and can be downloaded from the Advising tab in the Advising Resources channel or the Office of Registrar website under “Forms & Reports”.*

The student is not enrolled in any courses as of the official census date. This form must be used to add courses to a student’s schedule who was not enrolled in any classes as of census.

NOTE: Adding courses any day after census for the term, if not enrolled in courses as of census, will result in a $200 late registration fee.

Submit these forms to the Office of the Registrar. Forms can be submitted to the Office of the Registrar via:

- Fax: 979-845-1086
- In Person: GSC Bldg, Suite 1501

*Forms can NOT be emailed.*

Late Registration/Add Penalties (Student Business Services – sbs.tamu.edu)

Students who add classes after the Census Date (12th class day for fall and spring term and 4th class day for summer sessions) that result in a net increase in hours enrolled are assessed a $50 registration after census fee.

Students who were not enrolled as of 1st class day, and who register on or after the first day of classes, but before the thirteenth day of classes (before the 5th class day for summer sessions) are assessed a $100 late registration fee.

Students who were not enrolled as of the 12th class day, and who register on or after the twelfth class day are assessed a $200 registration after census fee (4th class day for summer sessions).

Note: The University reserves the right to cancel registrations not paid by their due date, or by the official census date for semester or summer term, to comply with state laws requiring payment of tuition and fees. The late registration fee and late add fee will be applied to student accounts that are required to reenroll because their registrations were cancelled for non-payment. Registrations are subject to cancellation and/or financial penalties if sufficient payment is made.

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not received before 5:00 p.m. on the last business day before classes begin and on the Census Date (12th class day for fall and spring term and 4th class day for summer sessions), to free the classroom spaces for other students, and to ensure the most efficient use of University resources.

Add/Drop Request:

- Always include a reason for the request being made as a comment or upload a document (i.e. memo). This is important backup documentation if there is ever a question about why a schedule change was made.
- The Academic Dean’s approval is the only approval required by the Office of the Registrar. Some academic deans may require an advisor to vet the request and submit documentation to them before they will review and/or approve the request.

- Drops- When dropping a course, keep in mind that students dropping individual courses while remaining enrolled in other courses, may have their courses dropped and not kept on their record dropped during the first twelve class days of a fall/spring term, or first five class days of summer. Drops during this time result in the course not appearing on the student’s transcript, do not reflect a grade, and does not have charges* associated with these drops.

*This only applies if the student is still enrolled in other courses and dropping during the first twelve class days of a fall/spring term, or first five class days of summer.

- NR Drop Type (No Record) – No record drops prior to census are expected as a means to correct student registration so records are accurately maintained on the student’s record and can be reported accurately according to state and federal rules and regulations. No record drops are NOT intended to be used after the official census date except in extenuating circumstances where an administrative error has been detected and is necessary to correct the student’s enrollment record(s). NR drop type removes a course from the student’s permanent record as if they were never in the course and also results in no charges associated with the course. **No Record drop requests made after census must be accompanied by a memo from the academic dean providing further explanation of the extenuating circumstances for why the no record is being requested and further support why it was not able to be addressed in a timely manner on or before census. In general, courses in which a student has attended/participated, would not be eligible for a no record request. No record requests must be approved by the Office of the Registrar.**

- “W” Drop Type - generally used to drop a course with a “W” grade for extenuating, non-academic reasons, anytime during the term. Requires a dean’s approval. W-drops will be retained on the student’s record with a “W” grade and do not generate any refund. Deadline for a W drop is on or before the last day of class for the term as indicated on the Academic Calendar. Drops for prior terms, in general, will not be considered. See NG drop type, for situations where extenuating circumstances exists and considering a course drop from a prior term.

- NG (No Grade) requests- See Grade Changes Section for more information.
• Changing number of Credit Hours – These should be made on or before census. To change the number of hours of a variable credit course in which a student is enrolled, all hours for that course in which the student is currently enrolled should be listed in the DROP section of the add/drop form with an “NR” drop type and the correct number of hours the student is to be enrolled in should be listed in the ADD section of the form with the grade mode specified. Generally, when the number of hours is lowered, tuition and fees are adjusted and may result in a refund; when the number of hours is increased, tuition and fees are adjusted and may result in additional charges. There may also be additional late fees and/or non-fund as well as a late add fee of $50 on hours added after the census date. A change of this nature could also have financial aid implications which may also impact the overall financial costs associated with the changes made.

• Changing a grade mode BEFORE grades are posted (whether S/U to letter grade or letter grade to S/U) – To change the grade mode of an eligible course in which a student is enrolled, all hours for that course in which the student is currently enrolled should be listed in the DROP section of the add/drop form with an “NR” drop type*; and the same course information should be listed in the ADD section of the form with the new grade mode specified. *NR drop indication in this situation is permissible, to accommodate a grade mode change.
  o Once final grades have been posted, however, a Grade Change Report form must accompany the add/drop form if the course has a S/U grade mode and changing to a GR (letter grade) mode. The Records Office does not know what letter grade the instructor intended to award. Additionally, best practice is to submit both forms together.

Withdrawals (drop all classes)

• Beginning with the 1st day of classes each term, a student wishing to drop all courses is to be considered withdrawing from the term.
• Add/Drop forms are not used to withdraw a student.
• Beginning with the first day of classes, students wishing to withdraw, have to initiate their request online in the Howdy portal.
• If a student is withdrawing during the first twelve class days of a fall/spring term, or first four class days of summer, the student’s courses will not appear on the student’s transcript and do not reflect a grade.
  o Students who withdraw during this time period will have some financial obligation in accordance with the State’s withdrawal refund calendar published on the Student Business Services website.
  o Withdrawals made after census will result in the courses and grades of “W” appearing on the student’s official transcript.

Late Registration Form

• Beginning with Fall 2018, there is no longer be a late registration form. Departments and colleges are able to process requests during late registration and do not need to complete a form for the Office of the Registrar to do so.

Request Registration after Census Form

NOTES:
• This form is to be used only AFTER census date for students with no course enrollment. Do not use this to add hours to an existing schedule.
  o $200 late registration penalty will be assessed.
• The form must be filled out completely, including UIN or T-number, name, major, classification, term, year, and all parts of the course information. Please include a “Reason for Request.”
• Must be signed by BOTH the student’s major Department Head & the student’s Dean (or their designees) on file with the Office of the Registrar.
• Completed forms must be submitted to the Office of the Registrar for processing.

9.3 Grade Changes

Online Grade Change System (Howdy)

Beginning in December 2016, an electronic online grade change system became available to authorized users* and enables a majority of grade change requests to be submitted, approved, and updated automatically by routing requests and approvals electronically through an online workflow within Howdy. See Grade Change Report form section below for instances when paper forms may be required.

The process will allow primary instructors to access and initiate a grade change request electronically from their Class Roster in Howdy (for courses with grades already posted), as well as allowing department heads and deans (if needed) to review and submit required approvals electronically. The final approval submission will result in the student’s new grade being reflected within minutes!

Grade change approval authority is based on departmental and dean signature cards on file within the Office of the Registrar.

*Authorized users include primary instructors of record, department and dean’s designees authorized as grade change approvers on signature cards AND who already have Compass Access.

Grade Change Report form (paper form)

Paper Grade Change Report forms will still be required if one or more of the following applies:

• Grade change request is for a grade earned prior to Fall 2009.
• If the primary instructor of record or required departmental or dean approvers are unable to access or use the online system.
• If dean’s signature and memo justification is required due to absence of the primary Instructor of Record being able to submit the grade change request.
  o Only the primary instructor of record is eligible to sign a grade change form for their course. Additional graders for courses are NOT able to submit grade change requests, nor sign grade change report forms.

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Office Of The Registrar - Student Services Area  Grade Changes

- Courses with grade mode changes from S/U to a letter grade must be on paper grade change form. Also requires an approved Add/Drop form.
  - Grade mode changes from a letter grade to a S/U grade ONLY requires an approved Add/Drop form (grade change report form not required).
- No Grade (NG) is requested. These can only submitted on paper grade change report forms and only requires the signature of the student’s Dean.

If submitting a paper form, be sure the information entered on the Grade Change Report form by the instructor (i.e., the complete UIN or T-number, the course/section numbers or CRN, and the “assigned grade” you are requesting to be changed) agrees with what is currently reported in Compass. The academic department is responsible for checking for completeness and accuracy before the form is submitted to the Student Services staff in the Office of the Registrar for processing. Incomplete and/or inaccurate forms will be returned to the department. When a correction is made to the form, the individual making the change must initial and date each correction.

**Instructor of Record not available for signature:** If the individual initiating the grade change is not the instructor of record, the dean of the college, in addition to the department head in which the course is taught, must sign the Grade Change Report form. The form will also need to have an accompanying dean’s memo explaining why the instructor of record did not sign the form. In the case of a Grade Change Report form not signed by the instructor of record for a Military Science, Naval Science, or Aerospace Studies course, the Commandant must sign the form and submit the memo to the Registrar.

**Changing Grade Mode:** An Add/Drop form is required to change a grade mode for a course (i.e. letter grade to S/U, or vice versa). In addition, a Grade Change Report form must accompany the Add/Drop form when changing the grade type from S/U to a letter grade. A Grade Change Report form is NOT required if changing from a letter grade (A, B, C, D, F) to a Satisfactory/Unsatisfactory grade (S or U). The Office of Registrar will change to the appropriate S/U grade designation in accordance with the Student Rules.

**No-Grade (NG) Requests:** Beginning in August 2016, the Grade Change Report is used to change a previously graded course grade to No-Grade (NG). No-Grade (NG) is generally used to change a grade from a course for extenuating, non-academic reasons, in a previously graded term. A NG requires extensive documentation of the extraordinary circumstances justifying the No Grade and must be approved by the dean of the student's academic college at the time he/she was enrolled in the course being NG. The student’s grade will reflect a “NG” grade on their official record and does not generate any refund. This could be an appropriate consideration for a prior term course that was not dropped on or before the drop deadline for the prior term, due to extenuating circumstances.

**Submit Paper Grade Change Report forms to the Office of the Registrar as follows:**

- Fax: 979-845-1086 (is routed directly into registrar staff workflows and routed to student’s record)
- In Person*: GSC Bldg, Suite 1501

* Forms can NOT be emailed.
*If submitting in person or via campus mail, the Grade Change Report forms MUST be submitted to the Office of the Registrar in a SEALED departmental envelope. Grade Change Report forms not delivered (by hand or campus mail) in a sealed departmental envelope will be returned to the appropriate office for resubmission.

**Students Handling Grade Change Forms:** Under no circumstances should students handle Grade Change Report forms once they are initiated. This includes forms being routed for signatures and completed forms being delivered for processing.

**Obtaining Blank Grade Change Forms:** Grade change forms are no longer in triplicate (white, yellow, pink copy) format. These forms should be downloaded in the Howdy portal as in the following location as needed:

- Faculty/Teaching tab in Howdy portal
- Advising Resources channel on the Advising tab in Howdy

**Additional Grade Change Guidelines**

**Signature Authority:** Make certain the individuals signing the form (i.e. department head and, if required, the dean) have signature authority to sign for grade changes. Signature(s) must agree with the signature cards on file in the Office of the Registrar or the form will be returned to the department.

**Grades more than one year old and lowering grades:** Grade changes for grades more than one year old and those lowering the student’s grade must have the approval and signature of the dean of the student’s academic major at the time he/she was enrolled in the course in addition to the signatures of the instructor and department head.

**Missed Grading Deadline:** Grades cannot be submitted online in Howdy after the grading deadline. Grades not entered by the deadline will have temporary grades of “X” populated and will require the instructor to submit a grade change for each student registered in the section. The online grade change system can be utilized once the ‘X’ grades have been posted.

**9.4 Full-Time Classification for Internships/Co-Op Experience**

- The internship/co-op experience must satisfy degree requirements and represent the equivalent of a full-time load.
- Only full-time classification for co-op experience can be used to qualify for Federal Financial Aid. Full-time classification for internships is not used to qualify for Federal Financial Aid.
- The student’s academic dean must submit or sign a memo from the department containing ALL of the following information:
  - Description of the internship/co-op program
  - Name(s) and UIN(s) or T-number(s) of participating student(s)
  - Course number, section number, and total number of hours for which student(s) must be enrolled to qualify as full-time

**NOTES:**

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• A statement indicating that the internship/co-op fulfills degree requirements
• Full-time enrollment time-status will not be set until the student is enrolled in the specified course(s) for the correct number of hours according to the information provided in the memo. Spring internships should be on a memo by themselves. Summer and fall can be combined into one memo as the student may be registering for both semesters at the same time, however, fall requests may not be able to be processed until fall (in the event registration changes may be needed).
• Minimum and maximum hours required for the student to be enrolled will be set to the number of hours required for the internship according to the information provided in the memo. This will prevent the student from being able to make schedule changes (i.e. adding or dropping) the required course without permission and appropriate documentation.
• Departments who have an approved internship course (usually 684), should use this course for the student’s enrollment whenever possible.
OFFICE OF GRADUATE AND PROFESSIONAL STUDIES

Student Forms

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10.1 SPECIAL REQUEST LETTER

1. Student must provide what they request the letter to state. NOTE: The Office of Graduate and Professional Studies can only issue Special Request Letters stating information that is factual.

2. Student’s name should be listed exactly as it appears in Compass. Include the UIN, phone number, TAMU email address, and signature of the student.

3. Check the appropriate box to indicate if letter is being picked up, emailed, or mailed to a physical address.

4. If letter is being emailed, list the email address where the letter should be emailed.

5. If letter is being mailed, list the address where the letter should be mailed.

Note: A Special Request Letter takes a MINIMUM of 5 working days to be processed.
Special Request Letter Form

Date: __________________

Instructions: Use this form to request information NOT provided on the official University transcript. Only current or former graduate students can submit this form.

Note: The official University transcript includes degree conferral and courses taken toward degree. Students request letters providing verification of enrollment from the Registrar. The Office of Graduate and Professional Studies does not provide this information.

By signing below, I understand that this request is a courtesy service provided by the Office of Graduate and Professional Studies, and will take a minimum of five working days to process.

I request a letter with the following information:

☐ Courses taken, not applied to degree *(May only be requested to verify transfer coursework for another institution. Attach request from the institution)*

☐ GPA verification *(Includes degree plan and cumulative GPA only. Must provide documentation from requestor why transcript is not sufficient)* Please check the appropriate category below:
  - TAMU Graduate degree recipient
  - TAMU Current graduate student

☐ Completion of forms *(Please include forms to be completed, such as for background checks and loan deferrals from companies including Lexis/Nexis, Direct Loans, Verifications Inc., etc.)*

☐ Other *(Must provide documentation from requestor why transcript is not sufficient)* Description of requested information ________________________________

The Office of Graduate and Professional Studies will contact all requestors to verify their identity:

<table>
<thead>
<tr>
<th>Student Name</th>
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<th>Student UIN</th>
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<tr>
<th>Student TAMU Email</th>
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<th>Student Phone Number</th>
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<tr>
<th>Student Signature</th>
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☐ I wish to pick up my Special Request Letter from the Office of Graduate and Professional Studies. *(Must present identification when picking up)*

☐ I consent to have my Special Request Letter emailed to the following address: ________________________________

☐ I consent to have my Special Request Letter mailed to the following address: ________________________________

Revised: 3/22/2019
10.2 RESEARCH PROPOSAL FORM

1. Complete the Student Information section at the top of the form, including signature and date, acknowledging the certification statement.
2. Check the appropriate box for thesis, dissertation, or record of study and enter the tentative title.
3. Complete the “yes” and “no” check list regarding compliance requirements and list any necessary protocol numbers. Compliance requirements of research involving human subjects, animals, infectious biohazards and recombinant DNA must be addressed prior to submission of the research proposal. It is the department’s responsibility to make sure this requirement has been met.
4. Forms checked “yes” must be accompanied by a determination or approval letter from Research, Compliance, and Biosafety (RCB) or will be disapproved after seven business days.
5. Type or print full name at the top of page 2 in the space indicated.
6. All committee members, and a departmental authorized signer, must sign the form. Faxed or scanned signatures will be accepted for committee members. Electronic signatures are not accepted. Note: All committee members’ names must be typed or printed in the appropriate space below their signature.
7. The department head or chair of the interdisciplinary faculty signature must be ORIGINAL. All signatures must be on ONE PAGE.
8. The full pdf of the research proposal should be attached to the form when submitted to OGAPS for processing.
9. Copies of approved proposals are not sent to the student or department.

Note: Approval of the proposal may be viewed in Compass or through My Record.

Academic Advisors may run a degree evaluation and select “additional requirements” to review the approval date for this item.

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**RESEARCH PROPOSAL FORM FOR THESIS, DISSERTATION, OR RECORD OF STUDY**

Full proposal should be attached

*For MS thesis students, it is important to note that this form must be submitted to OGAPS no later than 20 business days prior to submitting the Request and Announcement of Final Examination.*

### STUDENT INFORMATION

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<thead>
<tr>
<th>Name</th>
<th>UIN</th>
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<tr>
<td>Mailing Address</td>
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<td>Email Address</td>
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<tr>
<td><em>Signature</em></td>
<td>Date</td>
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<tr>
<td>Chair Name</td>
<td>Chair Email</td>
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</tbody>
</table>

*By signing this form, I certify that all research compliance requirements related to this proposal have been addressed prior to submission. I understand that if the research scope changes, those changes must be addressed with Research Compliance and Biosafety.*

### PROPOSAL INFORMATION

I submit for approval the following research proposal for my: thesis dissertation record of study

Tentative Title: ____________________________

Please use the chart below to indicate any required protocol numbers related to your research. For each required and listed protocol number, please attach a copy of the Determination Letter, Approval Letter or AUP Approval Memo to the Research Proposal Form when submitting this form to OGAPS.

This is not an all-inclusive list of all possible required compliance approvals, so check the website* below for full information.

<table>
<thead>
<tr>
<th><strong>Human Subjects</strong></th>
<th><strong>Biosafety</strong></th>
<th><strong>Animals</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes No</td>
</tr>
<tr>
<td>☐ ☐ Human subjects</td>
<td>☐ ☐ Human tissue/cell lines</td>
<td>☐ ☐ Vertebrate animals</td>
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<tr>
<td>(including survey data)</td>
<td>☐ ☐ Recombinant DNA</td>
<td>☐ ☐ Animal tissues/cell lines</td>
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<td>☐ ☐ Human tissue/cell lines</td>
<td>☐ ☐ (e.g., viral vectors, recombinantly modified cell lines, or transgenic animals, plants, or insects)</td>
<td>☐ ☐ If yes, were the tissues/cell lines commercially available?</td>
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<tr>
<td>- If yes, were the tissues/cell lines commercially available?</td>
<td>☐ ☐ Agents infectious to humans, animals or plants</td>
<td>☐ ☐ Yes ☐ ☐ No</td>
</tr>
<tr>
<td>☐ ☐ Protected health information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please enter the protocol number below if you have answered YES to any of the questions above. If more space is required for protocol numbers, please attach an additional sheet. The student’s name must be included on any required IRB or IACUC protocols and/or the IBC permit if it describes BSL-2 or BSL-3 activities.*

List the IRB protocol number(s) (20XX-XXXXX):

List the IBC protocol number(s) (20XX-XXXXX):

List the IACUC protocol number(s) (20XX-XXXXX):

For each required and listed protocol number, please attach a copy of the Determination Letter, Approval Letter or AUP Approval Memo to the Research Proposal Form when submitting this form to OGAPS.

*Additional information can be obtained at [http://reb.tamu.edu](http://reb.tamu.edu) (click on “Obtain Approval” link) or by calling the Office of Research Compliance and Biosafety, Division of Research, at 979.458.1467.*

Revised: 04/2019
### COMMITTEE AND DEPARTMENTAL APPROVALS

<table>
<thead>
<tr>
<th>Chair – Name printed or typed</th>
<th>Dept.</th>
<th>*Chair – signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chair – Name printed or typed</td>
<td>Dept.</td>
<td>Co-Chair – signature</td>
<td>Date</td>
</tr>
<tr>
<td>Member – Name printed or typed</td>
<td>Dept.</td>
<td>Member – signature</td>
<td>Date</td>
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<tr>
<td>Member – Name printed or typed</td>
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<td>Date</td>
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<td>Member – Name printed or typed</td>
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<td>Member – signature</td>
<td>Date</td>
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<tr>
<td>Member – Name printed or typed</td>
<td>Dept.</td>
<td>Member – signature</td>
<td>Date</td>
</tr>
<tr>
<td>Dept. Head OR Intercollegiate Faculty Chair</td>
<td></td>
<td>*Dept. Head/IFC – signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

*By signing this form, I certify that all research compliance requirements related to this proposal have been addressed prior to submission. I understand that if the research scope changes, those changes must be addressed with Research Compliance and Biosafety.

### Office of Graduate and Professional Studies APPROVAL:

The Proposal Form is necessary to document the following:

1) The approval of the research project by the advisory committee and head of the major department
2) The student’s awareness and action to address any and all compliance issues for research involving human subjects, animals, infectious biohazards and recombinant DNA, with the office of Research Compliance and Biosafety prior to conducting research

PLEASE NOTE: Approved copies of this document will not be sent to the student, or committee members. Please view documentation of approval in My Record through [www.howdy.tamu.edu](http://www.howdy.tamu.edu).

Revised: 04/2019
10.3 REQUEST AND ANNOUNCEMENT OF THE FINAL EXAMINATION

1. Student’s name should be listed exactly as it appears in Compass.
2. List the student’s UIN
3. List the appropriate degree
4. Date, Time, & Location should be listed.
5. Signatures of the Chair and the department head/chair of the interdisciplinary faculty are required. If the student has both a Chair and a Co-Chairs, only one signature is required. It is the student’s/department’s responsibility to send copies of the announcement to the committee. Note: Names of the Chair, Co-Chair, and department head must be typed or printed in the appropriate space below their signature.
6. List committee members by exact name, including a member or Co-Chair that will have a substitute.
7. A substitute for ONE committee member or Co-Chair is allowed. Print the full name of the substitute.
8. Print the name of the committee member that will be substituted.
9. Please use Graduate Advisor Checklist to ensure that the student is meeting all requirements needed to Request and Announce the Final Examination.

If the request is approved by OGAPS, the Report of the Final Examination paperwork will be sent to the departmental contact, chair, and co-chair via email. If the request is denied, it will be returned to the departmental contact.

Note: Following OGAPS approval, any changes to the date or committee substitutions should be emailed to the appropriate staff member in OGAPS by the chair or departmental advisor.

Requirements to be Met Prior to Approval of the Final Examination

1. All thesis option and doctoral students MUST be registered in the semester they take the final examination. If the defense is between semesters, they must have been registered in the semester immediately preceding the exam.
2. All students must have an approved degree plan on file with OGAPS.
3. Master’s non-thesis students currently enrolled in course work on their degree plan may not defend prior to mid-semester (date listed on OGAPS calendar).
4. International students must have completed all ELPE requirements.
5. The residency requirement must be competed or previously waived by OGAPS. Master’s students may fulfill the requirement with the current semester of enrollment.
6. Both GPAs must be at least 3.0. DEN degree requires 3.25.
7. An approved Research Proposal must be on file with OGAPS for master’s thesis option and doctoral students.
8. Doctoral students must have completed the preliminary examination and the final exam date must be within four years of the preliminary exam.
9. Doctoral students must be admitted to candidacy.

NOTES:

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10. Master’s students must have completed all course work, or be enrolled in the final courses, on the degree plan. Doctoral students may be enrolled in final S/U hours on the degree plan.

11. Master’s students may have incomplete grades on the degree plan but no grades of D or F on the degree plan are allowed.

12. All graded course work on the degree plan must carry grades of A, B, or C (including 685). The following courses must carry a grade of ‘S’: 681, 684, 690, 691, 692, 693 (except BUAD 693) and 695 (except AGEC 695, ALEC 695, GEOG 695, IBUS 692).

13. No course work may be remaining on the degree plan to be taken.

14. A final transcript for all transfer work must be on file with OAR. Master’s students may defend while enrolled in a transfer course pending final approval.

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ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES

Request for Exemption from the Final Examination

(Submit to the Office of Graduate and Professional Studies at least 10 working days prior to the deadline to schedule the final exam)

Permission is requested to exempt the final examination for (Name) ____________________________
(UI# _______________________) for the degree of ________________________________.

All committee members have been consulted and have agreed to the exemption:

The student’s academic records have been reviewed, and he/she is qualified to be exempt from the final exam.

Signature: ____________________________ Approved Chair

Type/Print Name:

Signature: ____________________________ Approved Co-Chair

Type/Print Name:

Signature: ____________________________ Committee Member

Type/Print Name:

Signature: ____________________________ Committee Member

Type/Print Name:

Signature: ____________________________ Committee Member

Type/Print Name:

Signature: ____________________________ Committee Member

Type/Print Name:

Signature: ____________________________ Approved Dept.

Head or Intercollegiate Faculty Chair

Type/Print Name:

Signature: ____________________________ Approved Office of Graduate Studies

Type/Print Name:

GRADUATE ADVISORS CHECKLIST: PLEASE COMPLETE THE CHECKLIST BELOW TO CONFIRM THAT THE STUDENT IS MEETING ALL REQUIREMENTS TO BE EXEMPT FROM THE FINAL EXAM.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency requirement</td>
<td></td>
</tr>
<tr>
<td>Overall GPR</td>
<td></td>
</tr>
<tr>
<td>Degree Plan GPR</td>
<td></td>
</tr>
<tr>
<td>Proposal</td>
<td></td>
</tr>
</tbody>
</table>

Lacks: ____________________________

Incompletes: ____________________________

Registered: ____________________________

x: Thesis Office

Last Revised: 4/25/2019
10.4 REQUEST FOR EXEMPTION FROM THE FINAL EXAMINATION

Make sure the student is eligible for an exemption. MS-THO students must have a 3.5 overall GPA. Certain master’s NTO programs allow an exemption but most do not.

1. Student’s name should be listed exactly as it appears in Compass, UIN (not SS#), and the appropriate degree.
2. Signatures of all committee members, or departmental authorized signer, are required and may include a faxed or scanned signature(s). Note: All committee members’ names must be typed or printed in the appropriate space below their signature.
3. Signature of the department head/chair of the interdisciplinary faculty must be ORIGINAL.
4. Please use Graduate Advisor Checklist to ensure that the student is meeting all requirements needed to Request for Exemption from the Final Examination.

Upon approval of the Request for Exemption from the Final Examination, a copy will be sent to the chair and department.

Note: If the student has incomplete in 691, 692, or 684, OGAPS will send the chair of the committee a form authorizing all incompletes to be changed to satisfactory grades.

Master’s students must meet all of the same requirements as noted in the ‘Requirements to be Met Prior to Approval of the Final Examination’ listed under ‘Request and Announcement of the Final Examination.’

NOTES:
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Request for Exemption from the Final Examination

(Submit to the Office of Graduate and Professional Studies at least 10 working days prior to the deadline to schedule the final exam)

Permission is requested to exempt the final examination for (Name) __________________________
(UIN # ____________________) for the degree of ________________________________.

All committee members have been consulted and have agreed to the exemption:

The student’s academic records have been reviewed, and he/she is qualified to be exempt from the final exam.

Signature: ______________________ Approved Chair

Type/Print Name:
Signature: ______________________ Approved Co-Chair

Type/Print Name:
Signature: ______________________ Committee Member

Type/Print Name:
Signature: ______________________ Committee Member

Type/Print Name:
Signature: ______________________ Committee Member

Type/Print Name:
Signature: ______________________ Committee Member

Type/Print Name:
Signature: ______________________ Approved Dept.

Head or Intercollegiate Faculty Chair
Type/Print Name:
Signature: ______________________ Approved Office of Graduate Studies
Type/Print Name:

GRADUATE ADVISORS CHECKLIST: PLEASE COMPLETE THE CHECKLIST BELOW TO CONFIRM THAT THE STUDENT IS MEETING ALL REQUIREMENTS TO BE EXEMPT FROM THE FINAL EXAM.

Applied/should apply for graduation Coursework completed
Residency requirement Lacks:
Overall GPR
Degree Plan GPR Incompletes:
Proposal Registered:

xc: Thesis Office

Request for Exemption from Final Exam Last Revised: 4/25/2019
10.5 PRELIMINARY EXAMINATION CHECKLIST

1. The student must sign his/her name and list the UIN.
2. The student should read and initial each statement to make sure they are eligible to take the preliminary examination. Failure to satisfy ALL requirements will result in the examination being voided and the student will be required to repeat the examination at a later time.
3. The department head (or chair of the interdisciplinary program) must sign if the student has more than 6 graded course work hours remaining on the degree plan to be taken.
4. The signature of the Advisory Committee Chair is required to confirm that the student is eligible to take the preliminary examination.
5. The signature of the department head (or chair of the interdisciplinary program) is required to confirm that the student is eligible to take the preliminary examination.
6. Enter the date of the department head signature.

NOTES:
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ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES

PRELIMINARY EXAMINATION CHECKLIST

The student is responsible for completing this checklist before the preliminary exam is scheduled. This checklist must accompany the report of the exam results (using the Office of Graduate and Professional Studies (OGAPS) form, “Report of Preliminary Exam”). The student should initial each appropriate blank indicating that the specified criterion has been satisfied, or where appropriate, been waived. Failure to satisfy the listed criteria will result in the given exam being disallowed in which case it will need to be retaken.

Student’s Signature: ___________________________ UIN: ___________________________

Type or Print Name: ____________________________________________________________

Please initial each statement in the space provided below:

1. _____ Registered for semester or 5-week term during which the exam occurs. (If the entire exam is between semesters, then the student must have been registered for the preceding term.)

2. _____ Student has an approved degree plan on file with the Office of Graduate and Professional Studies.

3. _____ GPR over all eligible courses since beginning graduate work at Texas A&M is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy. (Includes 300 and 400 level courses taken while in a graduate program but does not include transfer courses.)

4. _____ GPR over all courses on the degree plan (excluding transfer courses) is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy.

5. _____ All committee members have determined the format, scheduled, and agreed to attend and/or administer the exam/s or found a substitute. Only one substitute is allowed; there may not be a substitute for the chair.

6. _____ At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s)

If no, waiver approved by Department Head: ______________________________________

Approved:

Sign: ___________________________ Sign: ___________________________ Date: ___________________________

Advisory Committee Chair
Print/type Name: ____________________________________________________________

Department Head OR Intercollegiate Faculty Chair
Print/type Name: ____________________________________________________________

Preliminary Exam Report Form

Last Revised: 11/20/2018
10.6 PRELIMINARY EXAMINATION REPORT

1. Enter the student’s name and list the UIN.
2. Record the number of Pass and No Pass votes as well as the date of the vote.
3. Type each signer’s name below the signature line. If needed use the drop-down menu to specify a co-chair, special appointment, or internship supervisor.

NOTES:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
Report of the Preliminary Examination

The undersigned duly appointed examining committee has conducted the preliminary examination of ___________________________. We have examined the candidate for a mastery of all fields in the program and for an adequate knowledge of the literature in these fields, and an understanding of the research problem and the appropriate methodological approaches.

Record of Vote for Pass or Failure: (Votes are to be tallied, e.g., 3 pass; 1 no pass. A positive vote by all members of the graduate committee with at most one dissenting is required to pass.)

Number of Pass Votes ____________________________
Number of No Pass Votes ____________________________

If the exam was not passed: The examination committee, with no more than one member dissenting, (does) (does not)* recommend that this student be given one re-examination, when adequate time has been given to permit the student to address the inadequacies emerging from this examination. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

* Please strike through the inappropriate words.

Date: ____________________________ This examination was conducted by (please indicate one):

☐ The formally appointed Advisory Committee of the Student
☐ An alternately appointed Examination Committee in the Department

Signature: ____________________________
Type/Print Name: ____________________________

Chair (advisory or examination committee)

Signature: ____________________________
Type/Print Name: ____________________________

Co-Chair or Member (advisory or examination committee)

Signature: ____________________________
Type/Print Name: ____________________________

Member (advisory or examination committee)

Signature: ____________________________
Type/Print Name: ____________________________

Member (advisory or examination committee)

Signature: ____________________________
Type/Print Name: ____________________________

Member (advisory or examination committee)

Signature: ____________________________
Type/Print Name: ____________________________

Member (advisory or examination committee)

Please sign AND print your name: ____________________________

FOR OFFICE OF GRADUATE AND PROFESSIONALS STUDIES USE ONLY

1. Residence requirement complete: Yes ____ No ____
2. Research proposal approved: Yes ____ No ____
3. Formal course work completed: Yes ____ No ____
4. Other course work remaining: May be admitted to candidacy upon completion of item(s): Yes ____ No ____

In compliance with the Texas Open Records Law, the student will be allowed to review this form upon written request.

Preliminary Exam Report Form

Last Revised: 11/20/2018
10.7 REQUEST FOR LETTER OF COMPLETION
Students must have completed ALL requirements for the degree before a Letter of Completion can be approved by OGAPS. This includes being CLEARED by Thesis and Dissertation Services for master’s THO and doctoral students, applying for graduation, and be cleared by the Office of Student Debt Management and cannot have any active holds that could withhold diploma. The letter will state that a student has completed all academic requirements for the degree and the date that the degree will be awarded.

1. Student’s name should be listed exactly as it appears in Compass. Include the UIN, TAMU email address, and signature of the student.
2. Check the appropriate box to indicate if letter is being picked up, emailed, or mailed to a physical address.
3. If letter is being emailed, list the email address where the letter should be emailed.
4. If letter is being mailed, list the address where the letter should be mailed.

NOTES:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Request for Letter of Completion

The Letter of Completion, which states that requirements for the degree have been fulfilled, can only be provided once all degree requirements have been met. Degree conferral occurs only at the end of each fall, spring, and summer semester. This letter cannot be issued once the degree has been conferred.

IMPORTANT

Students in F-1 and J-1 Non-Immigrant Status:
If you receive a Letter of Completion (LOC) on or before the University deadline to add/drop courses for the intended semester of graduation, the program end date on your I-20 or DS-2019 will be shortened to the date the LOC is issued. This will impact the application process for both Optional Practical Training (F-1 students) and Academic Training (J-1 students). In addition, you will no longer eligible for on-campus employment. Students are strongly encouraged to discuss their particular situation with an International Student Services (ISS) Advisor before submitting this form to the Office of Graduate and Professional Studies.

I am requesting a Letter of Completion that states my name, degree, and the conferral date for that degree. I understand that this request will take a minimum of five working days to process from the date that all requirements for the degree are fulfilled. I understand that if I choose to pick up my Letter of Completion I will be required to provide proper identification.

Student’s Name ____________________________________________

Student’s ID Number _________________________________________

Student’s TAMU Email ________________________________________

Student’s Signature _________________________________________ Date __________________________

☐ I wish to pick up my Letter of Completion from the Office of Graduate and Professional Studies (Note: You will be emailed at the TAMU email address above once the letter has been prepared)

☐ I wish to have my Letter of Completion emailed to the following email address:

________________________________________________________________________

☐ I wish to have my Letter of Completion mailed to the following address:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
10.8 LETTER OF INTENT
A student completing a graduate degree who wants to continue for another graduate degree may request to do so by filing an approved letter of intent with OGAPS if there is no break in enrollment, or if the break is less than one calendar year. A student who has an enrollment break of more than one calendar year or longer following graduation must re-apply through Graduate Admissions.

To complete the Letter of Intent form:

1. Enter the degree and semester of the completed degree, the proposed continuing degree, department, major and the semester to begin the proposed degree.
2. The student’s signature is required along with printing his/her name, student UIN, and mailing address.
3. The department head, or the Chair of the Intercollegiate Faculty, must sign indicating their acceptance of the student and date. The signer checks if the student must begin in the term listed only, or if they receive the one-year time frame to register.

Upon approval of OGAPS, a copy will be sent to the student, department, the Office of the Registrar, the Office of Admissions, and ISS (if appropriate). The student will then be eligible to register for the new program during the normal registration period for continuing students.

This form may be signed and submitted to OGAPS according to the timeframe considered appropriate for making departmental admissions decisions for the requested semester start date (a maximum of one year from the requested semester start date). In signing a Letter of Intent, the department is making an admission decision. Therefore, this process should be given the same level of scrutiny as an application for admission.

Students who are approved for a Letter of Intent that is semester specific, but do not begin study in the semester indicated, must file a new Letter of Intent with the new semester indicated (if within one year of graduation).

If the student does not successfully complete the current degree in the semester indicated, action will be taken by OGAPS to place the student back in the original degree program. Unless the admission decision is valid for a future term, it will be removed from Compass.
# Letter of Intent

The purpose of this form is to enable a student completing a graduate degree at Texas A&M University to continue for another graduate degree without filing an admissions application through the Office of Admissions. Any break in enrollment (between the two programs) must be less than one calendar year. The admitting department’s signature is required before the form is submitted to OGAPS. Submission should occur no earlier than one year from the requested semester start date.

Once processed through OGAPS, students are eligible to register for courses during the scheduled enrollment period for continuing students. If the student fails to complete the first degree prior to the requested semester start date, admission to the new program will no longer be valid for that semester. The admission will be deferred, if specified by the department, for up to one year from the requested semester start date. Otherwise, a new Letter of Intent form must be submitted.

<table>
<thead>
<tr>
<th>Spring 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current degree program (degree)</td>
<td>Expected completion date (semester/year)</td>
</tr>
<tr>
<td>Spring 2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed degree program (degree, major, department)</th>
<th>Requested semester start date *</th>
</tr>
</thead>
<tbody>
<tr>
<td>*The requested semester start date cannot be more than one calendar year following graduation from the current program (e.g., enrolling no later than Spring 2016 for students completing the current program in May 2015.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UIN</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Email Address</th>
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</thead>
</table>

We have reviewed the student’s credentials and have accepted him/her into the above named program beginning in:

(please select one) □ the semester named above only
□ up to one year after the semester named above

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<th>Print</th>
<th>Signature</th>
<th>Date</th>
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</thead>
</table>

Department Head / Intercollegiate Faculty Chair

Last Revised: 4/15/2015
10.9 Graduate Student Graduation Cancellation Form
1. Students should list their name exactly as it appears in Compass, along with their UIN, Degree and Major.
2. Student’s signature required.
3. Committee Chair signature with date required.
4. Any graduation cancellations submitted fewer than 30 working days prior to the graduation ceremony or after the Q-drop date must include the signature of the Department head or Chair of the Interdisciplinary Program. The Dean of the College must approve a request to cancel graduation less than 30 working days prior to the graduation ceremony.

Note: All graduation cancellation forms are subject to OGAPS approval. If a student has met all degree requirements, the cancellation will not be approved. Students who are canceled receive a confirmation email.
Graduate Student Graduation Cancellation Form

Complete this form and submit the original to the Office of Graduate and Professional Studies in order to cancel your application for graduation. **Note: University guidelines state that students who have completed all degree requirements will not be allowed to cancel their graduation.**

Student Name: ____________________________  UIN: ____________________________

Degree: ____________________________  Major: ____________________________

Academic Reason for Cancellation (include if submitted after last day in the semester for all students to drop courses with no penalty, i.e., Q-drop):

By signing below, you accept the terms and conditions listed.

- I understand that I am cancelling my application for graduation this semester.
- I understand I will not be allowed to participate in the graduation ceremony. I understand this means I may not walk across the stage for this semester/term.
- I understand I will forfeit my graduation fee.
- I understand I must re-apply for graduation by the application deadline of the semester I plan to graduate. I will check the academic calendar for the official application deadline.
- I understand I must meet all degree requirements for my degree, including any correspondence and/or transfer credit, by the published deadline, before I am eligible to receive a degree from Texas A&M University.
- I understand that this form is subject to approval by the Office of Graduate and Professional Studies and that this request may be denied. An e-mail will be sent upon approval or denial.
- I have met with an ISS advisor (if an international student) to understand the implications of cancelling my application for graduation.

________________________________________________________________________

Student Signature  Date  Student Email

Acknowledged: Committee Chair  Date

If you are submitting this form after the last day in the semester for all students to drop courses with no penalty (i.e., Q-drop), approval from the following individuals is also required.

________________________________________________________________________

Approved: Department Head or Intercollegiate Chair  Date

CC: International Student Services

Graduation Cancellation  Last Revised: 4/25/2019
10.10 **Non-Resident Tuition Waivers**

1. Student’s name should be listed exactly as it appears in Compass. Include the UIN of the student.
2. List the number of hours for which the student is currently registered. Please note that Graduate Assistants must be enrolled full time to hold an assistantship. No waivers will be processed until a student is enrolled in the required number of hours.
3. Indicate the semester for which the request is being made. Requests must be submitted every semester.
4. The student should sign and date the form, and provide a contact phone number and his or her NEO email address.
5. Fill out the employing department name.
6. Indicate the Graduate Assistant’s job title (Graduate Assistant Non-Teaching, Graduate Assistant Teaching, Graduate Assistant Research, etc.)
7. Indicate the assistantship hire date (must be before the official census date of the semester for which the request is being submitted), the student’s FTE percentage, and the job title code.
8. Indicate the anticipated assistantship termination date and a telephone number for the student’s supervisor.
9. Summarize the student’s job duties and how they relate to the student’s academic program (may be attached on departmental letterhead.)
10. An authorized signer from the employing department should sign section B verifying that the student is employed in an eligible position for the semester.
11. Fill out the academic department name and four letter department code.
12. An authorized signer from the academic department should sign and date section C verifying that the student’s job duties support his or her degree program.

**NOTES:**

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Non-Resident Tuition Waiver Request for Graduate Assistants Employed in Non-Academic Departments
Or Late Waiver Requests for Students Employed in Academic Departments

RULES OF ELIGIBILITY FOR WAIVER

Graduate Assistants who are employed in the Graduate Assistant Research, Graduate Assistant Teaching, Graduate Assistant Lecturer, and Graduate Assistant Non-Teaching titles are eligible to pay tuition at the in-state rate. Students must be employed in an eligible title code prior to the 12th class day of Fall/Spring or 4th class day of Summer, must be making satisfactory academic progress, employed at 50% effort, and must be registered full-time. Full-time registration is considered 9 hours in the fall and spring, and 6 hours in the summer. Graduate Student Assistants only need to register for 1 credit hour to be considered registered full-time. Students in the Advanced Dental Education programs may be considered full-time with fewer hours per Student Rule 1.8.1. Additionally, spouses and dependents of eligible graduate assistants also qualify for resident tuition. For Spouse/Dependent waivers, student must provide proof of legal marriage/dependency.

Texas Education Code, Sec. 54.212. TEACHING OR RESEARCH ASSISTANT.
A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant’s degree program under rules and regulations established by the employer institution.

Transferred and redesignated from Education Code, Section 54.063 by Acts 2011, 82nd Leg., R.S., Ch. 339, Sec. 1, eff. January 1, 2012.

Student Information:

Last Name: ___________________  First Name: ___________________  Middle Initial: ___________________
UIN: ___________________  Number of hours currently registered: ______________ (Request must be submitted each semester)
Request for Semester: Fall 20   Spring 20   Summer I 20   Summer II 20   Summer 10-week 20
I certify that I am, and will remain, enrolled for the minimum hours required to be eligible for an assistantship.

Graduate Assistant Signature ___________________  Date ______________  Telephone #: ___________________  TAMU Email Address ___________________

Employing Department Information:

Employing Department Name: ___________________  Job Title: GANT GAT GAR GAL
Assistantship Hire Date: ______________  FTE: ______________  %  Job Title Code: ______________  (Include EPA) Assistantship
Termination Date: ______________  Supervisor Telephone Number: ___________________

A copy of the student’s job duties, and how they relate to the student’s degree program must be attached to this form.
I certify that the above mentioned student is employed in a qualified position for the current semester, and is assigned the duties attached.

Printed Name of Authorized Signer ___________________  Signature ___________________  Date ______________

Academic Department Information:

Academic Department Name: ___________________  Four Letter Department Code: ___________________
I certify that the duties attached support the above named Graduate Assistant’s degree program.

Printed Name of Authorized Signer ___________________  Signature ___________________  Date ______________

FOR OGAPS USE ONLY:

Hours Registered: ___________________
GPA: ___________________

Approved By: ___________________
Associate Provost for Graduate Studies ___________________
Date ______________

Last Revised: 7/9/2019
10.11 Thesis / Dissertation – Approval of Written Thesis Form

1. Type your name and select the correct degree name.
2. Type the date of the defense, today’s date, and the anticipated date of graduation (month and year). Note: date of graduation is either May, August, or December (not the month of your defense or the month you submit your document).
3. Type your major subject exactly as listed in your official student records.
4. Type the title of your thesis/dissertation/record of study.
5. Type each signer’s name below the signature line. If needed use the drop-down menu to specify a co-chair, or internship supervisor.
6. Type your Universal Identification Number and email address.
7. Submit the signed page to Thesis and Dissertation Services and the PDF file of the thesis, dissertation, or record of study to etd.tamu.edu for review and final clearance. There is a final day each semester for submittal. Check the Office of Graduate and Professional Studies calendar for the date.

Note on Committee Signatures: This form should not be signed by your committee until you have passed your final defense and you have made all of the requested changes for your committee. The chair co-chair, all members of the advisory committee, the department head, or the intercollegiate faculty chair (if applicable), must sign on the appropriate lines on the ‘Written Thesis/Dissertation Approval’ form. They must also indicate whether they approve or disapprove the written thesis/dissertation/record of study. Substitutes present at the defense should not sign this form nor should special appointments.

While one Approval Form with all original signatures is preferred, we can accept multiple Approval Forms with faxed/scanned signatures for all signees except for the department head or chair of intercollegiate faculty. At a minimum, the department head/intercollegiate faculty chair signature must be original. In addition, if the head of the department is also a committee member, the department head must sign twice, once as a member and once as the head of the department.

For additional information regarding thesis submittal and review, contact the Thesis and Dissertation Services team at 979-845-3631 or thesis@tamu.edu.

NOTES:

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**Thesis / Dissertation – Approval of Written Thesis Form**

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**ACADEMIC AFFAIRS**  
**WRITTEN THESIS APPROVAL FORM**

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<th>Degree (check one):</th>
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<th>M.A.</th>
<th>MMR</th>
<th>MSPH</th>
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<th>Date of Defense: (mm/dd/yy or Exempt):</th>
<th>Today’s Date (mm/dd/yy):</th>
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<th>Anticipated Date of Graduation (Month Year):</th>
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<th>Major Subject:</th>
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<tr>
<th>Thesis Title:</th>
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**We the undersigned duly appointed committee have read and examined this manuscript. We certify it is adequate in scope and quality as a thesis for this master’s degree and indicate our approval of the content of the document to be submitted to OGAPS for processing and acceptance, OR we indicate our dissent below. A vote by all members of the committee with at most one dissension is required to pass. Special Appointments are not required to sign this form. Electronic signatures are not accepted on this form. The Department Head signature must be original.**

**Choose the appropriate role and type each signer’s name below the signature line**

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<th>Approve</th>
<th>Disapprove</th>
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<th>Chair:</th>
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<th>UIN</th>
<th>Student’s Email Address</th>
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The student must submit this signed approval form to OGAPS for approval and upload the final PDF version of the thesis to etd.tamu.edu by the published deadline for the semester. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the thesis in final form. Students must clear Thesis and Dissertation Services within a year of their final defense. The Office of Graduate and Professional Studies posts a calendar for each semester, and these dates must be observed.

**PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THESIS AND DISSERTATION SERVICES.**

Jack K. Williams Administration Building – Room 112

Revised 02/17
10.12 Thesis / Dissertation – Copyright and Availability Form

1. The student must complete the student information section, including the student’s name, UIN, degree, and month/year of graduation.
2. The student should read and understand the Texas A&M University Copyright agreement.
3. The student should read and acknowledge his/her responsibility for the content found in this ETD, in regards to accuracy, copyright, Institutional Review Board, and other applicable laws/requirements.
4. After consulting with the committee chair and co-chair (if applicable), the student should select the appropriate availability option. Additional information about each option can be found on page 2 of the form.
5. If the Full Record Hold or Document Only Hold are chosen, the student will need to explain the reason for the chosen hold.
6. The chair or co-chair should sign the form, indicating their acknowledgement of the availability option selected.
7. The student must sign the form agreeing to the Texas A&M University copyright license agreement, the acknowledgement of content statement, and availability option selected.

Once completed, the form can be scanned/emailed, faxed, brought in-person to Thesis and Dissertation Services, or uploaded into the ETD Submission and Management System, Vireo as an administrative file.

NOTE: This form must be received by Thesis and Dissertation Services in order for the student to receive clearance.

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# Thesis, Dissertation, and Record of Study
## Copyright and Availability Form

**Student’s Name:**

**Student’s UNI:**

**Degree:**
- [ ] Master’s
- [ ] Doctoral

**Date of Graduation (Month Year):**

### TAMU Copyright Agreement

I hereby certify that, if appropriate, I have obtained and attached hereeto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation, or record of study (hereafter referred to as ETD), allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my advisory committee.

I hereby grant to Texas A&M University or its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, dissertation, or record of study in whole or in part in all forms of media, now or hereafter known.

FERPA. To the extent this thesis, dissertation, or record of study is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the thesis, dissertation or record of study. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or record of study.

### Acknowledgment of Content Statement

I hereby acknowledge that it is my responsibility to ensure the data and information presented in the ETD are correct and accurate, complying with copyright, Institutional Review Board and other applicable laws/requirements. Any errors therein are acknowledged as my own. I further admit that any optional personal information exposed in the ETD was included willingly and knowingly. I understand once my ETD has been released to the University Libraries and/or ProQuest, I will not have access to it for corrections of any nature.

### Availability Options (check one)

- [ ] (Immediate Release) Release the ETD immediately for worldwide access on the Internet.
- [ ] (Document Only Hold - Usually for future publication purposes) Restrict access to the ETD document for two years then release the ETD for worldwide access on the Internet. (Metadata, including abstract, will be available during the embargo period). Please explain below.
- [ ] (Full Record Hold - Usually for patent considerations) Restrict all access to the ETD for two years and then release the ETD for worldwide access on the Internet. Please explain below.

### Reason for requesting a Full Record Hold or Document Only Hold:

(attach additional pages if needed)

**Signatures below can be scanned but cannot be electronic signatures**

### Chair/Co-Chair’s Signature

I have discussed the availability choices with my student, and I approve of the choice the student has made.

Chair or Co-Chair’s Signature: __________________________ Date: __________________________

### Student Availability & Copyright Agreement

I have read and fully agree to the TAMU copyright agreement regarding my ETD. I agree to the ETD availability option I selected above and understand the ETD will be released immediately following the expiration of the embargo period unless a written request for extension has been submitted and approved. I understand that the availability option is my choice and that there are publishing consequences to my selection.

Student’s Signature: __________________________ Date: __________________________
Texas A&M University's Policy
All Texas A&M University Electronic Theses/Dissertations (ETDs) will be made available immediately after graduation worldwide on the Internet via Texas A&M University Libraries. Availability may be delayed temporarily for circumstances such as patent consideration, compliance with research contractual terms, publication issues, etc.

What comprises an ETD record?
An ETD record includes several elements, as noted below:

Metadata – Data which describe the ETD record. These include, but are not limited to, the title, abstract, author, committee, keywords, etc.

Document – The ETD primary document which describes the independent research study that was undertaken to partially fulfill requirements for the degree sought – generally a single PDF file.

Supplemental files – Files which accompany the ETD document, are intended for public access, and provide additional details of the research (e.g., data sets, movie clips, etc.).

License files – Files which describe the license signed by the student author at the time of submission, granting Texas A&M University (or other parties) certain, limited rights for use.

Administrative files – Files provided to the Office of Graduate and Professional Studies for administrative processing purposes and/or for purposes of being included as part of the graduate student record (e.g., Written Thesis/Dissertation Approval Form, Copyright & Availability Form, etc.). These files are not made available to the public along with the ETD record.

What is a “Full Record Hold,” and when would I choose it?
Any research that would preclude worldwide release for an extended period of time or permanently (e.g., sponsored research, national security, personal risk) to comply with research contractual terms or patent considerations requires the “Full Record Hold.” The ETD record (not including administrative files) will be released immediately two years after the graduation date unless an extension is requested and approved.

What is a “Document Only Hold” and when would I choose it?
If you are submitting material to a publisher who has restrictive pre- or post-publication policies (e.g., restricts Internet access to material prior to publication), select the “Document Only Hold.” The ETD metadata will be made available for open access immediately following graduation via the Texas A&M University Libraries and ProQuest (for dissertations), but the document and supplemental files will be restricted during the embargo period. The ETD document and supplemental files will be released immediately after two years unless an extension is requested and approved.

How do I extend a hold?
A hold may be extended for up to two years (for the first extension) and then one year at a time for any additional extensions. The request must be made prior to expiration and appropriate justification must be included. Each request for extension will be reviewed on a case-by-case basis.

Graduate students and faculty (as research sponsors) bear responsibility for requesting extensions. A timely request is important in order to extend any hold periods. Please complete and submit the “Request for Extension of Thesis/Dissertation Hold” form found at ogaps.tamu.edu.

For additional questions or concerns regarding availability options, please contact Thesis & Dissertation Services at thesis@tamu.edu or 979-845-3631.
10.13 OGAPS GRADUATE STUDENT TRAVEL AWARD APPLICATION
1. Submit the application with original signatures only; all applications must be typed. All parts of the application need to be submitted as ONE pdf document.
2. Attach an itemized budget justification.
3. List any other funding sources you have applied to.
4. Provide all travel information.
5. Provide location of travel.
6. Provide dates of travel.
8. Make sure all signatures are original.
9. Submit to ogaps-award-admin@tamu.edu or bring to the office in person.

10.14 OGAPS GRADUATE STUDENT RESEARCH AND PRESENTATION TRAVEL AWARD REIMBURSEMENT FORM
The Graduate Student Research and Presentation Travel Award Reimbursement Form is now an online process through the OGAPS Award Portal, ogapsportal.tamu.edu. Information on the reimbursement process, including instructions, Frequently Asked Questions and access to the OGAPS Award Portal can be found at tx.ag/RAPTravelAward. Please email ogaps-travel-award@tamu.edu with any questions.

1. Complete and submit the Reimbursement Form through the online portal at ogapsportal.tamu.edu. Reimbursement Forms must be submitted within 30 days of the travel return date.
2. Required information includes:
   a. Itemized Expense Report that includes all travel expenses associated with the trip
   b. Total amount of other funds received to support the travel
   c. Uploaded PDF that includes:
      i. Itemized receipts for each expense;
      ii. Two-page summary/reflection of the trip that includes the statement “I verify that this is an accurate representation of my accomplishments using these travel funds.” and the applicant’s signature.

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10.15 **REQUEST FOR FELLOWSHIP DEFERMENT**

1. Submit a completed form to the Office of Graduate and Professional Studies by email: ogaps-award-admin@tamu.edu
2. Students to have approval from their department for their deferment.
3. To reactivate your fellowship you must submit a Request for Reinstatement form.
**Request for Fellowship Deferment**

Submit this form to the Office of Graduate and Professional Studies by email: ogaps-award-admin@tamu.edu

Name: __________________________________________________________

UIN: ___________________ TAMU Email: ___________________________

**Reason for Request:**

- Co-op
- Study Abroad
- Military leave
- Internship/Student Teaching
- Medical Withdrawal
- Another Scholarship/Fellowship
- Deferred Admission*
- Other (specify below)

**Notes:**

*can only defer for a maximum of one academic semester

**Check Fellowship(s):**

- Dissertation Fellowship
- Graduate Diversity Fellowship
- Graduate Merit Fellowship
- NSF-BTD
- Pathways to the Doctorate Fellowship
- Other
- NSF-GRFP

Please contact OGAPS at 979-845-3631 or by email at ogaps-award-admin@tamu.edu if you have any questions.

I am requesting deferment of my fellowship funding from ____________(semester) of __________(year) until ____________(semester) of __________(year).

Signature: ___________________________________ Date: ________________

**NOTE:**

1. To reactivate your fellowship funding you must submit a Request for Reinstatement Form.
2. If circumstances change that would result in the modification of these previously agreed upon terms of deferment, you must notify the Office of Graduate and Professional Studies at 979-845-3631 immediately.
3. During the deferment period a student MAY NOT attend another four-year degree granting University. This will result in the termination of your fellowships. The only exception is participation in a Texas A&M University approved Study Abroad Program or National Student Exchange.

**Notes:**

Internal Approval

Approved By: _______________________________ Date: ________________

Revised: 3/26/2019
10.16 REQUEST FOR FELLOWSHIP REINSTATEMENT

1. Submit this form to the Office of Graduate and Professional Studies by email: ogaps-award-admin@tamu.edu
2. Students returning from an approved leave of absence should submit this form preferably six weeks before the start of the semester in which they wish to return
3. Students need to communicate with their department about their plans for reinstating their fellowship to make sure any departmental funding is in place
4. Students who have decided not to return from a leave of absence should select the appropriate box below, indicating that they intend to withdraw from the University

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Request for Fellowship Reinstatement

Submit this form to the Office of Graduate and Professional Studies by email: ogaps-award-admin@tamu.edu

Students returning from an approved leave of absence should submit this form preferably six weeks before the start of the semester in which they wish to return. Students who have decided not to return from a leave of absence should select the appropriate box below, indicating that they intend to withdraw from the University.

Name: ____________________________
UIN: ____________________________ TAMU Email: ____________________________

Check Fellowship:
- Dissertation Fellowship
- Graduate Diversity Fellowship
- Graduate Merit Fellowship
- NSF-GRFP
- NSF-BTD
- Pathways to the Doctorate Fellowship
- Other

Department/Program: ____________________________

INFORMATION ON LEAVE OF Absence

Reason for Leave:
- Co-op
- Study Abroad
- Military leave
- Internship/Student Teaching
- Medical Withdrawal
- Another Scholarship/Fellowship
- Deferred Admission
- Other (specify below)

Notes:

Semester and Year of Proposed Return: ____________________________

OR:
- I have decided not to return from my leave of absence; please withdraw me from my program. *

*Please note that the decision to withdraw is final. By selecting this option, you are notifying the Office of Graduate and Professional Studies that you are withdrawing from your program and hence you forfeit your funding. Other actions may need to be taken by you, at the department and/or University level, to officially confirm your withdrawal.

FOR STUDENTS ON MEDICAL LEAVE: Please submit documentation from your health care provider that confirms that you are capable of returning to graduate study.

Additional Information/Comments:

Student Signature: ____________________________ Date: ____________________________

Internal Approval
Approved By: ____________________________ Date: ____________________________

Please contact OGAPS at 979.845.3631 or by email at ogaps-award-admin@tamu.edu if you have any questions.
OFFICE OF GRADUATE AND PROFESSIONAL STUDIES

Faculty/Staff Forms

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11 OFFICE OF GRADUATE AND PROFESSIONAL STUDIES - FACULTY/STAFF FORMS

11.1 689 SPECIAL TOPICS COURSE REQUEST

1. Name of college that is submitting the request
2. Specify the term which the course is to be offered
3. Name of the department submitting the request
4. Course number and section
5. Provide long course title
6. Abbreviated course name
7. List the days, time, building and room number where the course will be held. Also include the total number of hours the course will be worth
8. Course description
9. Name of instructor of the course *note this person must be a member of graduate faculty
10. Instructor UIN
11. Select if course has been taught in a previous semester and state the number of times
12. Specify whether course has been previously taught, the # of times taught in the past, as well as semesters taught (201121, 201311, etc.)
13. Must had department head signature
14. Must have signature of Dean of the College

This form should be submitted to OGAPS at least 5 working days prior to the Registration deadline for class schedule inclusion (publicized on a memo from Registration each semester)

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ENROLLMENT & ACADEMIC SERVICES
OFFICE OF THE REGISTRAR

Departmental Request: Special Topics...Course

This form can be filled out with Adobe Acrobat and then printed for signatures.

*Please attach a course syllabus to the form*

To: Dean of College of _______________________

I request approval of the following Special Topics course for the __________________ year in the ____________________________

Department of: __________________ Course: __________________

Title: Special Topics in __________________

Please give a suggested 24 character abbreviation (including spaces): Subtitle Code: ____________________ (for office use only)

Meeting Days: Lecture: __________ Start Time: __________ Stop Time: __________ Bldg: __________ Room: __________

Lab: __________ Start Time: __________ Stop Time: __________ Bldg: __________ Room: __________

Number of hours a week: Lecture: __________ Laboratory: __________ Credit: __________

Description of course (no more than 50 words):

Prerequisite: ____________________________ Instructor: ____________________________ Instructor UIN #: __________

Has this special topics course been taught before? Yes ______ No ______ If yes, how many times? ____________________________

Indicate the number of students enrolled and each academic period taught: ____________________________

If a similar course is offered at the University, identify it by prefix and course number: ____________________________

If this course has been approved as a new course, give prefix and course number: ____________________________

Should this course be considered for approval within any category of the University Core Curriculum? Yes ______ No ______ **If yes, see below.

Additional comments (cross-listing, satisfactory/unsatisfactory, distance education, etc.):

*Attach a syllabus with a course outline of sufficient detail to permit an accurate evaluation of the course content. Indicate the lecture and laboratory periods, in one hour increments, that will be required to present the proposed subject matter. Include a list of books (and indicate author), titles of scientific journals, or other resource materials. Also include the method by which students will be evaluated.

Department Head __________________ Date __________

Dean of College __________________ Date __________

Office of Graduate Studies (for 689's only) __________________ Date __________

To be included in the Schedule of Classes, a separate departmental request, using this form, must be submitted to the Dean's Office (for 289S/489S) or the Office of Graduate Studies (for 689S) for each semester or summer term that a special topics course is to be taught. An approved copy of this form will be sent to the Department and the Registration Office by the Dean's Office (for 289S/489S) or the Office of Graduate Studies (for 689S).

An approved copy has been sent to the Department and the Registration Office by the Dean's Office/Office of Graduate Studies.

Date: ____________________________

Reset Print
11.2 AUTHORIZED SIGNATURES FOR GRADUATE AND PROFESSIONAL STUDIES: FOR COLLEGE/DEPARTMENT/IDP

Each college, department, and IDP is required to have an Authorized Signature Form on file with OGAPS. These forms are used to verify signatures on all graduate and professional student documents across the University.

The Authorized Signature Form is also used for DPSS and Graduate Committee Faculty approvers and nominators.

**For DPSS**

The faculty member(s) designated as the Department or Dean Approver will be required to approve all degree plans and petitions submitted in DPSS for their unit. The other designees on the forms will be able to Proxy Approve in the event the Departmental Approver or Dean Approver are unable to approve.

The Pre-Committee Staff Approver is the departmental “pre-check” to ensure that the degree plans and petitions submitted follow the department/unit rules before being sent to the students’ committees.

**For Graduate Committee Faculty**

The faculty member(s) designated as the Department or Dean Approver will be required to approve all Graduate Committee Faculty nominations submitted for their unit. The other designees on the forms will be able to Proxy Approve in the event the Department Approver or Dean Approver are unable to approve.

The staff members are able to select to have “Access to Enter/View Nominations” for their department/unit. Individuals who only have this access will not be able to approve nominations but will be able to see all of the nominations for their unit.

By default the Department Approvers will have access to enter and view nominations as well. OGAPS recommends more than one Authorized Signer for each college, department, or IDP; however, this is not mandatory.

NOTE: Only members of Graduate Committee Faculty may be listed on page 1 (Figure A). Staff members are not considered Authorized Signers and must be listed on page 2 (Figure B).

1. Type/print the name of the College/Department/IDP
2. Type/print the date the form is being completed
3. Type/print the full name of the Authorized Signer
4. Type/print the title of the Authorized Signer if not already printed
   
   NOTE: The pre-printed titles are to ensure that the forms have the required contact information for the designated faculty positions, but units do not have to limit their Authorized Signers to those with these titles.

5. Type/print the TAMU email address of the Authorized Signer
6. Type/print the UIN of the Authorized Signer
7. Type/print the NetID of the Authorized Signer
8. Type/print the phone number of the Authorized Signer

NOTES:
9. The original signature, as signed here, will be compared to signatures submitted on all OGAPS documents.

10. Select if the user will be designated Dean/Department Approver or Proxy Approver for DPSS

   NOTE: Proxy Approvers will have access to approve but will not receive notification of new approvals. Only the Dean/Department Approver will receive notifications.

11. Select if the user will be designated Dean/Department Approver or Proxy Approver for the Graduate Committee Faculty system

12. Select if the user will be given access to enter and view nominations in the Graduate Committee Faculty system

13. Select if the user will need access to view student documents in ImageNow (for departments and IDPs only)

Figure A

   NOTE: If no one is specified on page 2(Figure B), correspondence for your program will be sent to the Dean, Department Head or Interdisciplinary Chair as applicable
1. Type/print the name of the person(s) to whom all regular correspondence should be sent. This can be a faculty or a staff person.
2. Type/print the person’s title
3. Type/print the email to which correspondence should be sent.
4. Type/print the person’s UIN
5. Type/print the person’s NetID
6. Type/print the best phone number where this person may be reached.
7. Select if this person will be designated the Pre-committee Staff Approver within DPSS.
8. Select if this person will be given access to enter/view nominations within the Graduate Committee Faculty system
9. Select the appropriate boxes to indicate whether this person will receive correspondence regarding Graduate Student Documents, Special Topic Course Requests and/or Non-Resident Tuition Waivers
10. Select if this person will receive access to view approved student documents within Image Now.
11. Type/print the date that the form is being completed.

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<th>EDRS Approval</th>
<th>Graduate Committee Approval</th>
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Figure B

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11.3 **English Language Proficiency – Alternative Verification Form**

1. Complete the student’s name and UIN.
2. The Department Head must sign the form.
3. If selecting option two, please attach all justification and documentation to support the request, such as transcripts associated with training or courses completed for English oral skills at a university and/or institution other than Texas A&M University.
Alternative Verification Form
English Language Proficiency Requirements

Departments initiate alternative verification requests.

Date: ____________________________________________

Student Name: __________________________________

Student UIN: ____________________________________

Department Head Name (Print): _______________________

Department Head Signature: _________________________

☐ OPTION ONE: I certify that the international student listed above holds a master’s degree from an accredited institution located in the U.S., and therefore qualifies for alternative verification.

☐ OPTION TWO: Other Alternative Verification Requests

All other requests for alternative verification require strong department justification and review in compliance with Office of Graduate and Professional Studies policies and guidelines. The student should provide the department with documentation to support the alternative verification request. Departments should provide a brief justification below for the alternative verification request. Attach all supporting documentation to this form.
11.4 **ENGLISH LANGUAGE PROFICIENCY — ALTERNATIVE CERTIFICATION FORM**

1. Complete the student’s name and UIN.
2. The Department Head must sign the form.
3. Check the qualification option of the student.
4. If Selection option two, please attach all justification and documentation to support the request, such as transcripts associated with completing a rigorous and comprehensive training program for English oral skills at a university and/or institution other than Texas A&M University.
Alternative Certification Form

English Language Proficiency Requirements

Departments initiate alternative certification requests.

Date: ______________________________

Student Name: __________________________

Student UIN: __________________________

Department Head Name (Print): __________________________

Department Head Signature: __________________________

Check one of the following options:

Option One: The student named above has received a baccalaureate degree following four years of study at an accredited institution or institutions located in the U.S., and therefore qualifies for alternative certification.

Option Two: The student named above is a citizen of one of the approved countries listed by the Office of Admissions and the department requests an alternative certification for this student. Please list the approved country below.

Option Three: Other Alternative Certification Requests

All other requests for alternative certification require strong department justification and review in compliance with Office of Graduate and Professional Studies policies and guidelines. The student should provide the department with documentation to support alternative certification requests based on previous experiences and/or training. Departments should provide a brief justification below for the alternative certification request. Attach all supporting documentation to this form.

Last Revised: 3/15/2017
11.5 **Academic Department Approval for Graduate Assistant To Work >50% Effort**

1. The form must be submitted to OGAPS at least 10 days prior to the first day of employment.

Note: The student must register appropriately; (example - 9 hours in the Fall and Spring and 6 hours in the Summer).

Note: The form can only be submitted for one semester at a time.

2. The student name and UIN must be listed as they appear in COMPASS.
3. Academic Term of Request: provide the semester that the work is being completed (e.g. Fall 2016).
4. List the Department Point of Contact information for the primary appointment, including email and phone number, usually the business administrator or individual in the department who manages graduate assistant payroll/benefits.
5. Summary of Duties: A description of duties for each position is required.
6. Provide information regarding the student’s additional appointment or increased effort. The student is not allowed to work more than 9 hours above the 20-hour assistantship.
7. List the Department Point of Contact for the additional appointment; include email and phone number.
8. The department head from the student’s academic home department or their committee chair (if they have an approved degree plan on file with OGAPS) must approve the form.
9. If the student’s academic home is in the College of Engineering, the CLEN GOC Dean’s signature is also required.

Once the form has been completed and signatures obtained, the form should be returned to the employing department to be uploaded with the associated Workday request. Common reasons the form may be returned:

- The student is not registered for the semester that the work is being completed
- The student is not registered full-time for the semester that the work is being completed
- The form is lacking required information
- The form is lacking a required signature
- The form is being submitted for more than one semester

**NOTES:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Academic Department Approval for Graduate Assistant >50% Effort Request

The completed form should be attached to any action to Add Additional Job request in Workday for a Graduate Assistant.

This form is used to document approval of arrangements for students in a Graduate Assistant title code to work above 50% effort (20 hours per week). Approval may be requested for up to 72.5% effort (29 hours per week). The employee or additional employing department will complete the form and submit to the primary academic department for approval. The approved form will be uploaded by the employing department to the Workday Request to Add Additional Job when the action is created.

International students may not work more than 20 hours per week except when school is not in session or during the annual vacation according to the Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(ii)(B) or (C).

Students must be enrolled full-time to hold a Graduate Assistant title code. It is the responsibility of the employing department to ensure the GA is enrolled full-time at the time of hire.

This form must be updated each semester.

*The dates of employment for the additional job must fall within the academic term/semester of the request.

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________________</td>
</tr>
<tr>
<td>*Academic Term of Request (i.e. Semester Year): ___________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Appointment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title: ___________________</td>
</tr>
<tr>
<td>Employing Department: ________________</td>
</tr>
<tr>
<td>Summary of Duties: ________________</td>
</tr>
<tr>
<td>Department Point of Contact: ________________</td>
</tr>
<tr>
<td>E-mail Address: ________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Appointment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title: ___________________</td>
</tr>
<tr>
<td>Employing Department: ________________</td>
</tr>
<tr>
<td>Summary of Duties: ________________</td>
</tr>
<tr>
<td>Department Point of Contact: ________________</td>
</tr>
<tr>
<td>E-mail Address: ________________</td>
</tr>
</tbody>
</table>

APPROVAL.
Name of Department Head/Advisory Committee Chair
Signature: ___________________ Printed Name: ___________________

ENGINEERING ONLY
Name of College GOC Dean:
Signature: ___________________ Printed Name: ___________________
11.6 REQUEST FOR DOCTORAL STUDENT TO ADD A SECONDARY MASTER’S DEGREE PROGRAM

1. Student/department should indicate which circumstance they are requesting to add the secondary program.
2. Student’s name should be listed exactly as it appears in Compass. Include UIN.
3. Check the appropriate box for the current doctoral program, or for option 3, the doctoral program the student is moving into. Write out the department name or code and major.
4. Check the appropriate box for the proposed secondary master’s program. Write out the department name or code and major.
5. Please provide the expected semester and year of graduation for the master’s degree.
6. Student’s name should be listed exactly as it appears in Compass.
7. Please indicate whether the doctoral department will allow filing of 64-hour degree plan with completion of master’s degree by checking yes or no.
8. Department should specify any stipulations for either the doctoral or master’s programs related to the addition of the secondary degree program.
9. Student should sign and date the form.
10. Both department heads are required to sign the form. If the student currently has a committee for either degree program, the committee is also required to sign the form.

Note: This completed form should be submitted by the doctoral department of the student.
Request for Doctoral Student to add a Secondary Master’s Degree Program

Or Master’s Student to add a Doctoral Degree Program

This form should be completed when a doctoral student wishes to add a secondary Master’s Degree Program with the primary doctoral curriculum. Permission from the doctoral program (and master’s program, if different) is required. Students must completely fulfill requirements for both degrees and cannot double count courses or non-course requirements (e.g. residency, proposal, exams, etc.). Following submission and processing through OGAPS, the student will be allowed to file both degree plans through DPSS. The following are circumstances where this request may be considered (please select one option below):

☐ When a department wants to allow a doctoral student to add a secondary master’s degree program in the same major, and the student will complete the master’s along the way: The department should submit this form to OGAPS. Once approval has been granted by OGAPS, the student should log in at http://opsdpss.tamu.edu and create a degree plan for the secondary master’s degree. In cases where the master’s degree is in the same major as the doctoral degree, and requires a thesis, a petition may be necessary to ensure research hours are assigned as desired. Please consult with your graduate advisor or OGAPS for guidance on reallocating research hours.

☐ On rare occasions where a department wants to allow a doctoral student to add a secondary master’s degree program in a different major, and possibly different department: The primary department of the doctoral degree should submit this form to OGAPS. Heads of both departments will be required to sign this form. Once approval has been granted by OGAPS, the student should log in at http://opsdpss.tamu.edu and create degree plan for the secondary master’s degree program.

☐ When a student is in a master’s program and the department wants to move the currently enrolled student to a doctoral program in the same major, and the student will complete the master’s along the way: The department should submit this form to OGAPS. Upon approval, the doctoral program will be the primary degree program, and the master’s program will be the secondary degree program. Any degree plan already approved will be voided. Once approval has been granted by OGAPS, the student should log in at http://opsdpss.tamu.edu and create new degree plans for both the master’s and doctoral degree programs. In some cases a petition may be necessary to ensure research hours are assigned as desired. Please consult with your graduate advisor or OGAPS for guidance on reallocating research hours.

In all instances, the form should be submitted by the doctoral department.

Student Name: __________________________ UIN: __________________________

**Doctoral Degree:** ☐ Ph.D. ☐ D.En. ☐ Ed.D. ☐ Dr. P.H.

Department of Doctoral Program: __________________________ Doctoral Major: __________________________

**Master’s Degree:** ☐ Master of Science ☐ Master of Arts ☐ Other (e.g. MEd, MEng, MLA, MRE): __________________________

Master’s Option (if applicable): ☐ Thesis Option ☐ Non-Thesis Option

Department of Master’s Program: __________________________ Master’s Major: __________________________

Expected date of graduation for master’s degree: __________________________

Revised: 9/22/2016
ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES

Page 2 Request for Secondary Master’s Degree Program ____________________________________________

Student Name

Will doctoral department allow filing of 64-hour doctoral degree plan with completion of master’s? □ Yes □ No

Stipulations from Doctoral Program (optional):

______________________________________________________________________________

Stipulations from Master’s Program (optional):

______________________________________________________________________________

Student Signature:

______________________________________________________________________________

Date

If no committee is in place for either program, only Department Head signature is required for that program.

Doctoral Program Signatures
Approval Recommended:

Chair: ___________________________ Date: ______

Member: _________________________ Date: ______

Member: _________________________ Date: ______

Member: _________________________ Date: ______

Member: _________________________ Date: ______

Department Head or Intercollegiate Faculty Chair: ___________________________ Date: ______

Master’s Program Signatures (if in a different major)
Approval Recommended:

Chair: ___________________________ Date: ______

Member: _________________________ Date: ______

Member: _________________________ Date: ______

Member: _________________________ Date: ______

Member: _________________________ Date: ______

Department Head or Intercollegiate Faculty Chair: ___________________________ Date: ______

Revised: 9/22/2016