The Graduate Advisor Handbook is updated as needed. To find the most up-to-date version, please check online at the Office of Graduate and Professional Studies website under the Faculty & Staff tab.

http://o2ans.tamn.edu
Table of Contents

SECTION 1. OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
Section 1.1 Expectations for Graduate Study
Section 1.2 Directory Summary
Section 1.3 Associate Provost for Graduate and Professional Studies
Section 1.4 Leadership Team
Section 1.5 Graduate and Professional Studies Services

SECTION 2. FACULTY AND DEGREE PROGRAM RELATED PROCESSING
Section 2.1 Student Recruitment and New Students
Section 2.2 Graduate Student Council
Section 2.3 Graduate Council
Section 2.4 Graduate Operations Committee
Section 2.5 Authorized Signature Form
Section 2.6 Guidelines for Graduate Faculty Membership
Section 2.7 Interdisciplinary Degree Programs (IDPs)
Section 2.8 New 689 Course – Special Topics
Section 2.9 Graduate Advisor LISTSERV
Section 2.10 Compass
Section 2.11 Compass Reports

SECTION 3. STUDENT FUNDING AND DEVELOPMENT
Section 3.1 TAMU Graduate Fellowships
Section 3.2 Graduate Student Awards
Section 3.3 Other Grants
Section 3.4 TAMU Graduate Fellowship Nominations and Processing
Section 3.5 Retention Techniques
Section 3.6 Professional Development Opportunities

SECTION 4. GRADUATE STUDENT MATRICULATION PROCESSING
Section 4.1 Departmental Role in Document Processing
Section 4.2. Office of Graduate and Professional Studies Minimum Original Signature Requirements for Graduate and Professional Student Documents

Section 4.3. Standardized Test Scores

Section 4.4. English Language Proficiency Requirements

Section 4.5. English Language Proficiency Examination

Section 4.6. New TA Training Requirements

Section 4.7. Graduate Classifications

Section 4.8. Degree Level Change Information

Section 4.9. Subvention Funding

Section 4.10. 99-Hour Doctoral Cap

Section 4.11. Separation of a Graduate Student for Scholastic Deficiency

Section 4.12. Registration

Section 4.13. Grade Point Ratio (GPR) Requirements

Section 4.14. Degree Plan Information and Filing Degree Plans and Petitions

Section 4.15. Viewing Degree Evaluations – Graduate Advisors

Section 4.16. Viewing Degree Evaluations – Committee Chairs

Section 4.17. Preliminary and Final Examinations

Section 4.18. Thesis, Dissertations, and Records of Study

SECTION 5. FINANCIAL PROCESSING

Section 5.1. Payments for Fellowships

Section 5.2. Payment of Tuition for Graduate Assistants

Section 5.3. Guidelines for Non-Resident Tuition Waivers

Section 5.4. Tuition Payment Calculation Grid/ Non-Resident Tuition Waiver Grid for Summer Sessions

Section 5.5. Request for Graduate Students to Work Additional Hours

Section 5.6. Graduate Student Health Insurance

SECTION 6. GRADUATE ADMISSIONS PROCESSING

Section 6.1. Directory

Section 6.2. Items Required by Admissions Office

Section 6.3. Evaluation and Admission Tools

Section 6.4. Special Circumstances

Section 6.5. Graduate Admissions Compass Forms Guide
SECTION 7. INTERNATIONAL STUDENT SERVICES

Section 7.1. Directory
Section 7.2. Overview of International Student Services
Section 7.3. Purpose of International Student Services
Section 7.4. Community & Campus Outreach Activities
Section 7.5. Scholarships, Grants, and Loan Programs
Section 7.6. Understanding International Students
Section 7.7. Immigration Information for Academic Advisors
Section 7.8. Commonly Used Immigration Terms and Acronyms
Section 7.9. Visa Application Process

SECTION 8. RESOURCES AND SERVICES FOR A&M STUDENTS GOING ABROAD

Section 8.1. Directory
Section 8.2. Passport Services
Section 8.3. International Medical Insurance
Section 8.4. Texas A&M Faculty-Led Programs
Section 8.5. Scholarships Available for Students

SECTION 9. SPONSORED STUDENT PROGRAMS

Section 9.1. Directory
Section 9.2. Sponsored Students
Section 9.3. Current Sponsors

SECTION 10. OFFICE OF THE REGISTRAR RECORDS SECTION

Section 10.1. Directory
Section 10.2. Add/Drop Requests (Request to Drop and/or Add Courses Form)
Section 10.3. Grade Changes (Grade Change Report Form)
Section 10.4. Full-Time Classification for Internships/Co-Op Experience

SECTION 11. OFFICE OF GRADUATE AND PROFESSIONAL STUDIES STUDENT FORMS

Section 11.1. Special Request Letter
Section 11.2. Proposal Approval Form
Section 11.3. Request and Announcement of the Final Examination
Section 11.4. Request for Exemption from the Final Examination
Section 11.5. Preliminary Examination Checklist
Section 11.6. Preliminary Examination Report
Section 11.7. Request for Letter of Completion
Section 11.8. Letter of Intent
Section 11.9. Graduate Student Graduation Cancellation Form
Section 11.10. Non-Resident Tuition Waivers
Section 11.11. Thesis / Dissertation – Approval of Written Thesis Form
Section 11.12. Thesis / Dissertation – Copyright and Availability Form
Section 11.13. Research Grant Application Form
Section 11.14. Presentation Grant Application Form

SECTION 12. OFFICE OF GRADUATE AND PROFESSIONAL STUDIES FACULTY/STAFF FORMS
Section 12.1. 689 Special Topics Course Request
Section 12.2. Authorized Signatures for Graduate and Professional Studies: For College/Schools
Section 12.3. Authorized Signatures for Graduate and Professional Studies: For Departments
Section 12.4. Authorized Signatures for Graduate and Professional Studies: For IDPs
Section 12.5. English Language Proficiency – Request to Retake the ELP Examination Form
Section 12.6. English Language Proficiency – Alternative Verification Form
Section 12.7. English Language Proficiency – Alternative Certification Form
Section 12.8. Request to Work Additional Hours Form
Section 12.9. Request for Doctoral Student to Add a Secondary Master’s Degree Program
Section 1. OFFICE OF GRADUATE AND PROFESSIONAL STUDIES

Section 1.1. Expectations for Graduate Study

The major goals of graduate education at Texas A&M University are to instill 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.

Graduate student progress is guided and evaluated by an advisor and a graduate committee. These individuals give direction and support for the appropriate developmental and learning goals of graduate students. The advisor and the graduate committee also have the obligation of evaluating a graduate student’s academic performance. The graduate student, the advisor, and the graduate committee constitute the basic core of graduate education. It is the quality, scope, and extent to interaction in this group that determine the significance of the graduate experience.

High quality graduate education requires professional and ethical conduct of the participants. Faculty and graduate students have mutual responsibilities in ensuring 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 triumph. 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.
## Section 1.2. Directory Summary

112 Jack K. Williams Administration Building
1113 TAMU
College Station, TX 77843-1113
goaps.tamu.edu

Dr. Karen Butler-Purry
Associate Provost of Graduate and Professional Studies
kibutler@tamu.edu

Dr. Rosana Moreira
Assistant Provost
rmoreira@exchange.tamu.edu

Dr. Susan Bloomfield
Assistant Provost
sbloom@tamu.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Brief Job Duties</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schmitt, Ashley</td>
<td>Thesis and Dissertation Services</td>
<td><a href="mailto:schmittae@tamu.edu">schmittae@tamu.edu</a></td>
</tr>
<tr>
<td>Castille, Cherise</td>
<td>Administrative and Programmatic Support</td>
<td><a href="mailto:cherise.castille@tamu.edu">cherise.castille@tamu.edu</a></td>
</tr>
<tr>
<td>Caton, Roberta</td>
<td>Thesis and Dissertation Services</td>
<td><a href="mailto:racaton@tamu.edu">racaton@tamu.edu</a></td>
</tr>
<tr>
<td>Ramirez, Russell</td>
<td>Graduate Records Processing</td>
<td><a href="mailto:rramirez@tamu.edu">rramirez@tamu.edu</a></td>
</tr>
<tr>
<td>Crawford, JaeCee</td>
<td>Information Technology Consultant</td>
<td><a href="mailto:jccrawford@tamu.edu">jccrawford@tamu.edu</a></td>
</tr>
<tr>
<td>Du, Anna</td>
<td>Data Management</td>
<td><a href="mailto:ye.anna.du@tamu.edu">ye.anna.du@tamu.edu</a></td>
</tr>
<tr>
<td>Dudley, Rachelle</td>
<td>Support Services/Business Administration</td>
<td><a href="mailto:r-dudley@tamu.edu">r-dudley@tamu.edu</a></td>
</tr>
<tr>
<td>Juranek, Isah</td>
<td>AGEP Program Coordinator</td>
<td>r <a href="mailto:Fowler@tamu.edu">Fowler@tamu.edu</a></td>
</tr>
<tr>
<td>Thurman, Linda</td>
<td>Administrative and Programmatic Support</td>
<td><a href="mailto:rftthurman@tamu.edu">rftthurman@tamu.edu</a></td>
</tr>
<tr>
<td>Johnson, LaRhesa</td>
<td>Support Services</td>
<td><a href="mailto:ljohnson@tamu.edu">ljohnson@tamu.edu</a></td>
</tr>
<tr>
<td>Krolczyk, Rachel</td>
<td>Thesis and Dissertation Services, Graduate Records Processing</td>
<td><a href="mailto:rkrolczyk@tamu.edu">rkrolczyk@tamu.edu</a></td>
</tr>
<tr>
<td>Hammarberg, Robert</td>
<td>Recruitment, Retention, Fellowships</td>
<td><a href="mailto:robert@tamu.edu">robert@tamu.edu</a></td>
</tr>
<tr>
<td>Motquin, Amy</td>
<td>Thesis and Dissertation Services</td>
<td><a href="mailto:acmotquin@tamu.edu">acmotquin@tamu.edu</a></td>
</tr>
<tr>
<td>Santos, Rose</td>
<td>Graduate Student Professional Development</td>
<td><a href="mailto:rose.santos@tamu.edu">rose.santos@tamu.edu</a></td>
</tr>
<tr>
<td>Sanchez, Savanah</td>
<td>Graduate Records Processing</td>
<td><a href="mailto:sdsanchez@tamu.edu">sdsanchez@tamu.edu</a></td>
</tr>
<tr>
<td>Costello, Yvonne</td>
<td>Associate Provost's Office</td>
<td><a href="mailto:ycostello@tamu.edu">ycostello@tamu.edu</a></td>
</tr>
<tr>
<td>Walton, Shannon</td>
<td>Recruitment, Retention, Fellowships</td>
<td><a href="mailto:shannon@tamu.edu">shannon@tamu.edu</a></td>
</tr>
<tr>
<td>Widdison, Kim</td>
<td>Graduate Records Processing</td>
<td><a href="mailto:k-widdison@tamu.edu">k-widdison@tamu.edu</a></td>
</tr>
<tr>
<td>Fadal, Tyler</td>
<td>Graduate Records Processing</td>
<td><a href="mailto:tylerfadal@tamu.edu">tylerfadal@tamu.edu</a></td>
</tr>
<tr>
<td>Starnes, Debbie</td>
<td>Graduate Records Processing</td>
<td><a href="mailto:dstarnes@tamu.edu">dstarnes@tamu.edu</a></td>
</tr>
<tr>
<td>Seago, Karen</td>
<td>Graduate Records Processing</td>
<td><a href="mailto:kseago@tamu.edu">kseago@tamu.edu</a></td>
</tr>
<tr>
<td>Alvarado, Jessica</td>
<td>Administrative and Programmatic Support</td>
<td><a href="mailto:Jessica.alvarado@tamu.edu">Jessica.alvarado@tamu.edu</a></td>
</tr>
<tr>
<td>Hernandez, Stacy</td>
<td>Administrative and Programmatic Support</td>
<td><a href="mailto:shernandez@tamu.edu">shernandez@tamu.edu</a></td>
</tr>
<tr>
<td>Woods, Leslie</td>
<td>Administrative and Programmatic Support</td>
<td><a href="mailto:Lwoods95@tamu.edu">Lwoods95@tamu.edu</a></td>
</tr>
<tr>
<td>Brock, Sharon</td>
<td>Administrative and Programmatic Support</td>
<td><a href="mailto:sharonbrock@tamu.edu">sharonbrock@tamu.edu</a></td>
</tr>
</tbody>
</table>
Section 1.3. Associate Provost for Graduate and Professional Studies

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
Brenda Thomas, Director
Section 1.4. Leadership Team

The Office of Graduate and Professional Studies (OGAPS) Leadership Team directs all department staff in support of their stated 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. 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. Rosana Moreira, Assistant Provost
Rachelle Dudley, Director, Chief of Staff
Dr. Shannon Walton, Director, Recruiting
Rachel Krolczyk, Director, Thesis and Dissertation Services
Section 1.5. Graduate and Professional Studies Services

Section 1.5.1. Data and Survey Coordination
The Management Analyst collects and analyzes data and information related to graduate education and graduate student support.

Section 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.

Section 1.5.3. Graduate Student Awards
The Office of Graduate and Professional Studies offers the Research and Presentation (RAP) Grant to reimburse certain expenses for graduate student off-campus travel to conduct research or present data at conferences. Each student may receive only one of these TAP grants 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

Section 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 G.R.A.D. Aggies program, facilitated by OGAPS, includes a comprehensive “curriculum” of workshops and activities covering 4 different competency areas (see Section 1.3). In addition, OGAPS maintains a Professional Development Portal, a searchable inventory of professional development workshops, seminars and courses offered by individual departments and colleges across campus.

Professional Development Portal

Rose Santos, Senior Graduate Student Specialist I
Section 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, writing services and additional campus services. New graduate students will get the chance to meet campus leaders, administrators, and fellow graduate students. Experienced graduate students will be present to answer questions and provide insight about thriving in graduate school, balancing school, 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 resource booths and meet representatives of campus services and organizations who serve the graduate community.

Orientation covers the what, why and how of graduate degree requirements for new graduate students. Distance Education graduate students should complete the online orientation on the ogaps.tamu.edu website.

Dr. Shannon Walton, Director
Robert Hammarberg, Student Success Coordinator

Section 1.5.6. Graduate Student Ombudsman 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, 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 related 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.

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 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.

Dr. Teresa Wilcox serves as the lead Ombuds Officer in the Office of Graduate and Professional Studies. Appointments can be requested by emailing ombuds@tamu.edu or calling 845-3631.

More information about Ombuds Services can be obtained from Dr. Teresa Wilcox at twilcox@tamu.edu.

Section 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, and manages the retention of graduate student records.

Cherise Castille, Graduate Student Specialist III
LaRhesa Johnson, Graduate Student Specialist V
Jessica Alvarado, Administrative Assistant
Rose Santos, Senior Graduate Student Specialist
Linda Thurman, Graduate Student Specialist IV
Stacy Hernandez, Graduate Student Specialist II
Yvonne Costello, Assistant to Associate Provost
Anna Du, Management Analyst
Sharon Brock, PT Administrative Assistant
Leslie Woods, PT Administrative Assistant
JaeCee Crawford, Senior IT Consultant

Section 1.5.8. Graduate Records Processing

The Office of Graduate and Professional Studies is responsible for maintaining all University graduate degree requirements. The Graduate Records Processing area receives proper documentation for and records 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.
Section 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. Rosana Moreira, Assistant Provost for Graduate and Professional Studies

Section 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 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.

Section 1.5.11. General Contacts

Thesis and Dissertation Services email address – thesis@tamu.edu
Office of Graduate and Professional Studies email address – ogaps@tamu.edu
OGAPS Ombuds’s email address – ombuds@tamu.edu
OGAPS awards administrator’s email address – OGAPS-award-admin@tamu.edu
OGAPS fellowship administrator’s email address – OGAPS-fellowship-admin@tamu.edu
Graduate Council Administrator’s email address – GradCouncilAdmin@tamu.edu
Processing Team email address – ogapsprocessing@tamu.edu
Email address used by GOC Deans to request degree plans holds to be lifted – dpblocks@tamu.edu
Section 2. FACULTY AND DEGREE PROGRAM RELATED PROCESSING

Section 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 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; provides Diversity and Pathways fellowships for new incoming graduate students; offers professional development workshops; supports the presentation of graduate research at national and international conferences; offers prestigious teaching and research awards; and encourages and funds various social events for all graduate students.

Recruiters must identify the market; assess the current graduate student climate; reach out to the critical mass (students, faculty, and administrators) to assess their needs; acquire a sound understanding of admissions policies and practices; understand the funding and financial aid policies and procedures; and develop and implement strong retention programs.

Dr. Rosana Moreira, Assistant Provost for Graduate and Professional Studies
Dr. Shannon Walton, Director
Robert Hammarberg, Recruiter

OGAPS-award-admin@tamu.edu - OGAPS fellowship administrator's email address

Section 2.1.1. Graduate Student Recruiting Best Practices

- Contact colleagues at other universities and your graduate alumni. Ask for names and email addresses of their top students and follow up with emails and telephone calls to those students encouraging them to apply to your program.

- 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, HACU, 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.
Section 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.

- 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 Symposiums, Alliances for Graduate Education and the Professoriate (AGEP), and the Post-Baccalaureate Research and Education Program (PREP). Ask OGAPS about these opportunities to recruit.

- Ask OGAPS to gather information on the students in your current programs (i.e., who receives funding, how much funding and for how many years; how many complete their degree programs; what is the average time to degree completion for masters/doctorate; what is the gender and racial/ethnic composition of the department, students and faculty).

- 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.

Section 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, travel-size display board, and table covers.

- Promotional materials for recruitment - pens, highlighters, key chains.

- 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 from current CRM tool into Banner (future) 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.

• Presentations and workshops each semester to students involving various aspects of graduate school processes and resources.

• Fellowship opportunities for prospective students.

• Representation of Texas A&M University at various local and national Graduate and Professional School Day Programs.

• Dissemination of information to prospective students through the OGAPS website, providing current and former student profiles.
Section 2.2. Graduate Student Council

The Graduate and Professional Student Council (GPSC) exists to share and discuss information important to Texas A&M graduate and professional students and to serve as an advocate for their interests within the University community. Specific goals of the GPSC 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. GPSC also works closely with Student Government to assure graduate student issues are represented and addressed through student legislation and on University committees. Additional information can be obtained by visiting the GPSC website at http://gpsc.tamu.edu/.
Section 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. Leonard Bright, Chair
LaRhesa Johnson, Operations Administrative Coordinator and Assistant to the Graduate Council
Graduate Council Administrator – GradCouncilAdmin@tamu.edu
Section 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 GOC works very closely with the Graduate Council to coordinate all curriculum and policy issues. It also works closely with the Academic Operations Committee and the Academic Program Council to consider recommendations concerning operations and procedures. Each academic college is represented on the GOC by the associate dean (or other named individual) responsible for graduate studies in that college.
Section 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.

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’ committee.

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.

LaRhesa Johnson, Operations Administrative Coordinator
Section 2.6. Guidelines for Graduate Faculty Membership

Section 2.6.1 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 factors that may be considered include 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 for graduate courses 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.

Section 2.6.2 Graduate Committee Faculty

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.

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 by service on a Graduate Instruction Committee or by 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.

Section 2.6.2.1 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 through use of the Personal Record Form by the head of a department, chair of an intercollegiate faculty group, or dean of a college. 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. 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 Personal Record Form 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/CEO of the TAMUQ campus and the appropriate administrative chain at TAMU.

B. Academic Professional Track Faculty and Professional Staff of TAMU, TAMUS Agencies, 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 through use of the Personal Record Form and 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 academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, 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:
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; 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, 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
(b) has actively served on a graduate students’ 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; or affiliated hospitals and clinical organizations with professorial rank.

Member role:
The following minimum qualifications must be met for eligibility to be eligible 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 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.

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

Faculty and Professionals who are 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 through use of the Personal Record Form and 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.
   (a) has an earned master’s or terminal degree
   (b) has actively served on a graduate students' 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.

2. 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, 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 students' 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.

**D. Special Appointments**

There may be times when 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 is not counted toward the minimum number of Graduate Committee Faculty necessary to form the committee. These appointments are accomplished by use of the Personal Record Form, and 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 a list of the specific student advisory committees on which the individual will serve.

A searchable database of existing Graduate Faculty is available online at [https://gradcom.tamu.edu/FacultySearch.aspx](https://gradcom.tamu.edu/FacultySearch.aspx)

LaRhesa Johnson, Operations Administrative Coordinator
Section 2.7.

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.

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

Section 2.7.1 Graduate Committee Faculty Nomination System

Staff Nomination Entry View

![Graduate Committee Faculty Nomination Form](image)

You will fill in the UIN and select the magnifying glass and some basic information should populate. **Members will not be able to be added if they do not have an UIN.**
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”

**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.
When you return a nomination you will be required to submit a note stating the reason for the return.

Returned nominations will go back to the individual who originally submitted them.
Section 2.8. Interdisciplinary Degree Programs (IDPs)

The current approved list of interdisciplinary degree programs at TAMU includes: Agribusiness (AGBU); Biotechnology (BIOT); Ecology and Evolutionary Biology (EEBL); 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>MBIOT</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>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:

- 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.
Section 2.9. 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, Graduate Student Specialist IV
Section 2.10. 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.

Section 2.10.1. 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.

Section 2.10.2. 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.

Example: “Do not reply to the listserv. Please contact John Doe, johndoe@tamu.edu for more information.”

Section 2.10.3. Subscribing/Unsubscribing from the LISTSERV

How do I subscribe to the GRADADVISORS list?
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
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.

Section 2.10.4. Access

The “Compass Account Request Form” is available in the Compass User Training Channel on the Employee tab in the Howdy Portal at http://howdy.tamu.edu. The request form should be completed by the Primary Authorizing Agent (PAA) for your college. The PAA will send the completed form to Enterprise Information Systems (EIS) who will forward it to the data owners of the requested security groups for their approval. Once approved, the TrainTraq database will be accessed to confirm the user has completed FERPA training. If it has been completed, EIS will send you an email containing the website address where you may log on and sign up for an Introductory Compass Navigation class. If the training has not been completed, EIS will send you an email and copy your PAA, telling you FERPA training must be completed in order to enroll in an Introductory Compass Navigation class. Upon completion of Introductory Compass Navigation, you will receive your Compass account. 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.

**G_CLGR_GRAD_STU_INFO_VIEW**
Provides query level access to Compass forms which display graduate GPR, 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.

Section 2.10.5. Compass Training

Compass training is currently done 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.
Section 2.11. 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.

Section 2.11.1. 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, and then the form is sent to Enterprise Information Systems for approval.

Section 2.11.2. OGAPS Use of Compass Reports

OGAPS will include all Office of Graduate and Professional Studies reports which are used by departments and colleges in specific security groups available by college and department. Please have your Primary Authorizing Agent contact Rachel Krolczyk at rkrolczyk@tamu.edu for the specific group that needs to be requested.

The following table provides a listing of 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>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_GPR</td>
<td></td>
</tr>
<tr>
<td>SRC_AL_FINAL_GRAD_GPR_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_GPR_XX</td>
<td>Cumulative graduate GPR and degree plan GPR of enrolled students.</td>
</tr>
<tr>
<td>SRC_CS_GRAD_GPR_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</td>
<td>Students who will be blocked for missing degree plan.</td>
</tr>
</tbody>
</table>
Section 3. STUDENT FUNDING AND DEVELOPMENT

Section 3.1. TAMU Graduate Fellowships

Section 3.1.1. Graduate Diversity 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 $9,000 per year toward tuition and fees for two years for master’s students or three years for doctoral students.

It is essential that Graduate Diversity 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% 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 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.

Section 3.1.2. Pathways to the Doctorate 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,
- 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,
- 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 & d) 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.

A. Faculty Partnerships

The Office of Graduate and Professional Studies seeks Texas A&M University (TAMU) faculty teams or individual faculty 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. Continuing Teams (as recognized on http://ogs.tamu.edu/funding-information/fellowships/faculty-nominated-fellowships/pathways-to-the-doctorate-fellowships/) that want to remain as participants in the program. Teams that have not added at least one new Pathways to the Doctorate fellow in the past three academic years (2012-13, 2013-14, 2014-15, 2015-16) must fill a Pathways to the Doctorate fellowship in the 2016-17 academic year to continue as a recognized team eligible for Pathways to the Doctorate support.

2. New teams of faculty functionally 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.

3. 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, new and continuing individual TAMU faculty 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.

B. Pathways to the Doctorate Fellowship Benefits
OGAPS Funding of each Pathways to the Doctorate Fellowship award includes a one-year stipend of $20,000 and reimbursement for the cost of personal health insurance coverage equivalent to the graduate student health plan. The award will also include $9,000 a year 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 5. 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.

Tuition for Pathways to the Doctorate Fellows funded by graduate assistantships in years 2 through 5 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 (for example, 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: 1) a descriptive title of the area of research addressed by the individual faculty member or faculty team (not to exceed 80 characters in length); 2) a 100 word maximum abstract describing the area of research; 3) identification of the submission as a TAMU faculty team,
individual TAMU faculty, or Existing Faculty Team proposal; 4) a description as to how the submission relates to the AGEP program (if relevant), 5) 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 phone number(s); 6) identification of one faculty member as the team leader; and 7) 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:

4. Quality of the proposed research experience.
5. Quality of the proposed mentoring, including plan for regular interaction with student.
6. A description of the financial support (by type, amount, and source) to be provided to the fellow for years 2 through 5.
7. 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.
8. 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.

Section 3.1.3. National Science Foundation Fellowship

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.
Section 3.2. Graduate Student Awards

Section 3.2.1. 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 three categories:

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

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.

Section 3.2.2. 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. Up to 10 awards are given each year. The Review Committee consists of 3-4 reviewers. An award reception is held in the spring. Students and faculty are provided with award reception location RSVP details via email.

Section 3.2.3. Philanthropic Educational Organization ($15,000)

The PEO Scholars Award program, established in 1991, provides educational awards for women of the United States and Canada who are pursuing a doctoral level degree at an accredited college or university. Each year, the local chapter of PEO selects one student to submit to the National Chapter for a chance to be selected for an award. Each college is allowed one student submission to OGAPS and a university committee will choose 5 to 6 students to be interviewed by PEO. OGAPS facilitates interview scheduling with students and PEO representatives.

Section 3.2.4. 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.

Section 3.2.5. 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 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.
Section 3.3. Other Grants

Section 3.3.1. Bush Foundation Travel Grant

- The number of nominations per college varies by available funding. A memo is sent each year outlining available funds and the changes for the year. Nominations should be submitted electronically in PDF format to OGAPS.
- An award letter is sent to the students. Funds are posted as a scholarship to the students’ SBS accounts.
- Copies of the award letter are also sent to the:
  - Dean
  - Department Head
  - Graduate Advisor
  - Nominator
  - Bush Foundation

Section 3.3.2. 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 students to campus for recruiting visits. 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.

Section 3.3.3. Research and Presentation Grants

The purpose of the Graduate Student Research and Presentation Grant is to support graduate student research or travel to make presentations or conduct research by reimbursing students for some of the expenses occurred. Students can travel to domestic or international locations. Travel expenses are allowed on research grants if absolutely required in order to complete the research.

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 RAP grant per degree.

RAP grants are awarded 4 times per year. Applications must be received by the posted deadlines to enable enough time for processing. For more information about deadlines visit: http://ogaps.tamu.edu/Buttons/Funding-Opportunities/Research-and-Presentation-Award-Form

Review of applications will generally be complete within 10 days of each deadline and notifications sent by email. If funding is not sufficient to honor all requests submitted by each deadline, funds will be awarded to eligible applicants in order of receipt of the application.
Section 3.4. 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 Diversity fellowship are highly sought after by other universities, so timeliness is critical in the nomination, selection, and offering process.

Section 3.4.1. 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. Diversity fellowships require electronic submission and signature approval for each nomination.

Section 3.4.2. 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.

Section 3.4.3. 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.

Section 3.4.4. 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.

Section 3.4.5. 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

Section 3.4.6. 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.

Section 3.4.7. Follow-up and Welcome Letters
In June, 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.

Section 3.4.8. Welcome Social
The welcome social is especially for new Diversity, Pathways and National Science Foundation students. An invitation is sent to students, Graduate Advisors, Department Heads, Deans, nominators, and GOC Deans.
Section 3.5. 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
  - Time Management
  - Stress Management
  - Career Center Informational
  - Suicide Prevention
  - Health Insurance
  - Ref Works
  - Judging Poster and Oral Presentations
  - Managing Your Finances
  - Ombudsperson

- Social Events:
  - Yell Practice
  - Barbeque
  - Ice Cream Social
  - Fall and Spring Social
  - Evening Dialogues
  - ASK OGAPS
  - Lunches
  - Dinners in homes

- Ombudsperson:
  - Assist students in finding options to solve conflicts and problems.
  - Serve as a neutral listener and information resource
Section 3.6. Professional Development Opportunities

Success in graduate school and beyond requires, in addition to discipline-based knowledge, the so-called “soft skills”, such as communication, ability to work in teams, and leadership. The Office of Graduate and Professional Studies works in collaboration with multiple other units on campus in delivering a coordinated professional development program called G.R.A.D. Aggies. Launched in Fall 2014, G.R.A.D. Aggies stands for Graduate Resources and Development and 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 to better prepare them for professional life after graduate school no matter which sector they plan to work in.

The program is organized into four programming areas: academic development, leadership and communication development, instruction and assessment, and career development, as 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: 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:
  o Within academia
  o 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 Student Council
International Student Services
Office of Graduate and Professional Studies
Student Counseling Services
University Libraries
University Writing Center

More information about the G.R.A.D. Aggies program and a listing of resources can be found at http://grad-aggies.tamu.edu. 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
Section 4. GRADUATE STUDENT
MATRICULATION PROCESSING

Section 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, GPR 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. Petitions to Change Course Work or Petitions to Change Committee Members are the most commonly filed. New petition types have been added to the 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. 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 degree evaluation resources 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.
Section 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.

<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>
<tbody>
<tr>
<td>• At a minimum, the department head/interdisciplinary faculty chair signature must be original.</td>
<td>• At a minimum, the chair of the committee’s signature must be original.</td>
</tr>
<tr>
<td>• Prefer as many original signatures as possible. Prefer all signatures on one page.</td>
<td>• Prefer as many original signatures as possible.</td>
</tr>
<tr>
<td>• Non original signatures can be scanned or faxed.</td>
<td>• Prefer all signatures on one page.</td>
</tr>
<tr>
<td>• Non original signatures can be scanned or faxed.</td>
<td>• Non original signatures can be scanned or faxed.</td>
</tr>
</tbody>
</table>

Forms:

<table>
<thead>
<tr>
<th>Forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Petition for Course Change</td>
</tr>
<tr>
<td>• Petition for Change of Committee</td>
</tr>
<tr>
<td>• Petition for Change of Major, Degree, Department</td>
</tr>
<tr>
<td>• Petition for Extension of Time Limits</td>
</tr>
<tr>
<td>• Petition for Waivers or Exceptions to University Requirements</td>
</tr>
<tr>
<td>• Preliminary Examination Checklist Proposal Approval Page for Thesis, Dissertation</td>
</tr>
<tr>
<td>• Request and Announcement of the Final Exam</td>
</tr>
<tr>
<td>• Request for Exemption from Final Examination</td>
</tr>
<tr>
<td>• Thesis Approval Form</td>
</tr>
<tr>
<td>• Dissertation Approval Form</td>
</tr>
<tr>
<td>• Letter of Intent to Pursue Another Graduate Degree</td>
</tr>
</tbody>
</table>

Forms:

<table>
<thead>
<tr>
<th>Forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Preliminary Examination Report</td>
</tr>
<tr>
<td>• Report of the Final Examination</td>
</tr>
</tbody>
</table>
Forms where all signatures may be scanned or faxed:

- Request for Letter of Completion
- Special Request Letter
- Request for a Graduate Assistant to Work Additional Hours
- Request to Retake the English Language Proficiency Exam (ELPE)
- Graduation Cancellation Form
- Copyright and Availability Form
- Non-Resident Tuition Waiver
Section 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.

Section 4.3.1. Standardized Test Not Required

<table>
<thead>
<tr>
<th>DEPT</th>
<th>MAJOR</th>
<th>LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLBA</td>
<td>EMBA/PMBA</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 or PHD</td>
</tr>
<tr>
<td>CLVM</td>
<td>ALL</td>
<td>Will accept MCAT, PCAT, DAT, GMAT, LSAT, OAT, or GRE</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>EPSY</td>
<td>EDTC</td>
<td>MED</td>
</tr>
<tr>
<td>ETID</td>
<td>IDIS</td>
<td>MID</td>
</tr>
<tr>
<td>HLKN</td>
<td>SPMT</td>
<td>MS</td>
</tr>
<tr>
<td>HLKN</td>
<td>HEED</td>
<td>MS</td>
</tr>
<tr>
<td>NURS</td>
<td>NRED/FNPR</td>
<td>MSN</td>
</tr>
<tr>
<td>OCNG</td>
<td>OCNG</td>
<td>MS-NTO (3+2 programs)</td>
</tr>
<tr>
<td>TLAC</td>
<td>EDCI</td>
<td>MS, MED, (EDD – ends Spring 2016)</td>
</tr>
</tbody>
</table>
Section 4.4. English Language Proficiency Requirements

All international graduate students whose native language is not English must fulfill an English proficiency requirement through either English Proficiency Verification or English Proficiency Certification. This proficiency requirement should be met early in a student’s program, and it must be completed before scheduling either the final examination for the master’s degree or the preliminary examination for the doctoral degree.

- English Proficiency Verification (may not teach), and
- English Proficiency Certification (may teach)

Section 4.4.1. Verified

Verified is the minimum English language proficiency required to graduate. **Verified students may not teach.**

Section 4.4.2. English Proficiency Verification can be achieved by presenting:

- an official TOEFL test score of at least 80 on TOEFL iBT (550 paper-based), or
- an official GRE Verbal Reasoning score of at least 146 (400 on old scale), or
- an official GMAT Verbal score of at least 22, or
- an official IELTS score of at least 6.0, or
- an official PTE Academic score of at least 53, or
- acquiring alternative verification 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 may choose to establish minimum TOEFL standards that exceed the University minimum for English Proficiency Verification. Scores from TOEFL, IELTS, and PTE examinations administered more than two years before submission of the application for admission shall not be eligible for English Proficiency Verification.

Section 4.4.3. Certification

The State of Texas and Texas A&M University requires certification before a graduate student becomes eligible to serve as a graduate assistant-teaching, or in any other position considered a teaching position (e.g., instructor, lab instructor, or lecturer).

Section 4.4.4. English Proficiency Certification can be achieved by:

- scoring at least 80 on each of the four sections (Written Composition, Reading, Listening, and Oral Communication Skills) of the English Language Proficiency Examination (ELPE).
- obtaining grades of A or B in English Language Institute (ELI) courses (Written Composition, Reading, Listening, and Oral Communication Skills) at the 300-level or higher, or
• acquiring alternative certification from the Office of Graduate and Professional Studies via a departmental request. An international graduate student who has received a baccalaureate degree following four years of study at an accredited institution or institutions located in the United States qualifies for alternative certification. Citizens of certain approved countries listed by the Office of Admissions will be exempt from the English language proficiency requirement for certification.

• All other requests for alternative certification require strong department justification and review in compliance with Office of Graduate and Professional Studies policies and guidelines.

Section 4.4.5. Guidelines for requesting alternative certification

Departments initiate alternative verification and/or certification requests. Requests route through the Department Graduate Advisor. The student should provide the Department Graduate Advisor with documentation to support alternative verification and/or certification. If the department concurs with the request, the Department Graduate Advisor will submit with an authorized departmental signature the Alternative Verification Form or the Alternative Certification Form (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 verification or certification.

Section 4.4.6. Examples of experiences and/or training that may justify alternative certification, plus examples of those that might not

• An international graduate student who has completed an equivalent, rigorous and comprehensive English training program or courses at an institution other than Texas A&M University may request English Proficiency Verification or Certification. The training program or course should include the 4 areas of reading, listening, written composition, and oral skills, and students must provide associated transcripts and course descriptions. Course descriptions and transcripts allow OGAPS to evaluate the equivalency of training received.

• An international graduate student holding a master’s degree from an accredited institution located in the U.S. qualifies for alternative verification but not alternative certification. This student must take the ELPE to achieve certification to teach.

• Certificates from English as a Second Language Intensive training programs as a basis for alternative verification/certification will NOT be accepted.

Section 4.4.7. 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 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.
Section 4.4.8. English Language Proficiency Compliance Procedures

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

One month prior to the start of each 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 Assistants-Teaching.

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

Holding a teaching position, including those partially sourced by teaching,

- 7524 (Grad Asst Teach II, TAMHSC),
- 7525 (Grad Asst Teaching, TAMHSC),
- 7539 (Grad Assist Lecturer, TAMU),
- 7550 (Grad Asst Teaching, TAMU and AL-RSRCH, TEES, and sometimes a few teaching in TAMHSC and TAMUG).

Not ELP Certified

- By ELPE test scores, nor
- By ELI courses, nor
- By Alternative Certification
- By an emergency one-time, one-semester deferral approval

The Compliance Review Report

Department Head and Graduate Advisor whose students are out of compliance will receive an email stating how many students are out of compliance, notation of repeat offenders, their names and UINs divided into three lists.

- The first list consists of students NOT certified. Some of these students may be eligible for alternative certification. The department is responsible for pursuing and submitting the Alternative Certification Request Form to the Office of Graduate and Professional Studies. For the students whom the department chooses not to pursue alternative certification, the department should provide the Office of Graduate and Professional Studies with a compliance action plan. Departments should send their compliance action plan to the Assistant to the Associate Provost within 10 business days.

- The second list consists of students who received an emergency one-time, one-semester deferral of English Language Proficiency Exam Retesting. These students will need to retake the ELPE and achieve acceptable score(s) by the end of the semester.

- The third list consists of students who received an emergency one-time, one-semester deferral of the English Language Proficiency Exam. These students will need to take the ELPE and achieve acceptable scores by the end of the semester.
Section 4.4.9. English Language Proficiency Requirements – Summary Illustration

The below illustration summarizes English Language Proficiency Requirements and how to meet those requirements. Refer to the English Language Proficiency Portal for more information and resources.

*Note: In the event of a student arriving late to campus (i.e. after semester begins), certain departments allow one-time only, one-semester option to postpone English language proficiency requirements. This option ONLY allows students to register. It DOES NOT fulfill verification requirements OR allow a student to teach.*
Section 4.5. English Language Proficiency Examination

Prior to registering for Texas A&M courses in his/her first semester, international graduate students must take the English Language Proficiency Examination (ELPE) if the

- TOEFL is below University requirement of 550 (paper-based)/80 (Internet-based), or
- TOEFL scores are not official or scores are more than 2 years old, or
- GRE Verbal (400 old score/146 revised score)/GMAT Verbal (22) is below minimum University requirement, or
- International English Language Testing System (IELTS) score is below University requirement of 6.0.
- PTE Academic score is below University requirement of 53

The ELPE is offered several weeks before the beginning of each semester for new incoming international graduate students. Exam registration priority goes to students who have not met the English Proficiency Verification standard, or who are likely to serve as GATs in their first semester at Texas A&M. The ELPE is offered throughout the semester for students currently enrolled, or for students who have postponed taking the examination or English Language Institute coursework. Students holding Verified status may take the exam at the end of each semester if their departments want the students to hold a teaching assistantship in future semesters.

Section 4.5.1. ELPE for New Incoming International Students

Incoming international students who have not achieved minimum scores on at least one of the university required tests [GRE Verbal (146 revised score/400 old score), GMAT (22), TOEFL (550 TOEFL (80) IELTS (6.0), PTE Academic (53)] must take the English Language Proficiency Examination on arrival to campus. Students are notified of this requirement when they are admitted. When students go through check-in with International Student Services (ISS), they receive instructions for completing the ELPE registration process.

Incoming international students who are English Proficiency Verified may take the ELPE alongside the other new students if the graduate student’s department requires the student to serve as a Graduate Assistant – Teaching (GAT) in their first semester at Texas A&M. If the student will not work as a GAT during their first semester, testing can occur later in the semester; however, that process is not automatic. A request for a first-semester ELPE deferral must be submitted by the department.

If an international student enters TAMU with a baccalaureate degree following four years of study at TAMU, they will not need to take the ELPE unless the department requires it. If a student enters TAMU with a baccalaureate degree following four years of study at an accredited institution or institutions located in the United States, the student is eligible for alternative certification. The department must submit the Alternative Certification Form to the Office of Graduate and Professional Studies requesting alternative certification.

Section 4.5.2. Testing during the Semester

The English Language Proficiency Examination is given throughout the semester for students who are English Proficiency Verified. Students ineligible for mid-term testing include those who are not Verified or those who are enrolled in an English Language Institute course. Students may register for the test via the online registration link at TAMU Data and Research Services. Students may only test once a semester (three months between administrations) unless written permission is obtained from the Office of Graduate and Professional Studies.
Section 4.5.3. End of Semester ELPE
The English Language Proficiency Examination is given at the end of each semester for students that have postponed ELPE requirements for the semester, and/or for those students enrolled in ELI classes. 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 during the semester.

Section 4.5.4. Registration for the ELPE
Registration is required for the ELPE. To register students should go to the TAMU Data and Research Services website and follow the links. Students should always access ELPE registration via the link on the DARS page, 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, scores will be entered 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.

If a student receives unsatisfactory ELPE scores, Departments should directly contact Mike Downey with the English Language Institute directly in order to enroll students in ELI courses. These enrollments should be occur within a couple of days after the test results post.

Section 4.5.5. Retesting
Students may not take the ELPE within three months of their most recent attempt without securing permission to retest from the Office of Graduate and Professional Studies.

The departmental graduate advisor may request that a student retest only if:

- The department needs the student to TA;
- The student has passed at least two sections of the ELPE; and
- The two areas lacking must have a minimum score of 75 in each section.

If the student meets the above three criteria, department graduate advisors submit the Request to Retest the ELPE Form to the Office of Graduate and Professional Studies. Retest requests should arrive at OGAPS no later than NINE days prior to the date of the earliest requested examination. If OGAPS approves the request, they will both notify the requesting department and send it to Data and Research Services. Departments are then responsible for notifying students of their approval or denial for a retest. The student will receive the testing information by email.

Section 4.5.6. Emergency Deferral of ELPE Retesting
With a high level of justification, departments may request from the Office of Graduate and Professional Studies a one-time, one-semester deferral of ELPE retesting only if:

- The three criteria for requesting a retest have been met (see previous section)
- The department attests in writing to the adequate English proficiency of the student, as required by the particular teaching duties they are to be assigned, and
- The department assigns 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 student performance as unacceptable.
Section 4.5.7. 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 met the English Proficiency Certification requirements. In such a case, a department may request a one-time, one-semester emergency deferral of: a) one or more English Language Proficiency Examination (ELPE) sections, or b) a retest of one or more ELPE sections. 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 for approval of an emergency deferral is very high. Below find examples of justifiable conditions.

For a case in which the student has not taken one or more of the ELPE sections, and the following conditions exist:

- The department had not anticipated hiring this student as a GAT for this semester; and
- The student meets the requirements for verification; and
- The student has not taken one or more of the ELPE sections; and
- The student will not have an opportunity to take the ELPE section(s) because it is not being offered again before the start of classes; and
- The department has no other options of graduate students with the expertise/knowledge needed to TA the course

If the emergency deferral is granted for this case, the student is required to enroll in the ELI oral course during the semester of the deferral. The department may impose a higher requirement. Also the department must 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.

For a case in which the student cannot retest again before classes start and the following conditions exist:

- The student has not made the required score on one or more of the ELPE sections, or did not make an acceptable grade in one or more of the approved ELI courses; and
- The student will not have another opportunity to retest for the ELPE section(s) because it is not being offered again before classes start, or s/he does not meet the 3 retest criteria to retest again before classes start; and
- The department has no other options of graduate students with the expertise/knowledge needed to TA the course

If the emergency deferral is granted for this case, and at least one of the student’s ELPE scores is below 75, the student is required to take a corresponding ELI course during the semester of the deferral. The department may impose a higher requirement. Also the department must 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.

Section 4.5.8. English Language Courses – English Language Institute

English Language Institute (ELI) course placements for graduate students are handled by the Department Graduate Advisor in consultation with personnel from the Office of Graduate and Professional Studies, English Language Institute and Data and Research Services.
Certain Texas A&M Departments allow a graduate student who has not had his/her English Proficiency Verified through the methods listed under “Verified” above, but has taken the ELPE, to postpone some or all remaining English Proficiency requirements for their **first semester of enrollment only**. He/she must begin to take ELI courses (in at least one of the areas not yet passed) **no later than his/her second semester** enrolled at Texas A&M.

To request this one-time, single-semester postponement, the department graduate advisor must submit a written request to the Office of Graduate and Professional Studies.

Graduate students may take a combination of Texas A&M University and ELI courses up to a total of 15 hours in fall or spring semesters and up to a total of 12 hours for a 10-week summer semester. English Language courses do not count for university credit nor can they be used to satisfy registration requirements if a student holds an assistantship (GANT, GAT, GAR).

Section 4.5.9. English Language Proficiency Emergency Options for Assigning an Uncertified Graduate Assistant (Teaching) – Summary Illustration

The below illustration represents a summary of English Language Proficiency Emergency Options under the rare exceptions when it becomes necessary to assign an uncertified student as a Graduate Assistant - Teaching. Refer to the English Language Proficiency Portal for more information and resources.
Section 4.6. New TA Training Requirements

Section 4.6.1. Purpose of TATEP

Section 4.6.2. 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. New TAs, including TAs whose teaching assignment is for the new academic year and TAs who have not completed the university-mandated TA Training previously, will need to complete the two components of the TAI, the online Teaching Assistant Preparation Course #2111828 via the Gateway to TrainTraq and attendance at the one-day face-to-face training held prior to the fall and spring semesters (registration required at ERS.TAMU.EDU. For details on these requirements of TAI, including instructions for accessing the online course and dates and locations of training, visit CTE.TAMU.EDU.

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 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. At minimum, these reports include:

- A list of all new TAs from the previous spring 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 provide a college-level report of compliance to the Office of Graduate and Professional Studies. (Note: CTE will make a compliance report to the Associate Provost and Dean of Faculties by the twelfth class day each Fall and Spring semester with regards to university-level TA Training.)
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.

Section 4.6.3. 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.
Section 4.7. Graduate Classifications

Section 4.7.1. G6

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 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 GPR 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.

Section 4.7.2. G7

G7 classification denotes admission to a masters 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.

Section 4.7.3. G8MA

A doctoral student who has completed a Master’s (or higher) degree and has the official transcripts on file with the Office of Admissions.

Section 4.7.4. G830

A doctoral student without an official Master’s transcript on file with the Office of Admissions who has completed 30 doctoral hours at TAMU.
Section 4.7.5. G9

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 of Graduate and Professional Studies is required to change a student from G9 classification to the appropriate classification (i.e., G7 or G8).
Section 4.8. Degree Level Change Information

Section 4.8.1. Domestic Students
Degree level changes must be made no later than the 20th class day in the fall/spring and the 4th class day in the summer.

Section 4.8.2. 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 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.

Section 4.8.3. 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.

Section 4.8.4. 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.
Section 4.9. 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.
Section 4.10. 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.

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
Section 4.11. 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). 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 should place a block from registration on the student’s account. The registration block will be removed by the department 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.
Section 4.12. Registration

Section 4.12.1. 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.

Section 4.12.2. 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

Section 4.12.3. 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. 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.

Section 4.12.4. 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 12 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 and must be submitted on the Petition for Waivers or Exceptions that includes the course prefix, number, section, hours, and the semester. With the approval of the request, the course(s) will be added by OGAPS.

Section 4.12.5. 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 or in the next term while not registered 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.
Section 4.12.6. 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.

Section 4.12.7. 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 completing any work-related or educational experience for which academic credit is awarded** - Where possible students should register for 684 – Professional Internship. When registration of Professional Internship (684) is not allowed, Directed Studies (685) or Research (691) may be used with the approval of the student’s department.

- **Students who are in their last semester and have completed ALL course work on their degree plan or they are registered in the final course(s) that will complete all course work on the degree plan** - This will be approved for one semester only.

All requests must have departmental approval and sent to OGAPS for consideration by the 20th class day. The request must include the student’s name, UIN, description of the program, and the registered course with the number of hours. If approved, the request will be sent to the Office of the Registrar. This **DOES NOT** include students on assistantships, scholarships, or fellowships. International students must acquire approval from the International Student Services (ISS).

Section 4.12.8. Residence Requirement

The residence requirement is the number of hours required to be taken in residence on the TAMU campus 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 Petition for Waivers or Exceptions and a letter from their employer indicating ‘full-time’ employment with the employment dates.

Section 4.12.9. 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 ratio 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 ratio 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.
Section 4.12.10. 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 of 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 extenuation 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 to find you how a Leave of Absence may impact his/her stay in or his/her re-entry into the U.S.

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.
Section 4.13. Grade Point Ratio (GPR) 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, 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.

Section 4.13.1. Scholastic Requirements

Unless otherwise stated, students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.00 cumulative GPR (computed as specified in Student Rules 10.4.3). Degree-seeking students also must maintain a GPR of at least 3.00 on all courses listed on the degree plan. Departments and colleges may establish higher GPR 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). Any other graduate course taken on an S/U basis may not be used on a graduate degree plan (except CHEM 686, CHEM 697, and SOPH 680). 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.

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 GPR or the GPR 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 GPR 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](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 GPR for the subsequent degree program.

Section 4.13.2. GPA on the Degree Evaluation

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

Section 4.13.3. 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 GPR. 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.

Section 4.13.4. 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.
Section 4.14. 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.

Section 4.14.1. 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.

Section 4.14.2. Committee/Staff/Departmental Approvers

- Go to 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 part of the responsibility of the departmental approvers is 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.
Section 4.14.3. Proxy Approvers

Faculty who have signature authority for OGAPS documents are automatically entered as ‘Proxy Approvers’ for degree plans. Proxy approvers may log in and approve degree plans in the place of any faculty member in their department, including the designated departmental approver and the staff 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 from the appropriate section, they will need to identify the person they are approving for in the ‘Proxy for’ box.

Section 4.14.4. 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 a NEO 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. 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 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 or call (979) 845-8300.

Section 4.14.5. 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 staffs 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.

Section 4.14.6. 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.

Section 4.14.7. 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.

Section 4.14.8. 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 publish 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. 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).

Section 4.14.9. 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>LIBERAL ARTS</td>
<td>Must file a degree plan before registration in the term following the term in which the student has registered for 20 or more hours.</td>
<td>Must file a degree plan in the term following the term in which the 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 year)</td>
<td>At the conclusion of the 5th semester (spring semester of their second year)</td>
</tr>
<tr>
<td>NURSING</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>PUBLIC HEALTH</td>
<td>After completing (9) semester credit hours</td>
<td>After completing (30) semester credit hours</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>18 completed hours</td>
<td>During 4th Regular Semester</td>
</tr>
<tr>
<td>VET. MEDICINE</td>
<td>No later than the end of the 2nd regular semester</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
Section 4.15. 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.

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

[Image of Howdy screen showing steps 3 and 4]
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.

   Jane A. Doe
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 GPR” area).
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.
Section 4.16. 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”.

![Howdy](image-url)
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).

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.
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 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 GPR” 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.
Section 4.17. Preliminary and Final Examinations

Section 4.17.1. Preliminary Examination for Doctoral Students

A preliminary examination is required of doctoral students. For PhD and EdD students, the preliminary examination often has a written portion and an oral portion. For students in the DEN program, the preliminary exam is the Advisory Committee review and approval of the DEN internship proposal, plus any academic examination required by the advisory committee. Any preliminary exam is given no earlier than a date when the student is within approximately six credit hours of completion of the formal course work (i.e., all course work on the degree plan except 681, 684, 690, 691, 5V98, 5V99, and 692 courses). It is recommended that the preliminary examination be completed no later than the end of the semester following the completion of the formal course work on the degree plan.

Prior to scheduling the preliminary examination with the other committee members, the committee chair will review with the student the eligibility criteria, using the Preliminary Examination Checklist to ensure that the student is eligible for the examination. The following list of eligibility requirements applies:

- Student is registered for the semester or 5-week term during which any portion of the preliminary examination may fall. If the entire examination falls between semesters, the student must be registered for the semester immediately preceding the exam.
- An approvable degree plan was submitted to the Office of Graduate and Professional Studies at least 90 days prior to the first written 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 have been satisfied (if applicable).
- All committee members have scheduled or waived the written portion and agreed to attend the oral portion of the examination or have found a substitute. Only one substitute is allowed, and it cannot be for the committee chair.
- At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on the degree plan (except 681, 684, 690, 691, 5V98, 5V99, 692 and 791). The head of the student’s department has the authority to approve a waiver of this criterion.
- The time span from the first written examination to the oral is no more than three weeks (in cases of department-wide written examinations, this criterion is applicable). The head of the student’s department or chair of the interdisciplinary program has the authority to approve a waiver of this criterion.
- The chair will report the results of the examination using the Report of Preliminary Examination form, with the signatures of all committee members, and the Preliminary Examination Checklist. These forms must be submitted to OGAPS within 10 working days of the scheduled oral examination date, and at least 14 weeks prior to the date of the final examination. If a student fails the preliminary examination, there is no obligation for a re-examination. At their discretion, the advisory committee and OGAPS may allow re-examination when adequate time has passed to allow the student to address inadequacies emerging from the first examination (normally six months). It is highly recommended that a written summary of the deficiencies noted on the failed preliminary exam, along with recommendations for further study, be provided to the student within one week of the first examination. The Forms section of this handbook contains samples of the Preliminary Examination Checklist and the Report of the Preliminary Examination.
Examination schedules must be arranged so that all members of Advisory Committee can be present for the preliminary exam. Substitutions should be requested only as an absolute necessity. Unless emergency circumstances exist, arrangements for a substitution should be made by the individual member of the Advisory Committee who is to be absent—not by the student involved, the Chair of the Advisory Committee, nor the Head of the student’s major department. If a member must be absent from any scheduled examination, he or she should arrange with a Member of the Graduate Faculty from his or her department to sit at the examination as a substitute and should notify the Committee Chair. **No substitutions for the Chair will be approved.** If a Chair cannot attend a scheduled examination, or if two (or more) members of an Advisory Committee must be absent, the examination must be rescheduled.

A positive vote by all members of the graduate committee, with at most one dissention, is required to pass a student on his/her exam. A department can have a stricter requirement for the number of positive votes required provided there is consistency within all degree programs within a department.

*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.

Section 4.17.2. Final Examination/Final Defense

To be eligible to take a final exam, students must possess at least a 3.00 GPA for courses on the degree plan and for all courses completed at Texas A&M, which are eligible to be applied to the degree plan, and there must be no unresolved grades of D, F, or U for any course listed on the degree plan. They must also have completed or be currently registered for all of the courses listed on their degree plan, and have met all English language requirements. In addition, doctoral students must be formally admitted to candidacy before a final exam can be requested.

A Request and Announcement of the Final Examination must be submitted to the Office of Graduate and Professional Studies **a minimum of 10 business days in advance** of the scheduled date of the exam. OGAPS must be notified in writing of any cancellation or change to the scheduled examination date.

Examination schedules must be arranged so that all members of Advisory Committee can be present for the Final Examination. Substitutions should be requested only as an absolute necessity. Unless emergency circumstances exist, arrangements for a substitution should be made by the individual member of the Advisory Committee who is to be absent—not by the student involved, the Chair of the Advisory Committee, nor the Head of the student’s major department. If a member must be absent from any scheduled examination, he or she should arrange with a Member of the Graduate Faculty from his or her department to sit at the examination as a substitute and should notify the Committee Chair. **No substitutions for the Chair will be approved.** If a Chair cannot attend a scheduled examination, or if two (or more) members of an Advisory Committee must be absent, the examination must be rescheduled.
For thesis-option students, the final examination covers the thesis and all work taken on the degree plan. The final exam may not be administered before the thesis is available to all members of the student’s advisory committee. For non-thesis option students, the final examination should cover all work taken on the degree plan; an internship, if one is required; and/or the professional paper, if required. If a non-thesis option final exam is to cover courses in which the student is enrolled for that semester, the final exam cannot be held prior to the mid-point in that semester. Doctoral students may not take the final exam until the dissertation or record of study is made available in substantially final form to the student’s advisory committee. While the final exam for doctoral students may cover the broad field of the student’s training, it is presumed that the major portion of the time will be devoted to the dissertation and closely allied topics.

In certain circumstances, Master’s students are allowed to request to be exempted from their final examination. A request for such an exemption must be approved by the student’s advisory committee, the head of the student’s department or program, and the Office of Graduate and Professional Studies and is not automatically granted. It is recommended that the request for exemption be submitted the same semester the student intends to graduate. Students are not automatically exempted; the request form must be received and approved for the exemption to be granted. All doctoral and MS - NTO students are required to successfully complete a final examination (unless in a program where final examination is not required).

Final examination results must be submitted with original signatures of the committee members present at the examination. (including any substitutes). A positive vote by all members of the graduate committee, with at most one dissention, is required to pass a student on his/her final exam. Examinations which are not completed and reported to OGAPS within 10 business days of the scheduled examination date will be recorded as failures. A Master’s student may be given only one opportunity to repeat the final examination and that must be within a time period that does not extend beyond the end of the next regular semester. A doctoral student is allowed only one opportunity to take the final exam. Final examinations must be passed by the deadlines announced each semester or summer term by OGAPS in order for the student to graduate in that semester.

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.
Section 4.18. 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 conference, access to Turnitin.com for academic integrity reviews, information seminars, and workshops. Resources can be found online at http://thesis.tamu.edu. Students are encouraged to participate in a pre-submittal conference (either face-to-face or online) prior to their final, oral defense.

- Prior to submitting the thesis, dissertation, or record of study, the student must successfully pass the final, oral exam (defense) or be approved for a waiver of the final oral 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. 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). **There are no exceptions for late submittal.** Students submitting after Deadline Day cannot graduate until the following semester. Students wanting to submit a thesis soon after Deadline Day may refer to the OGAPS dates and deadlines calendar for information about the next semester’s first day for submittal.

- 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).

- Students may make only those corrections required by Thesis and Dissertation Services after the manuscript is submitted electronically. Additional corrections requested by the student, the chair, or other committee members 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:
- Register for the semester
- Apply for graduation in the semester graduating through the Howdy portal
- Submit the Copyright and Availability Form: complete and have form signed by student and committee chair/co-chair
- 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.
Section 5. FINANCIAL PROCESSING

Section 5.1. Payments for Fellowships

Section 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 chose on their acceptance disbursement forms.

For Diversity Fellowships this is

• ($18,000/yr + $9,000/yr for 3 yrs (Doctoral)
• ($13,000/yr + $9,000/yr for 2 yrs (Masters)

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

Section 5.1.2. National Science Foundation Payment

Stipend and scholarship payments are posted to student’s account via Compass or Banner. 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 $11,333.34 for fall and $14,166.66 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.

Section 5.1.3. Philanthropic Educational Organization (PEO) Payment

Awards are for $15,000 and all payments are handled by PEO.
Section 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), and GANT (Graduate Assistant Non-Teaching but supporting teaching). 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, and GANT 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:
  o 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.
  o 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.
  o Students in programs that have been granted exemptions to the “Doctoral Hour Cap” will have a one year extension beyond the above time limits.
Section 5.3. Guidelines for Non-Resident Tuition Waivers

Section 5.3.1. Enrollment Issues

- Graduate Assistant Lecturers (GALS) – minimum 1 hour registration any term
- All other graduate assistants receiving waivers must be registered full time (9 hours in the fall/spring terms and 6 total hours in the summer as listed above)
- A full course waiver does not qualify student for a tuition waiver – there could also be ISS (International Student Services) issues
- Dependents of graduate students that also wish to receive waiver and who have a minimum of 1 hour registration any term
- Check that the academic department shown on the form is consistent with Compass
- Check Compass reports SZAREGS or SGASTDN for residency for tuition – sometimes TX residents turn in waiver in error
- Students should be making satisfactory progress toward completion of their degree and maintain a GPA of at least 3.0 to receive a non-resident waiver

Section 5.3.2. Submission of Non-Resident Tuition Waiver Requests

Section 5.3.3. Employment Issues

A student must be working 50% (20 hours per week) time for the entire semester and must be physically working in the position before the 12th class date. During the summer the student must be in the position by the 4th class day. The correct job titles for graduate student positions to qualify for a waiver are:

- Graduate Assistant, Teaching (GAT) Title Code 7550
- Graduate Assistant, Non-Teaching (GANT) Title Code 9180
- Graduate Assistant, Research (GAR) Title Code 9221
- Resident Hall Assistant (RHA) Title Code 8900
- Graduate Assistant Lecturer (GAL) Title Code 7539

Section 5.3.4. Co-Enrollment Issues

Health Science Center/School of Rural Public Health tuition waivers are normally faxed or emailed to OGAPS (fax: 979-862-1692, email: ogaps@tamu.edu). Each waiver should show the number of hours the student is co-enrolled at TAMU and number of hours the student is registered at HSC/SRPH for a total of 9 hours. A copy of the student’s HSC schedule should be included with the form. If student shows up in Compass with another academic department showing as home department, the student may not be a valid HSC student.
Section 5.4. Tuition Payment Calculation Grid/ Non-Resident Tuition Wavier Grid for Summer Sessions

The first column represents the summer session(s) in which a student could be enrolled. The second column represents the number of required hours associated with the student's enrollment required to receive a waiver. The other columns show the summer sessions during which a student should be employed to receive a waiver based on their registration.

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Paid Tuition Hours</th>
<th>Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SSI</td>
<td>SSII</td>
</tr>
<tr>
<td>10-Week Only - 6 hours</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>SSI &amp; SSII - 6 hours</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>SSI Only - 6 hours</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>SSII Only - 6 hours</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>10wk, SSI, SSII - 6 hours</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>SSI &amp; 10-Week - 6 hours</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>SSI II &amp; 10-Week - 6 hours</td>
<td>6</td>
<td>X</td>
</tr>
<tr>
<td>10-Week Only - 3 hours</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>SSI &amp; SSII - 3 hours</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>SSI Only - 3 hours</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>SSII Only - 3 hours</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>10wk, SSI, SSII - 3 hours</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>SSI &amp; 10-Week - 3 hours</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>SSII &amp; 10-Week - 3 hours</td>
<td>3</td>
<td>X</td>
</tr>
</tbody>
</table>
Section 5.5. Request for Graduate Students to Work Additional Hours

Requests to work additional hours must be in writing to the Associate Provost for Graduate and Professional Studies. If a student holds an assistantship for 50% effort, they are allowed to work no more than 10 hours per week beyond the 20-hour per week assistantship.

The unit hiring the student for the 10 extra hours must send a Request for a Graduate Assistant to Work Additional Hours to the Office of Graduate and Professional Studies. The Office of Graduate and Professional Studies will check to see if the student is enrolled for the appropriate number of hours (full-time) to hold the assistantship and if the student is domestic or international.

If the student is in compliance with registration, the Office of Graduate and Professional Studies will approve and email an approved copy back to the contact person listed on the form to be attached to payroll documents. Request should be signed by the head of the hiring entity and give the dates the work will be performed. These requests should be made PRIOR to the student beginning any extra work.

Note: International students are not allowed to work beyond the 20-hour per week assistantship during the fall and spring semesters. If students are removed from assistantship status, they may work full time during the summer (unless their first semester of enrollment is during that summer term), and during breaks when classes are not in session (i.e., Spring Break, Winter Holiday Break, Thanksgiving). If they are on assistantship, some departments may approve students up to 30 hours/week during the summer or during breaks.
Section 5.6. Graduate Student Health Insurance

Section 5.6.1. 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.

Section 5.6.2. Diversity Fellowship Students

Students on Diversity 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. Students must turn in receipts and their plan coverage showing payments and expenses.

Section 5.6.3. Dissertation Fellowship Students

Students on Dissertation fellowships are eligible for a reimbursement for the cost of the student health insurance plan. Students must turn in receipts and their plan coverage showing payments and expenses.
Section 6. GRADUATE ADMISSIONS PROCESSING

Section 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 staffs are encouraged to contact their Admissions liaison.

Fax: (979) 458-1018

URL: [http://admissions.tamu.edu](http://admissions.tamu.edu)
Section 6.2. Items Required by Admissions Office

Application form – available on the ApplyTexas Application website (www.applytexas.org).
Application fee - $90 for international students and $50 for U.S. citizens, permanent residents, and international students who have already attended TAMU (does not apply to reciprocal exchange students).
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

Section 6.2.1. Applicants who are citizens of the following countries do not need to submit TOEFL or IELTS scores:

American Samoa
Australia
Bahamas
Barbados
Belize
Canada (except Quebec)
Dominica
Grenada
Grand Cayman
Guyana
Ireland
Jamaica
Liberia
New Zealand
Trinidad/Tobago
United Kingdom
U.S. Pacific Trust
<table>
<thead>
<tr>
<th>College</th>
<th>Admissions Liaisons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary Contact</td>
</tr>
<tr>
<td>Engineering</td>
<td>Alice Brown</td>
</tr>
<tr>
<td>ECEN</td>
<td><a href="mailto:mary-a-brown@tamu.edu">mary-a-brown@tamu.edu</a></td>
</tr>
<tr>
<td>BMEN</td>
<td>(979) 458-5136</td>
</tr>
<tr>
<td>CSCE</td>
<td></td>
</tr>
<tr>
<td>CVEN</td>
<td></td>
</tr>
<tr>
<td>OCEN</td>
<td></td>
</tr>
<tr>
<td>NUEN</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>Jennifer Cox</td>
</tr>
<tr>
<td>AERO</td>
<td><a href="mailto:jennifercox@tamu.edu">jennifercox@tamu.edu</a></td>
</tr>
<tr>
<td>CHEN</td>
<td>(979) 458-5137</td>
</tr>
<tr>
<td>PETE</td>
<td></td>
</tr>
<tr>
<td>MEEN</td>
<td></td>
</tr>
<tr>
<td>ISEN</td>
<td></td>
</tr>
<tr>
<td>MSEN</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Gwen Phillips</td>
</tr>
<tr>
<td>Agriculture</td>
<td><a href="mailto:gphillips@tamu.edu">gphillips@tamu.edu</a></td>
</tr>
<tr>
<td>Business</td>
<td>(979) 458-5132</td>
</tr>
<tr>
<td>Geosciences</td>
<td></td>
</tr>
<tr>
<td>HSC programs</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>Linda Kimple</td>
</tr>
<tr>
<td>Vet Med</td>
<td><a href="mailto:lindaklimple@tamu.edu">lindaklimple@tamu.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>(979) 458-5160</td>
</tr>
<tr>
<td>Bush School</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts</td>
<td></td>
</tr>
</tbody>
</table>
Section 6.3. Evaluation and Admission Tools

Section 6.3.1. Graduate Tracking Report

The Graduate Tracking Report is a very useful tool for your admission process, and an updated report is available every day through Compass Reports on the Employee Tab of the Howdy Portal. You should find the log-in link right next to your Compass log-in link. 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.

TAMUDocs (http://tamudocs.tamu.edu)

TAMUDocs is the admission document database used for viewing applications, transcripts, letters of recommendation, etc. 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.

The Training Manual for TAMUDocs can be found at http://tamudocs.tamu.edu under the Training tab.

Section 6.3.2. ApplyTexas Application

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 in TAMUDocs. 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.

Section 6.3.3. 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.
Section 6.3.4. Uploaded Transcripts

Graduate applicants may upload unofficial transcript via the Applicant Information System (AIS). Transcripts submitted via upload are not considered official, but are made available for program review in TAMUDocs.
Section 6.4. Special Circumstances

Section 6.4.1. TAMU Undergraduates Admitted to Graduate and Professional Studies

TAMU undergraduates who have been admitted to graduate study will be blocked from registration until it can be verified that the student will graduate with his/her undergraduate degree before beginning graduate study. This will be coordinated between the Admissions and Degree Audit Offices.

Section 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.

Section 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, G9) 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, G9) who have not attended Texas A&M University for a period of over one year will be sent to the department for approval before the students are readmitted.

Section 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 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 should be made before the beginning of the term of original application.
Section 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.

Section 6.5.1. Key terms:

Next-Block (ctrl+ page down): To move from the key block to a content block or to move through content blocks. You won’t see any information on a form until you move from the key block to the content block.

Rollback (shift+ F7): To move back to the key block and enter the UIN/Compass ID for a new student/applicant.
Section 6.5.2. 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 can be present. The Texas A&M email address will be marked as priority.
Section 6.5.3. SOAIDEN – Name search form

Click the arrow between the ID and Name fields on SPAIDEN:

This opens a dialog box. Click Person Search.

This opens SOAIDEN

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

Section 6.5.4. Example:
ApplyTexas ID is 1200003999 – search using “1200003999” or “%3999” in the Last Name field.
Section 6.5.5. SAASUMI – Admissions Application Summary

- Shows summary of all applications, application number, Admission Type, Student Type, Residence Type, Outstanding Documents, Status, Status Date, Decision, Decision Date, Curricula.

- Leave elements in Key block blank in order 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.
Section 6.5.6. SAAACKL - Admission Application/Checklist Summary

- 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.
Section 6.5.7. 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.
Section 6.5.8. SOATEST – Test Score Information

- Test Code, Test Score, Test Date, Admissions Request, and Source.
Section 6.5.9. SOAHOLD/WOAHOLD – Hold Information

- Staff who place holds will need access defined by hold type and Originator code. Contact your Compass PAA for access.
Section 6.5.10. SPACMNT – Person Comment

- Comments related to student.
Section 6.5.11. SOASUPL – Application Supplemental Information

- Information used for Texas Coordinating Board reports.
- User defined flags and fields.
Section 6.5.12. SUAMAIL – Student Mail

- Where Admissions letters are tracked.
- Use the F8 key to query the form for any entries.
Section 6.5.13. SZACASI – ApplyTexas CA Supplemental Information

- Supplemental information.
Section 6.5.14. 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.
SECTION 7. INTERNATIONAL STUDENT SERVICES

Section 7.1. Directory

International Student Services................................................................. (979) 845-1824
1st Floor, Bizzell Hall East
1226 TAMU, College Station, TX 77843-1226
Fax: (979) 862-4633
http://iss.tamu.edu

Bill Taylor – Director
Section 7.2. Overview of International Student Services

Texas A&M University hosts a population of over 5,300 international students from 120 nations. The prevailing countries that our students derive from are China, India, South Korea and Mexico. The majority of these students are enrolled at the graduate level predominately in the fields of engineering and business. International students begin their studies at Texas A&M with unique challenges from their domestic counterparts. Often times they need additional guidance as they overcome language and cultural barriers and gain an understanding of the requirements under which they are pursuing their educational objectives. The International Student Services office (ISS) endeavors to provide the support necessary to facilitate their transition to student life in the United States and at Texas A&M. International students have many questions about U.S. customs and values, government and University regulations, registration procedures, campus and community facilities, medical care, banking, shopping, and amusement. ISS responds to these questions and provides resources to assist the students from the beginning of their career at Texas A&M to beyond their graduation and on to their Optional Practical Training or Academic Training. ISS serves as the primary source for information regarding the regulations governing the visas under which our students come to study.

More specialized services are provided to international students whose educational programs are sponsored by such external entities as governments, international agencies, and private corporations. These students sign contractual agreements with these agencies to fund a specific program objective. Frequently, these students are obligated to return to their home countries upon completion of this objective. The Sponsored Student Programs (SSP) office oversees the contractual elements of the student's program, providing essential sponsor related services including individualized billing, budgeting, student stipend disbursement, academic program coordination, non-academic program activities, and personal advising.

Reciprocal exchange students, who attend the University for one or two semesters as part of an exchange agreement between Texas A&M and international universities, switch places with a Texas A&M U.S. counterpart who attends classes at their foreign institution. These international students are a unique group who, in addition to services provided to all international students by ISS, receive specialized assistance with such services as on campus housing, admission, and academic issues from the Study Abroad Programs Office (SAPO).

For international students, the office mission is to facilitate the adjustment of and provide services to international students. The following is an outline of information pertaining to international students studying at Texas A&M University.

For your reference, there is a list of ‘Commonly Used Immigration Terms and Acronyms’ at the end of this section. Please utilize this resource as needed.
Section 7.3. Purpose of International Student Services

Section 7.3.1. Immigration Services and Advising

- Upon admission ISS will evaluate the student’s application for the forms I-20 and DS-2019 and issue Certificates of Eligibility (forms I-20 and DS-2019), to allow students to obtain visas and attend the University.

- Provide resources to students to assist with their arrival assimilation to Texas A&M with the following services:
  - Mandatory Online Orientation
  - International Student Conference
  - Immigration Workshops
  - Tax Workshops
  - Employment Workshops

- Represent the University on immigration-related matters involving non-immigrant students and serve as the liaison between students and campus departments and offices, government agencies, businesses, and members of the community on these matters when necessary.

- Serve as a resource regarding federal regulations that impact international students and their visa status.

- Manage information regarding the legal status of Texas A&M international students, as required by federal regulations.

- Provide education and counseling for students regarding federal regulations and assist them with procedures including, but not limited to:
  - Travel outside the U.S.
  - Concurrent enrollment
  - Co-Enrollment at another institution
  - Work authorizations
  - Reduced Course Load
  - Extension of stay
  - Reinstatements
  - Changes of status and degree level changes
• Transfers to and from Texas A&M
• Lost document replacement assistance

- Research and compile reports and statistical information.
- Assist in developing Texas A&M standards, policies, and procedures for student immigration concerns.
- Provide referrals to immigration attorneys and to consulates and embassies.

Section 7.3.1. Mandatory Health Insurance
The Texas A&M System has mandated health insurance coverage for international students enrolled at any of the system institutions. In addition, federal regulations require all students with J visas, to maintain a specified level of health insurance coverage for themselves and their dependents. Failure to comply will jeopardize the student’s legal status and academic program. International Student Services provides information regarding these regulations.

At Texas A&M, ISS has the responsibility to monitor international students to ensure compliance with regulation.

All international students (those students who are not U.S. Citizens or Lawful Permanent Residents) will be automatically enrolled in and charged for the System Student Health Insurance Plan (SSHIP). International students who are not employed in graduate assistant positions entitling them to coverage under the system employee group health insurance program must be automatically enrolled in the SSHIP. See system regulation ‘26.99.01 Student Health Insurance’ for circumstances of waiver requirements for SSHIP. The premium will be included on the tuition and fee bill.

For additional information regarding specific policies or regulations please view the Health Insurance web page http://iss.tamu.edu/Prospective-Students/Health-Insurance

Section 7.3.1. Personal Advising

• Advise students on a broad array of matters which include the following:
  o Cultural adjustment and socialization issues and readjustment to home country;
  o Academic concerns and University policies;
  o Health insurance and health care;
  o Personal and family tragedies;
  o Travel, transportation, banking, and other settling in needs;
  o Personal safety, income taxes and legal issues;
• Provide assistance and resources in emergencies.

Section 7.3.1. Serve as Liaison for International Students

• Represent the interests of Texas A&M University and its international students;

• Provide assistance in accessing and utilizing community and campus resources;

• Encourage leadership opportunities and training for international students;

• Provide links with government, business, University and community officials;

• Facilitate conflict resolution.
Section 7.4. Community & Campus Outreach Activities

Section 7.4.1. On Campus Programming

- Advise various international student groups
- Special programs for families of international students
- Programs for faculty and staff regarding international student issues

Section 7.4.1. Special Programs for International Students

- An online orientation covering a variety of topics, including the following:
  - Immigration
  - Personal safety issues
  - Transportation and travel
  - Banking and tax obligations
  - Living essentials and off-campus housing
  - University policies and federal regulations
  - Health facilities and health insurance
  - International organizations and student activities
  - University and community resources
- A Check-In program to provide a one-on-one immigration check for each student
- An International Student Welcome Party
- An International Student Conference for all international students, which includes sessions on federal regulations for students in nonimmigrant status, including how to apply for work authorization and how to maintain status (Faculty and Staff are invited to attend this conference)
- Income tax filing seminars and assistance for all international students
- The Dinner in a U.S. Home program to provide an opportunity for international students to experience having a meal in the home of a member of the local community
- Travel Signatures Days multiple times each fall and spring semester
- Communication via listserv, Facebook page, Twitter, and an events calendar
Section 7.5. Scholarships, Grants, and Loan Programs

There are scholarships, fellowships, grants, and loans available to international students, both in the admission process and throughout their enrollment. Some of these come from academic departments, particularly for graduate applicants, but there are also forms of financial aid available through International Student Services and Scholarships & Financial Aid. Therefore, all international applicants are encouraged to complete the online scholarship application through Scholarships & Financial Aid and keep this application up-to-date every semester they are enrolled.

One special scholarship that an international student may be eligible for upon admission to Texas A&M University is the Texas/Mexico Education Scholarship. Texas law allows a limited number of admitted applicants who are citizens of Mexico, and who can document financial need, to receive an award that allows them to pay the same tuition as the residents of the State of Texas. For more information regarding how to apply for this scholarship, please refer to ISS website at http://iss.tamu.edu/Prospective-Students/Scholarships-Financial.
Section 7.6. Understanding International Students

University life can be stressful for any student living away from home for the first time and faced with the demands of academic studies. It is therefore important to recognize that international students have additional needs and requirements. The staff within International Student Services is available to provide help and guidance in all areas of communication and matters relating to the international student and should be considered a resource, not only for the students themselves, but for all staff and faculty who work with international students. The following topics express several common concerns about which academic advisors should be aware.

Section 7.6.1. Cultural Differences

For many students, some degree of culture shock is inevitable. General attitudes and behavior, government rules and regulations, University policies and procedures, even public services, all appear different to a foreign national. In some instances, students may not comprehend American culture which may cause a misunderstanding. Adapting to a completely new lifestyle with the additional stresses of a rigorous academic program can be a formidable experience.

Section 7.6.1. Academic Issues

Higher education programs in many countries differ significantly in areas ranging from requirements to obtain degrees and the manner in which students are tested to styles of teaching. For example, one common misunderstanding among international graduate students is the concept of having to register for research hours beyond the number of hours stated in the catalog to earn the degree. Furthermore, classroom behavior expectations may need to be explained.

For example, some cultures do not view such activities as group projects and classroom participation in the same manner in which we do in the United States. Faculty advisors may need to assist international students with writing projects to ensure that they meet academic standards and follow appropriate disciplinary standards for reference citations. Such standards and writing techniques vary from country to country.

Section 7.6.1. Communication

Though the majority of international students admitted to Texas A&M have a good command of the English language, misunderstandings and confusion can easily arise with regard to rules, regulations and procedures, social customs and relationships. Many international citizens prefer to approach figures of authority and status and may therefore bypass support staff. In addition, some males may prefer to consult male staff members rather than female staff members and vice versa. Also, although it is permissible to question and even aggressively pursue answers in some cultures, it is considered rude to do either in other cultures as in American culture. Therefore, miscommunication can become a source of frustration when dealing with those from cultures other than one’s own. In many cases, listening carefully, restating what you believe someone has asked for, and clarifying your role in resolving the concern may assist in breaking down communication barriers.
Section 7.6.1. Time Management, Invitations, and Dietary Needs

Not all nations share similar ideas related to the concept of time (appointments, meetings, and classes) and responses to invitations, both formal and informal. Different types of meetings and invitations also pre-suppose levels of formality, dress, and gift exchange. If food or drinks are to be served, many international students have religious or other dietary considerations and restrictions. It is never impolite to ask for this information in advance.
Section 7.7. Immigration Information for Academic Advisors

International students can be on countless visa types. The majority of Texas A&M University’s international students are on F-1 and J-1 visas. While it is the students’ responsibility to maintain their immigration status, ISS advises them on how to maintain their legal status. An international student’s immigration status can be directly impacted by his or her academic decisions. It is important that the student consult ISS prior to dropping classes, changing majors, and making other programmatic changes. If you have any questions regarding immigration, please do not hesitate to contact the International Student Services Office.

ISS in College Station also provides services for international students at the Texas A&M Galveston Campus. Students are typically advised over the phone and ISS has arrangements with staff at Galveston to assist the students.

The following list contains common situations for which international students may require federal or ISS advice, assistance, and authorization.

Section 7.7.1. Funding Issues

Federal regulations require students with non-immigrant visas to certify that they have financial resources adequate to provide for their own academic and living expenses, and the support of any dependents in the United States. The funding may come from several sources, including University funding. Letters promising funding are considered to be legal, binding documents.

The Texas A&M Student Financial Aid office determines the average cost of academic and living expenses for all students attending Texas A&M. These official estimated figures are used by ISS to prepare many immigration documents for students. ISS recommends that departments advise their students during admissions regarding the actual cost of attendance for their program. As departmental expenses vary they may be more or less than the amount listed on the form I-20 or DS-2019.

Section 7.7.1. International Student Employment

Employment/compensation opportunities for international students are limited. Federal regulations define employment as "...the rendering of services on either a part-time or full-time basis for compensation, financial or otherwise, including self-employment," and require employers, such as Texas A&M, to determine and verify employment eligibility. To be eligible for employment, students must be in legal immigration status, and, in certain cases, must have Department of Homeland Security (DHS) authorization to receive compensation for services. In some cases this may also require a student to apply to DHS through ISS for an Employment Authorization Document (EAD). Advisors should be aware that the processing time for an EAD may be up to three months, during which time the student may not be allowed to be employed.

The ISS advisors provide non-immigrant student employment information and some types of work recommendation/authorization required by federal regulations, some of which are discussed on the following pages. Department staff can view additional information regarding on campus employment under the ISS website at http://iss.tamu.edu on the Employment page and the Faculty/Staff/Advisor page. If departments have questions on the following information regarding employment for international students, please contact ISS at issemployment@tamu.edu or by phone (979) 845-1824. In person presentations are available upon request.
Most international students at Texas A&M hold F-1 or J-1 visas. The following is a brief summary of federal employment regulations for students with those visa types. ISS advisors can also provide information about how students with other visa types may be eligible to obtain employment authorization in the United States.

Section 7.7.1. F-1 and J-1 Student On-Campus Employment

**F-1 Student On Campus Employment**

Texas A&M’s F-1 students do not need documented employment authorization from DHS to work on campus, if they are in good academic standing, enrolled in a full course of study at Texas A&M, have a current end date on their form I-20, and maintain legal immigration status. They are allowed to be employed on campus while pursuing their academic objectives at Texas A&M if the on-campus employment regulations are followed. Newly admitted students may begin employment at Texas A&M only after they check in with ISS.

Please note, sponsored students are strongly advised to contact Sponsored Student Programs and the sponsor to ensure the on-campus employment does not violate the conditions of the sponsorship.

**J-1 Student On Campus Employment**

Department of State regulation 22 C.F.R. § 62.23(g)(2) states that a J-1 students may engage in on campus employment if the student is in good academic standing, enrolled in a full course of study at Texas A&M, and maintains legal immigration status. However, the Responsible Officer/Alternate Responsible Officer must approve the specific employment in advance, and in writing. Such approval may be valid up to 12 months, but is automatically withdrawn if the student’s program is transferred or terminated. A student’s authorization is tied to the department they are approved to work for, if a student changes departments for employment they must request a new authorization. Students must receive written authorization from ISS BEFORE the student may begin working. Please refer to the ISS website for additional information on what needs to be included in the job offer letter, and procedures for on campus employment authorization requests. Newly admitted students may begin employment at Texas A&M only after they check in with ISS and receive their written authorization.

Please note, sponsored students are strongly advised to contact Sponsored Student Programs and the sponsor to ensure the on-campus employment does not violate the conditions of the sponsorship.
On Campus Employment for F-1 and J-1 Students

Campus personnel responsible for employing international students or granting financial aid or scholarships to them should be certain that the students are eligible to be employed or receive the award. On-campus employment must be part-time (up to 20 hours a week) in major semesters, but may be full-time in school vacation periods (winter, spring, summer breaks) during the student’s academic program. The student must be eligible for, and intends to, register for the subsequent academic term. On-campus employment requires that any compensation be provided by Texas A&M (on the Texas A&M payroll) or by a commercial firm providing on-campus services for students, such as the MSC bookstore. In some cases, graduate students may be considered to be doing “on-campus work,” even though the work site is off-campus, if the work is educationally affiliated with the student’s program at Texas A&M. In this case, it is also possible that the student may be compensated by an employer other than Texas A&M. The ISS advisors can provide information about how a student can engage in this special type of employment. All employment after completion of an academic program requires authorization from DHS through ISS. Most employment that is related to Internships, Cooperative Education, or Work/Study programs requires authorization obtained through ISS.

Please note that it is the student’s responsibility to provide departments and payroll with any updates to their employment eligibility status including but not limited to updates to the end dates on their form I-20 or DS-2019.

Section 7.7.1. F-1 and J-1 Student Off-Campus Employment

F-1 and J-1 students require official authorization before they are allowed to accept compensation from an employer other than Texas A&M, or to work at a location other than the Texas A&M campus. This includes work related to an Internship, Cooperative Education, Work/Study opportunity, or economic hardship. ISS can assist the students in obtaining authorization.

Section 7.7.1. Sponsored International Students

Some sponsors may not allow sponsored students to receive any type of University funding/compensation due to the fact that these students are fully funded. (See Sponsored Student Programs information for more information).

Section 7.7.1. Employment of Dependents of F-1 and J-1 Students

Dependents of students with F-1 and J-1 visas (F-2s and J-2s) often seek on-campus employment. F-2s may not be employed in the United States. J-2 visa holders must have a DHS Employment Authorization Document (EAD) before they can be employed, but they are not limited to on-campus employment or a maximum number of hours of work per week. They have an expiration date on their EAD, beyond which they may not be employed without an extension. The ISS advisors can assist the F-2s and J-2s in understanding federal employment regulations and accessing benefits available to them.

Section 7.7.1. Graduate Assistant Award 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 12 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. It is most helpful when the value of this benefit is enumerated. For details on tuition and fees, please visit the Student Business Services website: http://sbs.tamu.edu/accounts-billing/tuition-fees/cost-attendance. 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 duration of the student’s program or until sometime in the future, barring unforeseen circumstances, this should be stated.

Section 7.7.1. Travel Information (Outside United States)

Federal regulations require a student’s immigration status and documents to be reviewed and endorsed by the ISS advisors prior to any travel abroad. The ISS office provides these services and travel information, including how a student may obtain U.S. reentry visas, and recent State Department Travel Advisory information.

International students may require visas to visit countries other than their own. Information about how to contact foreign consulates in the United States, which issue these visas, is available in the ISS office. Students with children born in the United States should seek travel information for them from the ISS office before taking them on a trip outside the United States.

Section 7.7.1. Inviting an International Student’s Family or Guests

ISS advisors can assist a non-immigrant student who wishes to invite family from abroad to visit or live with them in the United States. Dependents of F-1 students usually obtain “F-2” visas, and dependents of J-1 students usually obtain “J-2” visas. Those family members who are not immediate may apply for a tourist or “B1/B2” visa.
Section 7.7.1. Credit Hours Requirements

Students holding F-1 or J-1 student visas are required by federal regulations to register for and complete a “full course of study” in order to maintain a legal immigration status. In a few cases, students may be considered by DHS to be maintaining a legal status even if they are not registered for a full course of study. The situations include, but are not limited to: (1) annual vacation, if a student has completed an academic year and is eligible and intends to register for the next semester; (2) documented medical problems; (3) documented valid academic reason for enrolling less than full time; or (4) students completing program requirements during the current term. Students should submit a “Reduced Course Load” form that can be obtained in the ISS office to document reason(s) for the waiver. On this form, academic advisors document approval of reason(s) (other than annual vacation) a student completes less than a full course of study in a semester.

A full course of study at Texas A&M, as described in the University catalog, is as follows:

- **Graduate students**—9 credit hours in fall and spring semesters, or 6 credit hours in the 10-week summer semester (any combination of summer terms).

- **Undergraduate students**—12 credit hours in fall and spring semesters, or 8 credit hours in the 10-week summer semester (any combination of summer terms).

If summer is the first semester, first in a new academic program, or first after not being registered for a semester or more, students must register full time. If summer is the last semester for a student graduating in August, students must be registered full time.

If a Texas A&M student is enrolled in English Language Institute (ELI) classes, or if a student has federal authorization (obtained through the ISS advisors) to be concurrently enrolled at another school, the total number of credit hours completed must equal the minimum required number. A Concurrent Enrollment form, available in the ISS office, documents an academic advisor’s approval of concurrent enrollment and confirms that the student is maintaining a full course of study.

Section 7.7.1. Enrollment and Withdrawal Issues

The following is a list of routine activities that may require federal authorization, obtained with the assistance of the ISS advisors prior to taking action, if an international student is involved:

- Q-dropping or withdrawing from classes;
- Concurrently enrolling at another school;
- Transferring to or attending another school;
- Beginning a new academic program, extending a current one, or changing degree levels;
- Taking “leaves of absence” or registering “in absentia;”
- Pursuing academic research at a location other than Texas A&M.
• Participating in Study Abroad programs or research.

• International students holding F-1 or J-1 student visas who want to continue an academic program, following a period of time during which they were not registered at the University (other than summer vacation), must contact the ISS office prior to registering. The break may have impacted their legal status.

Students holding F-1 or J-1 student visas must meet all qualifications for acceptance into an academic program. The ISS office and the International Admissions office may need information about the details of any special or non-degree program to which students are accepted. This is so that all objectives of their special programs may be met, and so that preparation can be made for the students to obtain the most appropriate visas for their situations. The office of International Admissions will provide departments with a form on which the department may describe the details of a special program. Federal regulations rarely permit students with J-1 student visas to change their category (i.e., student to researcher) or the original academic objective listed on the Form DS-2019. Therefore it is very important that these be carefully determined and communicated to ISS advisors preparing the immigration documents before they are sent to the student. The ISS office can provide information about these regulations.

Section 7.7.1. Admission

Initial Issuance of I-20s and DS-2019s for New Admits and Readmits

ISS issues Certificates of Eligibility (I-20 and DS-2019) for qualified international students. I-20s are issued for students on F-1 visas and DS-2019s are issued for students on J-1 visas. The forms I-20 and DS-2019 are required for most international students to apply for the student visas at a United States Consulate or Embassy and to enter the United States. Forms I-20 and DS-2019 are also used to transfer international students from other educational institutions in the United States.

The form I-20 or DS-2019 is mailed with pre-arrival information about applying for a visa, traveling to the United States, Bryan/College Station, and other frequently asked questions. Please encourage students to use the ISS website for more information on a variety of issues, such as housing, banking, and health insurance.

Before Academic Admission

ISS cannot issue an I-20 or DS-2019 until the applicant is officially admitted by the Office of Admissions.

Applicants who will be considered sponsored are assisted with the admission process by Sponsored Student Programs.

After Academic Admission

Once the Office of Admissions admits a student, the student should submit the following forms and documents:

• Immigration Questionnaire (for all admitted international students): provided by the student;

• Certification and Declaration of Financial Resources: documentation provided by student, the
academic department (assistantship, fellowship, etc.), by Sponsored Student Programs, or students needing I-20 or DS-2019;

• Transfer In Form: completed by other U.S. institution for transfer students;

• Non Degree/Special Program Information Sheet: completed by academic department, if needed.

• If the student is transferring from another institution in the United States, then the student is also sent a Transfer-In Form (TIF). The TIF is completed by the international student advisor from the other U.S. institution. Academic departments need to complete the non-degree/special program information sheet for students admitted to non-degree programs.

If the student’s application is not complete, the student is notified about what is missing. This information may also be viewed by the student in the Howdy Portal. Once ISS has received all the necessary forms and documents, the I-20 or DS-2019 is issued. If an academic department needs an I-20 or DS-2019 expressed mailed, then the department should contact ISS at 979-845-1151. Special arrangements can be made for all I-20s or DS-2019s to be sent express mail for students in particular departments.

Tracking I-20 or DS-2019 Issuance

In Compass, form GOAINTL, allows departments to monitor the issuance of the I-20s or DS-2019. In addition to tracking which documents ISS has received, GOAINTL also includes a list of correspondence with the student. Whenever ISS receives a document or form for a particular student, GOAINTL will be updated. For example, a student submits financial documents to ISS, and then GOAINTL will be updated. The Financial Resource Statement Status field will either have a “C” or an “I.” “C” means the financial documents are acceptable and complete. “I” means the financial documents are not acceptable or incomplete. When an I-20 or DS-2019 is issued, the GOAINTL Document Information will include “document has been issued.”

Students can check the status of their I-20/DS2019 by going to the Howdy portal, clicking on the applicant tab and then going to the International Student Services channel. On the International Student Services channel, the student clicks on the Certificate of Eligibility link. The student will then be able to see what documents have been submitted and what is missing.
Section 7.8. Commonly Used Immigration Terms and Acronyms

Section 7.8.1. (A)RO
An (Alternate) Responsible Officer, appointed by the officials of an exchange visitor (J-1) program and approved by the United States Department of State (DOS), to advise and assist exchange visitors, issue and endorse Certificates of Eligibility (Forms DS-2019), comply with record-keeping and reporting requirements, and conduct official communications with DOS and the DHS in matters relating to J-1s and their dependents. International Student Services (ISS) has one RO and up to five AROs.

Section 7.8.1. Automatic Revalidation
A regulation under which certain non-immigrants with expired visa stamps may reenter the United States from Canada, Mexico, or adjacent islands other than Cuba, after a trip of no more than 30 days, as though the visas were valid. Students should obtain a handout in the ISS office which describes this regulation in further detail.

Section 7.8.1. Certificate of Eligibility
Forms such as I-20 and DS-2019 issued for the student to obtain the appropriate visa for his/her academic program, and to enter the United States to pursue a full course of study in an academic program. ISS issues these documents for Texas A&M.

Section 7.8.1. Change of Status
An application to change non-immigrant visa types as needed.

Section 7.8.2. Co-Enrolling (Concurrent Enrollment)
Used for international students enrolling at two schools simultaneously. To ensure that federal regulations are followed, prior to enrolling at another school, students with F-1 and J-1 student visas need to obtain a form from the ISS office. The form lists the regulations and has a place for the Academic Advisor to sign indicating his/her approval. The completed form is photocopied for the student’s file in the International Student Services Office, and the student submits the original form to the other school of enrollment.

Section 7.8.1. Degree Level Change
A term used when a student holding an F-1 or J-1 visa is continuing from one educational level to another (e.g. from bachelor’s to master’s) or beginning a new academic program at the same level (e.g. a second master’s). ISS advisors can assist the students with this procedure. Federal regulations require students to have permission through ISS to make such changes.

Section 7.8.1. DHS
Department of Homeland Security – formerly INS – (Immigration and Naturalization Service)

Section 7.8.1. DOS
Department of State: See United States Department of State
Section 7.8.1. DSO/PDSO

Designated School Official (DSO)/Primary Designated School Official (PDSO), designated by the University and appointed by the Department of Homeland Security – formerly Immigration and Naturalization Service (INS) to advise and assist F-1 students, to issue and endorse Certificates of Eligibility (Form I-20), comply with record-keeping and reporting requirements, and conduct official communication with DHS in matters relating to F-1 students and their dependents. One ISS Advisor is a PDSO and all ISS Advisors are DSOs.

Section 7.8.1. EAD (Employment Authorization Document)

A DHS employment authorization card that authorizes students to be legally be employed. Students apply through ISS and mail applications to DHS for approval.

Section 7.8.2. Extension of Stay/Program

An application to request an extended amount of time beyond the completion date stated on forms such as the I-20, DS-2019, I-94. An extension is required to remain within status. ISS advisors may provide information about how to file for an extension, and can also grant extensions for international students with certain visa types.

Section 7.8.1. F-1

This the most common visa type for students who are pursuing a full course of study in an academic or language program. An accompanying spouse and unmarried minor children may obtain F-2 visas. An F-1 visa is obtained with a Form I-20 issued by an academic institution.

Section 7.8.1. Form I-20

This is a Certificate of Eligibility for non-immigrant students in academic or language programs. Issued and endorsed by a DSO at a DHS approved school to foreign nationals who have or are seeking F-1 status. F-1 students in the United States should ensure that the information on the form stays current, especially the expiration date (expected completion date) and the degree level.

Section 7.8.1. Form DS-2019

Certificate of Eligibility issued to foreign nationals who have been selected by a sponsor to participate in an exchange visitor (J-1) program. The form can be issued and endorsed only by an (A)RO. J-1 students in the United States should ensure that the information on the form stays current, especially the expiration date (expected completion date) and the degree level.

Section 7.8.1. Form I-9

This is an "Employment Eligibility Verification Form." Federal regulations require employers to complete this form to verify that the person being hired is one who may legally work in the United States.
Section 7.8.1. Form I-94
This is a DHS Arrival/Departure Record issued at the port of entry to most foreign nationals entering the United States temporarily. The card should be kept while in the United States, as it documents important immigration information such as the visa type and an 11-digit admission number.

Section 7.8.1. Reduced Course Load (RCL)
A term used by ISS to indicate that the student (F-1 or J-1) has been authorized to legally enroll in less than a full course of study. Students must obtain a form in the ISS office prior to under enrollment for this authorization.

Section 7.8.1. ISS
International Student Services

Section 7.8.1. J-1
This Visa is for a foreign national selected by a sponsor to participate in an exchange visitor program in the United States. An accompanying spouse and unmarried minor children may obtain J-2 visas.

Section 7.8.1. Non-Degree/Special Programs Information Sheet (NDS)
This is used to indicate special requirements for academic programs that differ from the normal degree program. It provides information necessary to produce Certificates of Eligibility for these special students. Examples of special programs could include Study Abroad Reciprocal Exchanges, Memoranda of Agreement, and non-degree programs. Forms may be obtained during the admission process from the Office of Admissions Office or through ISS.

Section 7.8.1. Non-Immigrant
A non-immigrant is a foreign national coming to the United States for a temporary stay.

Section 7.8.1. Practical/Academic Training
Terms used for specific types of employment directly related to an F-1 or J-1 student’s field of study. Students may be eligible for this employment (full or part-time) before or after completion of an academic program. The ISS advisors have the authority to advise on, recommend, and/or grant authorization for this employment.
Section 7.8.1. Reciprocal Exchange Student
U.S. and international students who exchange places with each other for one or two semesters by enrolling in each other’s primary institutions as the result of an agreement between both the U.S. and the foreign institution. Texas state laws require that the number of students being exchanged achieve parity over a period of five years since such exchange programs allow students to pay tuition and fees at their home institutions rather than at their host institution. Many of the international students attending Texas A&M for a one or two semester period are not reciprocal exchange students. Rather they are non-degree seeking students. This distinction is important because of the stricter state laws governing reciprocal exchange programs (versus non-degree programs) and is a direct result of the difficulties associated with meeting the state’s definition of reciprocal exchange. Non-degree students are coordinated through an academic department. Reciprocal exchange students are coordinated through SAPO.

Section 7.8.1. Reinstatement
This is an application for a student who has failed to maintain a legal status to request reinstatement to lawful status. ISS can assist the student to apply to DHS or DOS. Students may not be employed while the application is pending.

Section 7.8.1. SAPO
Study Abroad Programs Office

Section 7.8.1. SEVIS
Student and Exchange Visitor Information System – database of the Department of Homeland Security

Section 7.8.1. SSP
Sponsored Student Programs

Section 7.8.1. Two Year Home-Country Physical Presence Requirement
Certain exchange visitors (J visa) and family members must return home for at least two years following completion of their objective, before they can change or adjust to certain other types of non-immigrant visas. The requirement is based on whether the participant had government financing and/or has a skill required by a home country.

Section 7.8.1. U.S. Department of State (DOS)
The U.S. Department of State administers, controls, and supervises provisions of the J-1 Exchange Visitor Programs.
Section 7.9. Visa Application Process

I-20/DS-2019 Mailed  
1-2 weeks

Student Receives I-20/DS-2019  
1 day

Student Pays SEVIS Fee  

Student Makes an Appointment/Pays Visa Processing Fee  
2-6 weeks

Consulate Appointment  
10 min-1 hr

Consulate Checks Documents  
10 min-1 hr

Biometrics Taken  
15 min-2 hr

Consular Interview  
5-15 min

Further Processing

Security Advisory Opinion  
3-120 days

Documents Required

Proof of Finances  
1-2 days

Transcript  
1-5 days

Research Information  
1-5 days

End of Processing

Second Interview (if needed)

Visa Denied

Visa Approved  
10-30 min

Student Pays Mailing Fee  
2-5 days

Student Receives Visa

Total estimated time: 10 days* to 5 months**

Average time: 4-6 weeks

---

* If the student scheduled their interview in advance, arranged for express delivery of their documents, has everything in order when the I-20 or DS-2019 arrives and is not subject to additional administrative processing.

** If the student has to wait for an interview date, needs to submit additional documents or is subject to a Security Advisory Opinion. Factors involved: wait times at Consulate/Embassy where they are applying, country of origin, field of study, additional documents needed to prove they are a bona-fide student, prior travel to countries on the State Sponsors of Terror list, etc.
Section 8. RESOURCES AND SERVICES FOR A&M STUDENTS GOING ABROAD

Section 8.1. Directory

Study Abroad Programs Office ................................................................. (979) 845-0544
112 Pavilion
3262 TAMU, College Station, TX 77843-3262
Fax: (979) 458-3623
http://studyabroad.tamu.edu

Jane Flaherty, PhD – Director

The Study Abroad Programs Office is committed to meeting the goals of all Texas A&M University graduate students through various high impact, international opportunities including research, academic programs, and semester or summer study abroad opportunities. Specific services available to graduate students include locating 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.
Section 8.2. Passport Services

The Study Abroad Programs Office is now 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 (appointment necessary for parking.) 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 Study Abroad Programs website at http://studyabroad.tamu.edu.
Section 8.3. International Medical Insurance

Graduate students studying, 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 the study abroad office at studyabroad@tamu.edu or (979) 845-0544.
Section 8.4. 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.

Section 8.4.1. Reciprocal Educational Exchange Program

Reciprocal Educational Exchange Programs (REEP) are student exchanges authorized by the Texas legislature and governed by special regulations. REEPs 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 an academic department at Texas A&M and its counterpart at a foreign institution. Parity for such REEP 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.

Section 8.4.2. 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 the Study Abroad Programs Office to facilitate the credit transfer.

Section 8.4.3. Independent Research Abroad

Conducting thesis or dissertation research outside of the United States does not require any special authorization from the university, unless you receive financial support. Arrangements for research hours can be made directly between the student and his/her department. If you want the international research to appear on your transcript, or if the research is funded by the university, you are asked to register with the Study Abroad Programs Office before departing. For more information, call (979) 845-0544 or visit studyabroad.tamu.edu.

Section 8.4.4. Internships

Two key resources are available for graduate students who would like to complete an international internship: the Career Center Work Abroad Programs and the Graduate Student Career Services - provide career advising services and strategies and ways to access to wide range of work abroad opportunities. For more information, contact the Texas A&M University Career Center at careercenter.tamu.edu, or (979) 845-5139. The Career Center is located in Koldus 209.
Section 8.5. Scholarships Available for Students

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

Section 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 and applications about applying for the Junior Fulbright are available at the SAPO Library, in the Lobby of Bizzell Hall West. You can also visit the Fulbright site at www.cies.org.

Requirements:

1. The student must be in good academic standing.
2. The student must speak the language of the host country at the time of application.
3. Student must be a U.S. citizen and must have a Bachelor’s degree before the date of grant. (Graduate students may apply, as long as they have not received the doctoral degree at the time of application.)

Timeframe:
The application process is rather lengthy; students must plan a year in advance by applying in September for the following academic year. The applications are sent to New York where they go through a preliminary cut in February and students are notified. Then the applications go to the particular country and it may not be until late May that winners are announced.

Section 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 GPR of 3.7 by the date of the receipt of the award. For more information, go to: honors.tamu.edu.

Section 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 GPR. For more information, visit the honors office website at honors.tamu.edu.

Section 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 Study Abroad Programs Office (Lobby, Bizzell Hall West) or the Bryan/College Station Rotary Club at aggielandrotary.org.
Section 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 www.borenawards.org.

Section 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 study abroad programs. At the time of scholarship application, graduate students must be enrolled for at least 9 hours with a cumulative GPR of 3.0. Applications are available in on the university Scholarships and Financial Aid website at https://scholarships.tamu.edu.

Section 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 GPR of 3.0 and all students must be enrolled in a credit-bearing study abroad experience (i.e., study abroad program, co-op, internship or international practicum). International students studying in the United States are eligible to apply. The IEFS will be awarded by a student/faculty committee. Applications are available online at https://scholarships.tamu.edu. All students who paid the international education fee are eligible to apply based on financial need, academic qualifications, and international activities.

Section 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/

Section 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 in on the university Scholarships and Financial Aid website at https://scholarships.tamu.edu.
Section 9. SPONSORED STUDENT PROGRAMS

Section 9.1. Directory

Sponsored Student Programs ................................................................. (979) 845-2550
354 Bizzell Hall West
1226 TAMU
College Station, TX 77843-1226
Fax: (979) 862-7170
http://ssp.tamu.edu
Violetta Burke Cook –Director

Sponsored Student Programs serves as a liaison among the Office of Admissions, the Fiscal Office, academic departments, university immigration units, sponsors, and students regarding matters related to the sponsored international student. This section contains information regarding sponsored students and many of their special needs.
Section 9.2. Sponsored Students

Section 9.2.1. Characteristics of Sponsored Students

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.

Section 9.2.1. Educational Objectives of Sponsored Students

Academic advisors should be sensitive to the fact that a sponsor invests considerable sums of money in sponsoring students to receive a U.S.-based education. Conflicts may arise once the student arrives and begins to learn of opportunities available to other students. For example, a student whose sponsor’s educational objective is that the student obtains a master’s degree may not be allowed to remain in the United States to obtain the PhD. When sponsored students are encouraged to explore options available to the United States or privately funded student, this may result in bringing the student into conflict with his sponsor and the student’s commitment to specific educational objectives contained in the contract the student signed. Some sponsors have severed relationships with universities where students have been encouraged to dismiss contractual obligations.

Section 9.2.1. Identifying a Sponsored International Student

The following definition of a “sponsored international student” may be used to assist in distinguishing, during the admission process, the sponsored international student from other international students. Please be aware that the definition is very broad and that the sponsored student staff will review individual student cases to determine whether their sponsorship specifications meet the guidelines of this definition and classify a student as sponsored.

A Texas A&M Sponsored International Student is an international student who, in pursuing his or her educational objective in the United States, seeks admission to Texas A&M under any of the following conditions:

- The student’s education is financed directly or indirectly by the U.S. government the government of their home country, an international organization of which the United States is a member by treaty or statute, or supported substantially by funding from any source other than personal or family funds.
- The student’s educational program is the result of a written agreement between the U.S. government and a foreign government, or a written agreement between an American and foreign educational institution.
- 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.

Section 9.2.1. Admission Concerns

While many prospective sponsored students submit their own applications, some applications are completed by representatives of U.S.-based agencies which are awarded contracts for placing students in a U.S. university and managing their academic programs. The list on page 27 identifies a number of the major sponsors and/or contracting agencies involved in sponsored student programming at Texas A&M. This list is not all inclusive and agencies frequently change. Questions regarding a particular agency should be directed to the sponsored student staff.
Sponsors are encouraged to send application dossiers to the admission advisor in Sponsored Student Programs who will forward it to the Office of Admissions for processing and submit preliminary documents informing the departments of the conditions under which the student will be pursuing an academic degree, as well as the prospective student’s educational background.

Sponsors frequently send applications of sponsored students to more than one institution. It is important for departments to know that sponsors often send a student to the university responding first; therefore, processing an application dossier for a sponsored student should be done expeditiously. In some instances, sponsors may submit incomplete application dossiers because of extraordinary circumstances (no TOEFL or GRE scores available). In such cases SSP forwards a preliminary review copy of the dossier to the department as a means to ascertain admissibility potential and/or departmental interest. If departmental interest is indicated, the sponsored student staff will assist in obtaining what is needed for the completion of an application. Refer to the Sponsored Student Application Tracking flowchart on page 25 for an overview of the application process.

Sponsored student should be identified in ORDOCS and the information imaged should also include the sponsorship letter. You may also check GOAINTL to check under Nationality which will identify sources of funding beginning with S.

Section 9.2.1. Special Requests for Financial Assistance

In some instances, contracting agencies or students seek financial assistance from the University in the form of assistantships, scholarships, or out-of-state tuition waivers, when full funding may actually be available. When such concessions are requested, SSP can assist the departments in interpreting the request to enable the department to make informed decisions related to sponsoring agency financial assistance conditions. Departmental advisors should never feel pressured to provide financial support for sponsored students. Questions regarding the funding of a sponsored student may be directed to Sponsored Student Programs. Special programs such as the Vietnam Education Foundation program (US funded) and VIED will have special funding conditions should the department decide to admit. These programs will be identified by SSP staff.

US programs, primarily Fulbright and Muskie, are administered through agencies such as IIE, AMIDEAST, LASPAU, and IREX. These programs require cost-sharing which can usually be accomplished in the form of a $1000 competitive scholarship providing the student with in-state tuition. Fulbright contractors are required to submit applications to at least 5 different universities. Without an offer of cost-sharing and rapid turnaround to admit or not, Texas A&M cannot compete in this highly competitive bidding process. We encourage the departments to have decisions made by 15 April as they do for non-sponsored students seeking assistantships.

Please note that most form letters offering student assistantships state the tuition is being paid or other such benefits. Please carefully review letters to the sponsored students when the students have financial guarantee letters that specifically state that the sponsor is responsible for the payment of tuition and fees so that they assistantship offers do not include such statements unless special arrangements have been made for the tuition to be paid.
Section 9.2.1. Fiscal Arrangements

Some sponsored students are provided with funds for professional development, including conference travel as well as research and thesis/dissertation preparation. Advisors should coordinate budgeting matters with the sponsored student staff, so that arrangements may be made to establish accounts. Since many sponsors require accountability for expenditures of funds, the sponsored student staff will assist academic advisors with budget preparation and reporting of expenditures. When applicable, at the end of each semester, the sponsored student staff will provide each academic advisor with an accounting summary of the special funding arrangements for their sponsored student.

Section 9.2.1. Scholarship Posting

Graduate advisors will no longer be able to post scholarships for students coded in COMPASS as sponsored without getting an error message. When sponsored students are awarded scholarships, the department should send an email to ssp@tamu.edu noting the type of scholarship, the amount, and the Fund Code. An approval will be sent to SFAID to past and to SBS to release. Please note that sponsored students whose sponsorship letters provide for the payment of tuition and fees will not be eligible for tuition waivers (resident tuition) unless this arrangement was made prior to admission such as cost-sharing agreements with Fulbright and other such programs.

Section 9.2.1. Length of Studies

Sponsored students usually have a time limit in which to achieve their educational objectives. Most sponsors request that a Plan of Study be prepared following enrollment. Prior to forwarding a Plan of Study to a sponsor, advisors should provide the sponsored student staff with a copy.

Plans of Study may precede the filing of a degree plan and are therefore subject to change. Justifications for changes are often requested by sponsors.

Any prerequisites that may be needed should be determined as early as possible to avoid problems related to possible requests for extension of time later.

Section 9.2.1. Special Reports

Most sponsors require semester reports on academic progress. The sponsored student staff will forward a sponsor’s reporting form or a Texas A&M form to the advisor at the end of each semester. Advisors should complete the report with comments regarding the student’s academic performance. Comments might include observations such as leadership potential, English language improvement, academic performance compared to other students, as well as the general progress of the student. These comments enable sponsors to evaluate the student’s performance and continued funding. Sponsors may terminate students who do not progress according to their standards of performance.

Advisors are asked to submit all reports through the Sponsored Student Programs office to insure compliance with sponsor reporting requirements. Advisors sending reports directly to a sponsor should provide copies for Sponsored Student Programs.

Section 9.2.1. 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 Sponsored Student Programs. Furthermore, all sponsored students must comply with federal employment regulations. Departments offering assistantships should bear in mind that sponsored students receive stipends for living expenses that may be tax free. Students who are offered assistantships at full value may be contributing to “double dipping” with a sponsored student receiving as much as $3000 or more combined monthly “income.”

Sponsored students whose sponsors pay tuition and fees are not eligible for departmental/grant OGAPS payment of tuition unless there are special circumstances involved. Please check with Sponsored Student Programs 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.

• Verification of Sponsor Conditions
Sponsor conditions will be placed on COMPASS and can be found on the form SPACMNT. Advisors should refer to this screen before making changes to a student’s program. Please contact Sponsored Student Programs for further information.

Section 9.2.1. Sponsor Visits
Sponsors or their representatives may schedule visits to Texas A&M. These visits are coordinated through the Sponsored Student Programs office.
Section 9.3. Current Sponsors

Current Sponsors of Texas A&M Students include the following:

Academy for Educational Development
ARAMCO/Saudi Arabia
Argonne National Laboratories
Bolashak Program/Kazakhstan
Petrobas/Brazil CAPES/Brazil CNPQ/Brazil COLCIENCIAS/Columbia
Colfuturo/Columbia Chevron Oil /Thailand ConocoPhillips Oil Company - Iraq CONACYT/Mexico
CONICYT/Chile
Adolfo Ibanez University/Chile China Scholarship Council National Bank of Colombia
Costa Rica/MSV Investment Inc. El Salvador/ Fantel Scholarship\ Czech Educational Foundation Elf Petroleum Nigeria Ltd.
Ecuadorean Navy
ECUADOR/Capacitar Foundation
ECUADOR/ Escuela Superior Politecnica Del Litoral
ECUADOR/SENACYT Gabon/Gabon Construction (GACO)
DAAD/Germany
Exxon-Mobil/Malaysia
Exxon-Mobil
ExxonMobil Production Company/Nigeria GEORGIA/Development and Reforms Foundation HONDURAS/Distribuidora Boga S.A. DE C.V. Exxon-Mobil /Iraq Scholars and Leaders Program HOCH SCHOLARSHIP, BHUTAN
Government Of Egypt
Indonesia/Institut Teknologi Bandung
Japan/Okinawa International Exchange&Human Resources
Dev.Foundation Government of Korea Iraq/HCED Education Initiative Government of Kuwait Government of Libya
Government of Malaysia/MARA Government of Oman Government of Qatar Government of Taiwan
Government of Thailand
Jordan Univ of Sci And Tech
Korea Petroleum Development Corp. Korea Telecom
Korean Air Force
Korean Army
Korea Water Resources Corporation
Korea Institute of Energy & Resource Technology
Evaluation
KOREA/Korea Gas Corporation
Korea/National Agricultural Cooperative Federation KOREA/SAMSUNG ELECTRONICS Korea/SystemBase Co.Ltd.
Marathon Oil Company – Equatorial Guinea
Muskie/USA
Gabon Perenco Oil Company France ORGANIZATION OF AMERICAN STATES Pemex/Mexico
Petronas/Malaysia
Malaysia/ Universiti Teknikal Malaysia Melaka
SABIC/Saudi Arabia
Malaysia/Shell Exploration & Production
Malaysia/University Kebangsaan Malaysia
Malaysia/University Putra
Malta/ Strategic Educational Pathways Scholarship (STEPS)
MEXICO/INSTITUTO MEXICANO DEL PETROLEO MEXICO/Promotora De Pesca Deportiva Mexico/Transportes Medio Kilo MEXICO/
UNIVERSIDAD AUTONOMA DE NUEVO LEON
NIGERIA/Akwa Ibom State Scholarship
Oman/ Sultanate of Oman Ministry of Manpower
FULBRIGHT
OMAN/Sultan Qaboos University PAKISTAN/Pakistan Petroleum Limited
Pakistan/University of Engineering and Technology PANAMA/SENACYT
PERU/Banco Del Peru
ROTARY INTERNATIONAL Texas Instruments - Ghana
Thailand/PTT Exploration & Production
TURKEY/Middle East Technical University TURKEY/Turkish Petroleum Corporation TURKEY/TUBITAK
TURKEY/Hacettepe University
TURKEY/Petroleum Pipeline Corporation (BOTAS) U.S/ Brightstar Global Headquarters
Iraqi Scholars Program/USDA/DOS UAE Presidential Scholarship Program
UAE/Abu Dhabi National Oil Company (ADNOC) UAE/ENEC Emirates Nuclear Energy Corporation OMAN US/Lighthouse R&D Enterprises, Inc.
Vietnam Education Foundation (VEF) Fellowship Program
VIETNAM/Ministry of Education and Training
Saudi Arabian Cultural Mission
Sonangol/Angola
State Educational Loan Fund, Norway
Turkish Ministry Of Higher Education
Yarmouk University/Jordan

**Note:** This list is subject to change.
Section 10. OFFICE OF THE REGISTRAR
RECORDS SECTION

Section 10.1. Directory

Cathy Littleton
Assistant Registrar
c-littleton@tamu.edu
(979) 458-4175

Angela Dunn
Administrative Assistant
albanner@tamu.edu
(979) 845-1003

Virginia McCall
Lead Office Assistant
virginiakmccall@exchange.tamu.edu
(979) 845-1003
Section 10.2. Add/Drop Requests  
(Request to Drop and/or Add Courses Form)

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

Students & many advisors have registration access to drop and/or add courses through the end of the Drop/Add* registration period as published in the Academic Calendar. Students wanting to drop all classes need to go through the withdrawal process. After the Drop/Add 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.).

*NOTE: Drop/Add does not allow students to drop all of their courses, as this is considered a withdrawal from the term. Students can only drop all classes in Howdy if done prior to the 1st day of classes. Beginning with the 1st day of classes, a student who wants to drop all classes will need to be advised to withdraw through the Howdy portal. Students should not be dropped from all classes as they need to be advised to go through the withdrawal process online.

If registration changes are needed after the official census date for the term, these must be requested using the appropriate form(s) and obtain the proper approvals 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.
<table>
<thead>
<tr>
<th>Form</th>
<th>Use this form when:</th>
<th>Time Frame to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add/Drop Form</strong></td>
<td>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.</td>
<td>Submit these forms to the Office of the Registrar any time registration is no longer available for changes to be made by the departments/colleges (after official census date). Forms can be submitted to the Office of the Registrar via:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>• Fax: 979-845-1086</td>
</tr>
<tr>
<td></td>
<td>Drops - This form should only be used to drop a course with a W (due to an exception of a q-drop), NR (no record drop to correct a record), or NG (exception to drop from a PRIOR term already graded)</td>
<td>• In Person: GSC Bldg, Suite 1501</td>
</tr>
<tr>
<td></td>
<td>Adds - Do NOT use the form to add courses to a student’s record if they don’t have any enrollment already existing for the term. Use Late Registration or Non-Funded Registration forms as appropriate.</td>
<td>• Campus Mail: Office of the Registrar, Mail Stop 0100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Late Registration Form</strong></td>
<td>The student is enrolled in 0 hours as of 1st class day. This form must be used to add classes to their schedule. NOTE: Adding courses during late registration, if not enrolled in any hours initially, will result in a $100 late registration fee.</td>
<td>Colleges and Departments can process these forms internally, as they have registration access during this time. Forms can be used and retained by the colleges and/or departments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These do not need to be processed by the Office of the Registrar.</td>
</tr>
</tbody>
</table>

*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”.*
Form

Add/Drop Form

Form is in the Howdy portal and can be downloaded from the Advising tab in the Advising Resources channel.

This form is no longer being provided in triplicate (white/pink/yellow) format.

Departments should download the form from Howdy as needed and retain copies of these forms submitted.

Use this form when:

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.

Time Frame to Submit

Submit these forms to the Office of the Registrar any time registration is no longer available for changes to be made by the departments/colleges (after official census date).

Forms can be submitted to the Office of the Registrar via:

- Fax: 979-845-1086
- In Person: GSC Bldg, Suite 1501
- Campus Mail: Office of the Registrar, Mail Stop 0100

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 late add 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 register after the twelfth class day are assessed a $200 late registration penalty (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 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.

Request to Drop and/or Add Form:

- Please fill out the forms completely, including UIN or T-number, name, major, classification, term, year, and all parts of the DROP and/or ADD sections. When appropriate, select “Y” in designated area on the form if the student is a degree candidate or if a student-athlete.

  - Always include a “Reason for Change or Force Approval.” This is important backup documentation if there is ever a question about why a schedule change was made.

  - The Academic Dean’s signature is the only signature required by the Office of the Registrar. Some academic deans may require an advisor signature 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 be no record dropped during the first twelve class days of a fall/spring term, or first five class days of summer. No record 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.

  o NR Drop Type (No Record) - whether for the current or a past semester, these drop types remove a course from the student's permanent record as if they were never in the course. This also results in no charges associated with the course. 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). **No Record drop requests made after census must be accompanied by a memo from the academic dean providing further explanation of the circumstances for why the no record request is being requested.** 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.

  o “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.

  o NG Drop Type (No Grade)- Generally used to remove 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. Requires approval by the Dean of the college in which the student was enrolled during the semester in which the courses were taken. The student’s grade will reflect a “NG” grade on their official record and do not generate any refund.

- Withdrawals – 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. Students who withdraw during this time period will have some financial obligation as determined by the State’s withdrawal refund calendar. Withdrawals made after census will result in the courses and grades of “W” appearing on the student’s official transcript.

- Changing number of Credit Hours – 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.

  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.

Late Registration Form  
http://registrar.tamu.edu/Registrar/media/REGI_Forms/req-late.pdf

• This form is to be used only for students with ZERO enrolled hours or who have been CANCELLED (hard-dropped) for non-payment. Do not use to add hours to an existing schedule. $100 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 the student’s Dean or Dean’s designate that is on file with the Office of the Registrar.

• Departments and colleges can process these requests and are not required to be submitted to the Office of the Registrar for processing.

Non-Funded Late Registration Form  
http://registrar.tamu.edu/Registrar/media/REGI_Forms/late_reg.pdf

• This form is to be used only AFTER census date for students with ZERO enrolled hours. Do not use to add hours to an existing schedule. $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 designates) on file with the Office of the Registrar.

• Completed forms must be submitted to the Office of the Registrar for processing.
Section 10.3. Grade Changes (Grade Change Report Form)

- **Complete, accurate information:** 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.

- **Signature Authority:** Make certain the individuals signing the form (i.e., instructor, 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.

- **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 which the course is taught must sign the Grade Change Report form (department head still required to sign the grade change as well). The form will also need to have an accompanying 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.

- **Grade of S/U:** If you submit a Grade Change Report form indicating a grade of S (Satisfactory) or U (Unsatisfactory), be sure the student was registered for the course on an S/U basis.

- **Changing Grade Type:** The Grade Change Report form cannot be used to change a letter grade (A, B, C, D, F) to a Satisfactory/Unsatisfactory grade (S or U) or vice versa. Changing the grade type requires the approval of the student’s academic dean on a Drop/Add form. In addition, a Grade Change Report form must accompany the Drop/Add form indicating the correct grade to be entered when changing the grade type from S/U to a letter grade.

- **No-Grade (NG) Drops:** The Grade Change Report form cannot be used to issue a No-Grade (NG) drop. NG drop requests must be submitted on a Drop/Add form and approved by the dean of the student’s academic college at the time he/she was enrolled in the course being NG dropped.

- **Online Grading:** 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 an individual Grade Change Report form for each student registered in the section. He/she must request the grade of X (unreported grade assigned by Registrar) be changed to the earned grade. These also require the signature of the department head.

- **Submitting Grade Change Report forms** – Grade Change Report forms can be submitted 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
  - Campus Mail*: Office of the Registrar, Mail Stop 0100
• 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:
  o Faculty/Teaching tab in Howdy portal
  o Advising Resources channel on the Advising tab in Howdy
Section 10.4. 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
  - 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.

- Minimum hours required for the student to be enrolled in 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 dropped below that minimum without permission and appropriate documentation.

- Approved requests for full-time classification for international students will be faxed to International Student Services after full-time enrollment time-status has been set.

- Departments who have an approved internship course (usually 684), should use this course for the student's enrollment whenever possible.
Sample Forms and Instructions
Section 11.1. 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, 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 workings days to be processed.
Special Request Letter Form

Date: ______________________

I request a letter with the following information:

☐ Courses taken, not applied to degree (attach justification for request, such as a request from another institution)

☐ GPA verification (includes degree plan and cumulative GPA only)

☐ Steps completed/not completed toward degree (e.g., coursework, prelims, proposal, etc.)

☐ Verification of good academic standing

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

Degree conferral and courses taken toward degree are included on the official University transcript. Letters providing verification of enrollment may be requested from the Registrar. The Office of Graduate and Professional Studies does not provide this information.

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.

Student’s Name ______________________

Student’s ID Number ______________________

Student’s TAMU Email ______________________

Student’s Signature ______________________

☐ I wish to pick up my Special Request Letter from the Office of Graduate and Professional Studies.

☐ I wish to have my Special Request Letter emailed to the following address: ______________________

☐ I wish to have my Special Request Letter mailed to the following address: ______________________

Last Revised: 2/13/2014
Section 11.2. Proposal Approval Form

1. Check the appropriate box for thesis, dissertation, or record of study and enter the major and tentative title.

2. 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.

3. All committee members, or a departmental authorized signer, must sign the petition. Faxed or scanned signatures will be accepted for committee members. Note: All committee members’ names must be typed or printed in the appropriate space below their signature.

4. Student must complete the top section above the bold line, fill in all student information under the bold line, and sign the form. A faxed or scanned signature is acceptable.

5. The department head, or chair of the interdisciplinary faculty, signature must be ORIGINAL. All signatures must be on ONE PAGE.

6. 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.

NOTES:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
PROPOSAL APPROVAL PAGE FOR
THESIS, DISSERTATION, OR RECORD OF STUDY

Major: ___________________________ Date: ___________________________

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

Tentative Title: _____________________________________________

Verification of research regulatory compliance: Check each category below if included in any research to be reported in the final document and provide the requested protocol or permit numbers, if relevant. The student’s name must be included on any required IRB or IACUC protocols and/or the IBC permit. This is not an all-inclusive list of all possible required compliance approvals, so check website* below for full information.

☐ Yes ☐ No
☐ Human subjects, incl. survey data
☐ Human tissue/cell lines
☐ Protected health information (human subjects)
☐ Vertebrate Animals
☐ Animal tissues/cell lines
☐ Recombinant DNA/transgenic animals, plants
☐ Agents infectious to humans, animals or plants

If you checked Yes at left:
Provide the IRB protocol #: __________
Provide the IRB protocol #: __________
Provide the IRB protocol #: __________
Provide the IACUC protocol #: __________
Provide the IACUC protocol #: __________
Provide the IBC Permit #: __________
Provide the IBC Permit #: __________

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

Approval Recommended:

** Chair ___________________________________________ Dept. ___________________________ Student’s I.D. Number ___________________________________________

Member: ___________________________________________ Dept. ___________________________ Student’s Name ___________________________________________

Name (Member) ___________________________________________

Member: ___________________________________________ Dept. ___________________________ Student’s Signature ___________________________

Name (Member) ___________________________________________

Member: ___________________________________________ Dept. ___________________________ Student’s Email ___________________________________________

Name (Member) ___________________________________________

Member: ___________________________________________ Dept. ___________________________ Student’s Mailing Address ___________________________________________

Name (Member) ___________________________________________

Member: ___________________________________________ Dept. ___________________________ Date of Approval ___________________________

Name (Member) ___________________________________________

***(Department Head OR Intercollegiate Faculty Chair) For the Office of Graduate and Professional Studies

** I certify that all research compliance requirements have been addressed prior to submission of this proposal.
Section 11.3. 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 or Co-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.

If the request is approved by OGAPS, the Results of the Final Examination paperwork will be sent to the departmental contact. 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 for the previous term.
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 GPRs must be at least 3.0. DEN degree requires 3.25.
7. An approved Proposal Title Page 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.
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.

NOTES:
Request and Announcement of the Final Examination
(Submit to the Office of Graduate and Professional Studies at least 10 working days prior to the defense date)

Permission is requested to hold final examination for i.d.# 1 for the degree of 2.

All committee members have been consulted and have agreed to the following schedule:

4. Date: __________________________________________

5. Time: __________________________________________

6. Location: ________________________________________

Print and sign below to indicate the student's academic records have been reviewed, and he/she is qualified to take the final examination.

5. Approved Chair or Co-Chair

____________

Approved Co-Chair

____________

Approved Department Head

List committee member names (excluding co-/chair and dept. head) below; signatures are not required. Department and/or student should provide copies to committee members.

6. Committee Member

____________

Committee Member

____________

Committee Member

____________

Committee Member

____________

Committee Member

(if applicable) 7. will substitute for 8.

Office of Graduate and Professional Studies Use Only

<table>
<thead>
<tr>
<th>Applied/should apply for</th>
<th>Graduation</th>
<th>Course work completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residency requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall GPR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree plan GPR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admitted to Candidacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90 day rule</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lacks: ____________________________

Incomplete: ____________________________

Registered: ____________________________

Exam Approved: ____________________________

Oral: ____________________________

Prelims: ____________________________

Last Revised: 6/23/2014
Section 11.4. 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 GPR. 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.

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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Office of 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) (UIN# ______________________ ) for the degree of ______________________

All committee members have been consulted and have agreed to the exemption:

1

2

The student’s academic records have been reviewed, and he/she is qualified to be exempt from the final exam.

Approved Chair or Co-Chair

Approved Co-Chair

Committee Member

Committee Member

Committee Member

Committee Member

Approved Department Head OR Intercollegiate Faculty Chair

Approved Office of Graduate Studies

Office of Graduate and Professional Studies Use Only

applied/should apply for ____________ graduation Course work completed ________________

_____ ELPE Lacks: _____________

Residency requirement

_____ Overall GPR Incompletes: _____________

_____ Degree plan GPR Registered

Proposal Exam Approved

_____ d/p: 90 day rule Oral forms mailed ________________

X: Thesis Office

Last Revised: 9/6/2013
Section 11.5. 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 department head (or chair of the interdisciplinary program) must sign if applicable.

5. The signature of the Advisory Committee Chair is required to confirm that the student is eligible to take the preliminary examination.

6. 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.

7. Enter the date of the department head signature.

NOTES:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Office of 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.

1. Student’s Signature: ____________________ UIN# ____________________

2. □ 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.)

3. □ Student has an approved degree plan, which was filed at least 90 days prior to the first written examination.

4. □ 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.)

5. □ 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.

5a. □ US Citizen

5b. □ Non-US Citizen who has satisfied at least one of the following: (a) a TOEFL score of at least 550 paper based/213 computer based/80 internet, (b) a GRE-verbal score of at least 400, (c) IELTS score of 6, (d) a GMAT-verbal score of at least 22, (e) satisfactorily passed or waived all portions of the ELPE, or (f) obtained an OGAPS Waiver.

6. □ All committee members, have scheduled or waived the written portion and agreed to attend the oral portion of the exam or found a substitute. Only one substitute is allowed, there may not be a substitute for the chair.

7. □ 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: ____________________

8. □ The time span from the first written to the oral is approximately three weeks. In cases of department-wide written examinations, this criterion is ignored.

If no, waiver approved by Department Head: ____________________

Approved:

5

6

7

Name:
Advisory Committee Chair

Name:
Department Head OR
Intercollegiate Faculty Chair

Date

Last Revised: 9/6/2013
Section 11.6. Preliminary Examination Report

1. Enter the student’s name and list the UIN.

2. Record the number of Pass and No votes and 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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Page 172
### Report of the Preliminary Examination

The undersigned duly appointed examining committee has conducted the preliminary examination of [Student Name] (Enter UIN). 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.

**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 dissention is required to pass.)*

<table>
<thead>
<tr>
<th>Number of Pass Votes</th>
<th>Number of No Pass Votes</th>
</tr>
</thead>
</table>

**If the exam was not passed:** The committee, with no more than one member dissenting, *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.

*Please strike through the inappropriate words in boldface.*

**Date:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Chair or Co-Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Co-Chair or Member</td>
</tr>
<tr>
<td>Name:</td>
<td>Member</td>
</tr>
<tr>
<td>Name:</td>
<td>Member</td>
</tr>
<tr>
<td>Name:</td>
<td>Member</td>
</tr>
<tr>
<td>Name:</td>
<td>Substitute for</td>
</tr>
</tbody>
</table>

*Please sign AND print your name.*

In compliance with the Texas Open Records Law, the student will be allowed to review this form upon written request.

**PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN ORIGINAL TO THE OFFICE OF GRADUATE AND PROFESSIONAL STUDIES**

<table>
<thead>
<tr>
<th>FOR OFFICE OF GRADUATE AND PROFESSIONAL STUDIES USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residence requirement complete: Yes No</td>
</tr>
<tr>
<td>2. Research proposal approved: Yes No</td>
</tr>
<tr>
<td>3. Formal course work completed: Yes No</td>
</tr>
<tr>
<td>4. Other course work remaining:</td>
</tr>
</tbody>
</table>

May be admitted to candidacy upon completion of item(s):

Last Revised: 9/6/2013
Section 11.7. 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. 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:
Office of Graduate and Professional Studies

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.

1. Student’s Name

2. Student’s ID Number

3. Student’s TAMU Email

4. Student’s Signature

5. 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:

Last Revised: 2/25/2015
Section 11.8. 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, 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.

NOTES:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Page 176
Office of Graduate and Professional Studies

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>1</th>
<th>Spring 2015</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>2</th>
<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>
</tr>
</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

<table>
<thead>
<tr>
<th>3</th>
<th>Department Head</th>
<th>Date</th>
<th>OR</th>
<th>Intercollegiate Faculty Chair</th>
<th>Date</th>
</tr>
</thead>
</table>

Please print your name and sign

Last Revised: 4/15/2015
Section 11.9. 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 less than 30 working days prior to the graduation ceremony 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.

1. 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.

2. 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.

3. Approved: Department Head or Intercollegiate Chair: ___________________________ Date: ___________________________

CC: International Student Services

Last Revised: 4/2/2014
Section 11.10. 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:

_________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
Texas A&M University – Office of Graduate and Professional Studies
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, 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, and must be registered full-time. 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. 359, Sec. 1, eff. January 1, 2012.

A. Student Requesting Exemption:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UIN: ___________________ Number of hours currently registered: 2
(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 # ___________ NEO Email Address ___________________

B. Employing Department Name: ___________________ Job Title: GANT GAT GAR GAL

Assistanship Hire Date: ___________ FTE: ___________ % Job Title Code: ___________ (Include EPA)

Assistanship 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 ___________

C. 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:

<table>
<thead>
<tr>
<th>Hours Registered:</th>
<th>GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved By: ___________________ Date ___________

Associate Provost for Graduate Studies ___________________ Date ___________
Section 11.11. 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 expected date of graduation (month and year). Note: date of graduation is either May, August, or December (not the month of your defense).

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, special appointment, or internship supervisor.

6. Type your Universal Identification Number and email address.

7. Submit the signed page and a PDF file of your thesis, dissertation, or record of study to Thesis and Dissertation Services 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 ‘Approval of Written Thesis’ 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.

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 979-845-2225 or thesis@tamu.edu.

NOTES:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Page 182
Office of Graduate and Professional Studies

WRITTEN DISSERTATION (Ph.D., Dr.Ph.) OR
RECORD OF STUDY (Ed.D., D.En.) APPROVAL FORM

1. Student’s Name: (Name must match TAMU student records)
   Degree (check one): □ Ph.D. (Dissertation) □ Dr. Ph. (Dissertation)
   □ Ed.D. (Record of Study) □ D.En. (Record of Study)

2. Date of Defense: (mm/dd/yy or Exempt): ____________
   Anticipated Date of Graduation (Month Year): ____________
   Today’s Date (mm/dd/yy): ____________

3. Major Subject: _________________________________________
   Dissertation or Record of Study Title: ____________________________

4. We the undersigned duly appointed committee have read and examined this manuscript. We certify it is adequate in scope and quality as a dissertation or record of study for this doctoral degree and indicate our approval of the content of the document to be submitted to Thesis and Dissertation Services for processing and acceptance, OR we indicate our dissent below. A vote by all members of the committee with at most one dissent is required to pass.

5. Choose the appropriate role and type each signer’s name below the signature line
   
   Approve
   Disapprove

   Chair: ____________________________
   Member: ____________________________
   Member: ____________________________
   Member: ____________________________
   Member: ____________________________
   Member: ____________________________

   Head of Department: ____________________________
   Student Contact Information:

6. UTIN ____________________________ Student’s Email Address ____________________________

   The student must submit this signed approval form and a PDF file of the thesis to Thesis and Dissertation Services for review. Students must clear Thesis and Dissertation Services within a year of their final defense. 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. 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 10/14
Section 11.12. 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), 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 agree-
ment, the acknowledgement of content statement, and availability option selected.

Once completed, the form can be scanned/emailed, faxed, brought in-person to Thesis and Disserta-
tion Services, or uploaded into the ETD Submission and Management System, Vireo as an adminis-
trative file.

NOTE: This form must be received by Thesis and Dissertation Services in order for the student to
receive clearance.

NOTES:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Office of Graduate and Professional Studies

THESIS, DISSERTATION, AND RECORD OF STUDY
COPYRIGHT AND AVAILABILITY FORM

Student's Name: ___________________________ Student's UIN: ___________________________

Degree: (check one) □ Master's □ Doctoral Date of Graduation (Month Year): ____________

1. TAMU COPYRIGHT AGREEMENT

I hereby certify that, if appropriate, I have obtained and attached here to 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.

2. 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 that if my ETD has been released to the University Libraries and/or ProQuest, I will not have access to it for corrections of any nature.

3. AVAILABILITY OPTIONS* (check one)

☐ (Immediate Release) Release the ETD immediately for worldwide access on the Internet.

☐ (Full Record Hold) Restrict all access to the ETD for two years for purposes of patent consideration, compliance with research contractual terms, etc., and then release the ETD for worldwide access on the Internet. Please explain below.

☐ (Document Only Hold) Restrict access to the ETD document for two years for purposes of publication, etc., then release the ETD for worldwide access on the Internet. (ETD metadata will be available during the embargo period) Please explain below.

Explain the specific reason for selecting a hold, provide the status of any actions already taken to prepare for worldwide release, and include the anticipated plans/motives for future actions (e.g., filing of patent disclosure form, etc.). Attach additional pages if needed.

4. 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: ____________

5. 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 there are publishing consequences to my selection.

Student's Signature: ___________________________ Date: ____________

Last Revised 12/10/2014 In effect beginning Spring 2015

Page 185
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?

If you need the full ETD record to be withheld from public access due to patent considerations or to comply with research contractual terms, select the “Full Record Hold”. The ETD record (not including administrative files) will be released immediately after two years unless an extension is requested and approved. Do NOT include in the ETD research that would preclude worldwide release for an extended period of time or permanently (e.g., sponsored research, national security, personal risk).

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. Please complete and submit the “Request for Extension of Thesis/Dissertation Hold” form.

Graduate students and faculty (when sponsored research) bear responsibility for requesting extensions. For holds, the graduate student and faculty chair will be contacted by email prior to the expiration date of the hold. A timely response is important in order to extend the hold period. The full ETD record will be released following the expiration date if no response is received after several attempts to contact the graduate student and faculty chair.

For additional questions or concerns regarding availability options, please contact Thesis & Dissertation Services at thesis@tamu.edu or 979-845-3631.
Section 11.13. Research Grant Application Form

1. Student must acknowledge that they have read and understand eligibility requirements for the grant.

2. Students must submit additional documentation in order for the application to be considered complete. Incomplete applications will not be considered.

3. Signatures can be original or scanned.

NOTES:
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
Application for OGAPS Graduate Student RESEARCH Grant
Submit application with original signatures only; all applications must be typed.

Name: ______________________  UIN: __________  Date: __________
  Last  First  MI
Email: ______________________  Phone: __________  Dept/IDP: __________

**Reimbursement for OGAPS Research grants will be posted to your TAMU account in the form of a scholarship. If you have a balance due, it will be deducted from that posting. Any remaining funds from the grant will then be credited to your student billing account and sent to you via direct deposit.**

**IMPORTANT: Checklist for eligibility (Please initial at each line)**

- [ ] I am in good academic standing (minimum 3.0 GPR)
- [ ] I am registered full-time (min. 9 hours in fall/spring; 6 hours in summer)
- [ ] I acknowledge I must be registered full-time at time of reimbursement (within 6 months of the award date)

This travel is: [ ] Domestic (within USA) or [ ] International

Destination: ______________________

Dates of travel: ______________________

**Overview (on separate page, limit of 1 page)** Describe briefly in non-technical layman’s terms 1) objectives of your research; 2) how this project relates to your academic degree program; 3) justification for each budget item listed below.

**Itemized budget, be specific on the items below.**

Materials/supplies: ______________________

Small equipment: ______________________

Travel: ______________________

Other (itemize): ______________________

Total requested: ______________________

**Approvals (Signatures here verify that applicant’s chairdept do not have funds to fully support student’s request)**

Signature of Applicant: ______________________

Printed name: ______________________

Signature of Committee Chair: ______________________

Printed name: ______________________

Signature of Dept Head/IDP Chair: ______________________

Printed name: ______________________

Other funding sources you have applied to (itemize source and amount) or anticipate receiving from your Chair/Dept:

______________________________

For OGAPS use only

GPR: __________  [ ] Approved  [ ] Not Approved - why: ______________________

Full-time: ______________________

Proposal submitted: __________  Amount Awarded: __________

Funds must be spent by: ______________________  Approved by: ______________________  Date: __________
Section 11.14. Presentation Grant Application Form

1. Student must acknowledge that they have read and understand eligibility requirements for the grant.

2. Students must submit additional documentation in order for the application to be considered complete. Incomplete applications will not be considered.

3. Signatures can be original or scanned.

NOTES:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Application for OGAPS Graduate Student PRESENTATION Grant
Submit application with original signatures only; all applications must be typed.

Name: ____________________ UIN: ___________ Date: ___________
Last First MI

Email: ____________________ Phone: ___________ Dept/IDP: ___________

***Reimbursement for OGAPS Research grants will be posted to your TAMU account in the form of a scholarship. If you have a balance due, it will be deducted from that posting. Any remaining funds from the grant will then be credited to your student billing account and sent to you via direct deposit.

IMPORTANT: Checklist for eligibility (Please initial at each line)

1. I am in good academic standing (minimum of 3.0 GPR)
2. I am registered full-time (min. 9 hours in fall/spring, 6 hours in summer)
3. I acknowledge I must be registered full-time at time of reimbursement (within 30 days of the presentation date)

This travel is: Domestic (within USA) or International

Overview: Attach a copy of the letter of invitation to present your poster/paper. Also, describe below or on a separate page (1 page max.) these two questions: 1) Why it is important for you to present at this meeting and 2) how it relates to your degree program. (You may apply before receiving official acceptance to conference).

Title of Paper/Abstract: __________________________________________

Society/Conference Name (no acronyms, spell out): _______________________

Dates of travel: ____________________ Location: _______________________

Itemized budget; be specific on the items below.
Airfare/transportation ________
Hotel/housing ________
Registration fee ________
Other ________

Approval (Signatures here verify that applicant’s chair/dept do not have funds to fully support student’s request)
Signature of Applicant ________ Printed name ________
Signature of Committee Chair ________ Printed name ________
Signature of Dept Head/IDP Chair ________ Printed name ________

Total requested ________

Other funding sources you have applied to (itemize source and amount) or anticipate receiving from your Chair/Dept:

____________________________________________________________________

For OGAPS use only
GPR: ________
Full-time: ________
Proposal submitted: ________ Amount Awarded $ ________
Funds must be spent by: ________ Approved by: ________ Date: ________
SECTION 12. OFFICE OF GRADUATE AND PROFESSIONAL STUDIES FACULTY/STAFF FORMS

Section 12.1. 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)

NOTES:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Departmental Request: Special Topics...Course

Please attach a course syllabus to the form.*

Office of Graduate Studies
302 Jack K. Williams Admin Bldg.
Mail Stop 1113
(for graduate)

To: Dean of College of
(for undergraduate)

I request approval of the following Special Topics course for the ______ term in the ______ year.

Department of: _____________________________

Title: Special Topics in ________________________________

Course: _____________________________

Subtitle Code _____________________________

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

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. Include 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 authors), 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: _____________________________
Section 12.2. Authorized Signatures for Graduate and Professional Studies: For College/Schools

1. Type/print the name of the College or School
2. Type/print the FULL NAME of the authorized signer.
3. Type/print the title of the signer if not already pre-printed.

*Note: The pre-printed titles are to ensure the forms have at least these signatures but colleges are not limited to these titles.

4. The original signature, as signed here, will be compared to signatures submitted on all OGAPS documents.
5. Type/print the e-mail of the authorized signer so they can be easily reached.
6. Type/print the date the form is being completed.

DPSS Approval

7. Type/print the name(s) of the DPSS authorized user
8. Type/print the title of the DPSS authorized user
9. Type/print the UIN of the DPSS authorized user (this is used to give them access to DPSS)
10. Type/print the e-mail of the DPSS authorized user so they can be easily reached.

11. Select if the DPSS user will be designated Dean Approver or Proxy Approver

*Note: This user must be a member of Graduate Faculty to approve at this level. Proxy Approvers will have access to approve but will not receive notification of new approvals. Only the Dean Approver will receive notifications.

12. Select if the DPSS user will be designated as the Pre-Committee Staff Approver

Graduate Committee Faculty Approval

13. Type/print the name(s) of the Graduate Committee Faculty authorized user
14. Type/print the title of the Graduate Committee Faculty authorized user
15. Type/print the UIN of the Graduate Committee Faculty authorized user (this is used to give them access to the Graduate Committee Faculty System)
16. Type/print the e-mail of the Graduate Committee Faculty authorized user so they can be easily reached.

17. Select if the Graduate Committee Faculty authorized user will be designated Dean Approver or Proxy Approver

*Note: This user must be a member of Graduate Faculty to approve at this level. Proxy Approvers will have access to approve but will not receive notification of new approvals. Only the Dean Approver will receive notifications.
18. Select if the Graduate Committee Faculty authorized user will have access to enter nominations
*Note: The Dean/Proxy approver will automatically have access to enter nominations.

**Designated Contact Person**

19. Type/print the name(s) of the departmental contact(s)
20. Type/print the phone number of the individual.
21. Type/print the e-mail of the individual.
22. Type/print the title of the individual.
23. Indicate which document(s) this staff member handles.

*Note: Please list all contacts for each department and indicate on the form if the contact is for a
specific program within the department. We would like only one form per department.

**Note: Individuals must be a member of the Graduate Faculty to be designated as an
authorized signer.**

NOTES:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Office of Graduate and Professional Studies

For Colleges

Authorized Signatures, Approvers, and Designated Contact Person for Graduate and Professional Studies Documents

Name of College for which these signers are authorized

List below the department head/dean/intercollegiate faculty chair and other faculty authorized to sign on behalf of the department head/dean/intercollegiate faculty chair.

Please note: Faculty member must be a member of Graduate Faculty to be authorized to sign Graduate and Professional Studies Documents. It is highly recommended that each program have at least 2 people who are authorized signers.

<table>
<thead>
<tr>
<th>Type of Name</th>
<th>Administrative Title</th>
<th>Original Signature</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>GHC Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>GOC Dean</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: Month/Day/Year

Please return this form to the Office of Graduate and Professional Studies at MS 1113

Page 1 of 4

Office of Graduate and Professional Studies

DPSS Approval

The name(s) designated as Document Processing Submission System (DPSS) Departmental Approver will be notified to approve all documents in DPSS. Those who are designated as the departmental proxy approver will be able to Proxy approve when needed, but will not receive notification to approve DPSS documents.

Please note: Faculty member must be a member of Graduate Faculty to be designated as Department or Proxy approver.

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Title</th>
<th>UIN</th>
<th>E-mail</th>
<th>College (Dean) Approver/Proxy Approver</th>
<th>Pre-committee Staff Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return this form to the Office of Graduate and Professional Studies at MS 1113

Page 2 of 4
Graduate Committee Faculty Approval

The name(s) designated as Departmental Approver will be notified to approve new nominations in the Graduate Committee Faculty system. Those who are designated as the departmental proxy approver will be able to Proxy approve when needed, but will not receive notification to approve nominations in the Graduate Committee Faculty system.

Please note: Faculty member must be a member of Graduate Faculty to be designated as Department or Proxy approvers.

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Title</th>
<th>UNI</th>
<th>E-mail</th>
<th>College (Dean) Approval/Proxy Approver</th>
<th>Access to Enter/View Nominations</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>Proxy Approver</td>
<td>17</td>
</tr>
</tbody>
</table>

Please return this form to the Office of Graduate and Professional Studies at MS 1113

Page 3 of 4

Designated Contact Person

Please list the person to whom all regular graduate document correspondence should be sent. This may be a faculty or staff person. If no one is specified, correspondence for your program will be sent to the department head or interdisciplinary program chair.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
</tbody>
</table>

Please return this form to the Office of Graduate and Professional Studies at MS 1113

Page 4 of 4
Section 12.3. Authorized Signatures for Graduate and Professional Studies: For Departments

1. Type/print the name of the Department.
2. Type/print the FULL NAME of the authorized signer.
3. Type/print the title of the signer if not already pre-printed.

*Note: The pre-printed titles are to ensure the forms have at least these signatures but colleges are not limited to these titles.

4. The original signature, as signed here, will be compared to signatures submitted on all OGAPS documents.
5. Type/print the e-mail of the authorized signer so they can be easily reached.
6. Indicate if this signer will be the DPSS Departmental Approver.

*Note: All other members will be proxy approvers. Only mark “y” for the individual(s) that must approve all DPSS documents.
7. Indicate which graduate document(s) the individual will be approved to sign.
8. Type/print the name(s) of the departmental contact(s)
9. Type/print the phone number of the individual.
10. Type/print the fax number of the individual.
11. Type/print the e-mail of the individual.
12. Type/print the title of the individual.
13. Indicate which document(s) this staff member handles.

*Note: Please list all contacts for each department and indicate on the form if the contact is for a specific program within the department. We would like only one form per department.

Note: Individuals must be a member of the Graduate Faculty to be designated as an authorized signer.

NOTES:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Office of Graduate and Professional Studies

*For Departments
Authorized Signatures & Designated Contact Person
for Graduate and Professional Studies Documents

Name of Department for which these signers are authorized

List below the department head/dean/intercollegiate faculty chair and other faculty authorized to sign on behalf of the department head/dean/intercollegiate faculty chair.

** Please note:** Faculty member must be a member of Graduate Faculty to be authorized to sign Graduate Studies Documents. It is highly recommended that each program have at least 3 people who are authorized signers.

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Administrative Title</th>
<th>Original Signature</th>
<th>Email Address</th>
<th>DPSS Departmental Approver(Y/N)*</th>
<th>Authorized to Sign the Following Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

*The name(s) designated as Document Processing Submission System (DPSS) Departmental Approver will be required to approve all documents in DPSS. Those authorized signers who are not designated as the departmental approver will still be able to Proxy approve when needed, but will not be required to approve all DPSS documents.

Designated Contact Person
Please list the person to whom all regular graduate document correspondence should be sent. This may be a faculty or staff person. If no one is specified, correspondence for your program will be sent to the department head or interdisciplinary program chair.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Last Revised: 4/21/2014
Section 12.4. Authorized Signatures for Graduate and Professional Studies: For IDPs

1. Type/print the name of the Intercollegiate Program.

2. Type/print the name of Administrative College.

3. Type/print the FULL NAME of the authorized signer.

4. Type/print the title of the signer if not already pre-printed

*Note: The pre-printed titles are to ensure the forms have at least these signatures but colleges are not limited to these titles.

5. The original signature, as signed here, will be compared to signatures submitted on all OGAPS documents.

6. Type/print the e-mail of the authorized signer so they can be easily reached.

7. Type/print the date the form is being completed.

DPSS Approval

8. Type/print the name(s) of the DPSS authorized user

9. Type/print the title of the DPSS authorized user

10. Type/print the UIN of the DPSS authorized user (this is used to give them access to DPSS)

11. Type/print the e-mail of the DPSS authorized user so they can be easily reached.

12. Select if the DPSS user will be designated Dean Approver or Proxy Approver

*Note: This user must be a member of Graduate Faculty to approve at this level. Proxy Approvers will have access to approve but will not receive notification of new approvals. Only the Dean Approver will receive notifications.

13. Select if the DPSS user will be designated as the Pre-Committee Staff Approver

Graduate Committee Faculty Approval

14. Type/print the name(s) of the Graduate Committee Faculty authorized user

15. Type/print the title of the Graduate Committee Faculty authorized user

16. Type/print the UIN of the Graduate Committee Faculty authorized user (this is used to give them access to the Graduate Committee Faculty System)

17. Type/print the e-mail of the Graduate Committee Faculty authorized user so they can be easily reached.

18. Select if the Graduate Committee Faculty authorized user will be designated Dean Approver or Proxy Approver

*Note: This user must be a member of Graduate Faculty to approve at this level. Proxy Approvers will have access
to approve but will not receive notification of new approvals. Only the Dean Approver will receive notifications.

19. Select if the Graduate Committee Faculty authorized user will have access to enter nominations
*NNote: The Dean/Proxy approver will automatically have access to enter nominations.

**Designated Contact Person**

20. Type/print the name(s) of the departmental contact(s)

21. Type/print the phone number of the individual.

22. Type/print the e-mail of the individual.

23. Type/print the title of the individual.

24. Indicate which document(s) this staff member handles.

*Note: Please list all contacts for each department and indicate on the form if the contact is for a specific program within the department. We would like only one form per department.

NOTES

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Office of Graduate and Professional Studies

For Interdisciplinary Programs

Authorized Signatures, Approvers, and Designated Contact Person for Graduate and Professional Studies Documents

Name of Intercollegiate Program for which these signers are authorized

Name of Administrative College

List below the department head/dean/intercollegiate faculty chair and other faculty authorized to sign on behalf of the department head/dean/intercollegiate faculty chair.

Please note: Faculty member must be a member of Graduate Faculty to be authorized to sign Graduate and Professional Studies Documents. It is highly recommended that each program have at least 3 people who are authorized signers.

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Administrative Title</th>
<th>Original Signature</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intercollegiate Faculty Chair</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Date: Month/Day/Year

Please return this form to the Office of Graduate and Professional Studies at MS 1113

Page 1 of 4

Last Revised: 4/26/2016

Office of Graduate and Professional Studies

DPSS Approval

The name(s) designated as Document Processing Submission System (DPSS) Departmental Approver will be notified to approve all documents in DPSS. Those who are designated as the departmental proxy approver will be able to Proxy approve when needed, but will not receive notification to approve DPSS documents.

Please note: Faculty member must be a member of Graduate Faculty to be designated as Department or Proxy approvers.

<table>
<thead>
<tr>
<th>Typed Name</th>
<th>Title</th>
<th>UBI</th>
<th>E-mail</th>
<th>Departmental Approver/Proxy Approver</th>
<th>Pre-committee Staff Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>(11)</td>
<td>12</td>
</tr>
</tbody>
</table>

Please return this form to the Office of Graduate and Professional Studies at MS 1113

Page 2 of 4

Last Revised: 4/26/2016
Graduate Committee Faculty Approval

The name(s) designated as Departmental Approvers will be notified to approve new nominations in the Graduate Committee Faculty system. Those who are designated as the departmental proxy approver will be able to Proxy approve when needed, but will not receive notification to approve nominations in the Graduate Committee Faculty system.

**Please note:** Faculty member must be a member of Graduate Faculty to be designated as Department or Proxy approvers.

<table>
<thead>
<tr>
<th>Type(d) Name</th>
<th>Title</th>
<th>UN</th>
<th>E-mail</th>
<th>Departmental Approval/Proxy Approver</th>
<th>Access to Enter/View Nominations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
<td>18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State:刘备: 4/20/2016

Office of Graduate and Professional Studies

Designated Contact Person

Please list the person to whom all regular graduate document correspondence should be sent. This may be a faculty or staff person. If no one is specified, correspondence for your program will be sent to the department head or interdisciplinary program chair.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

State:刘备: 4/20/2016
Section 12.5. English Language Proficiency – Request to Retake the ELP Examination Form

1. Complete the student’s name and UIN.
2. The Department Head must print and sign the form.
3. The student must meet the criteria to be eligible for a retake of the exam.

NOTES:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Page 204
Request to Retest the English Language Proficiency Examination Form

Student Name: _____________________________________________
Student UIN: _____________________________________________
Department Head (Print): _____________________________________________
Department Head Signature: _____________________________________________

Please allow the student listed above to retest the English Language Proficiency Exam. I attest that the student meets the following criteria:

- Our department needs the student to work as a Teaching Assistant
- The student has passed at least two sections of the ELPE
- The two areas lacking must have a minimum score of 75 in each section on the last exam taken.
Section 12.6. English Language Proficiency – Alternative Verification Form

1. Complete the student's name and UIN.
2. The Department Head must sign the form.

NOTES:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Page 206
Alternative Verification Form
English Language Proficiency Requirements

Departments initiate alternative verification requests.

Date: ________________________________

Student Name: ________________________________

Student UIN: 1

Department Head Name (Print): ________________________________

Department Head Signature: ________________________________

I certify that the international student listed above holds a master's degree from an accredited U.S. institution, and therefore qualifies for alternative verification.

Last Revised: 9/6/2013
Section 12.7. 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. Provide supporting documentation of student qualifications.

NOTES:
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
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 U.S. institution or institutions, 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; therefore the department requests an exemption for this student from the English language proficiency requirement for certification.

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: 10/25/2016
Section 12.8. Request to Work Additional Hours Form

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. Provide the semester that the work is being completed (e.g. Fall 2016).

4. In the left column of the form, information regarding the student’s 50% effort position must be completely filled out.

5. In the right column of the form information regarding the student’s additional employment must be completely filled out.

6. The student is allowed to work no more than 9 hours above the 20 hour assistantship.

7. List the contact person information including email and phone number for the person in which the form is being returned to.

8. The start and end date of employment must be specified and within the semester requested. The start date must not be prior to the date that the request is being submitted to OGAPS.

9. A description of duties for each position is required.

10. The department head from the student home department and additional employing department must sign.

11. The student’s advisory chair (if one is a selected and on file), must sign this 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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
**Request to Allow Graduate Assistant to Work More Than 50%**

**INSTRUCTIONS**

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 75% effort (29 hours per week). The employee and department(s) will complete and sign the form and submit to the Office of Graduate and Professional Studies (OGAPS) for review. Please submit this form after confirming that the student is registered full-time for the semester that the work is being completed. OGAPS will send a copy back to the department(s) for appropriate handling. 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).

<table>
<thead>
<tr>
<th>Graduate Assistant Name: __________________________</th>
<th>UIN __________________</th>
<th>Semester __________</th>
</tr>
</thead>
</table>

### Information Regarding 50% Effort

<table>
<thead>
<tr>
<th>Adloc Name and Adloc Number</th>
<th>Adloc Name and Adloc Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN</td>
<td>System Member Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title and Title Code</th>
<th>Position Title and Title Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pay Rate: ________</th>
<th>☐ Per Month  ☐ Per Hour</th>
</tr>
</thead>
</table>

- Task Payment: This task should not require more than an average of 9 hours per week.

<table>
<thead>
<tr>
<th>Department Contact Name, Phone and Email Address</th>
<th>Department Contact Name, Phone and Email Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date (mm/dd/yyyy)</th>
<th>End Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

Number of hours per week: 20

Brief Description of Primary Employment Job Duties (or Attach a Copy of the Position Description).

Brief Description of Additional Employment Job Duties (or Attach a Copy of the Position Description) and Any Additional Comments if Applicable.

<table>
<thead>
<tr>
<th>Signature of Primary Department Head</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Secondary Department Head</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Advisory Committee Chair</th>
<th>Date</th>
</tr>
</thead>
</table>

Approval by Office of Graduate and Professional Studies

**SUBMIT FORM TO:**
Office of Graduate and Professional Studies
112 Jack K. Williams Administration Bldg., Mail Stop 1113
Email: ogapsprocessing@tamu.edu

**NEED HELP?**
Office of Graduate and Professional Studies
Phone: (979) 845-3631
Email: ogapsprocessing@tamu.edu

Request to Work Additional Hours Last Revised: 8/1/2016
Section 12.9. 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

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:

☐ 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://ogsdpss.tamu.edu](http://ogsdpss.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 reallocation of 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://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu) and create a 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://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu) and create new degree plans for both the master’s and doctoral degree programs. 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 reallocation of research hours.

In all instances, the form should be submitted by the doctoral department.

Student Name: ____________________________________________  UIN: ______________________


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: _______________________

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: _______________________

Member: _______________________
Date: _______________________

Master’s Program Signatures (if in a different major)
Approval Recommended:

Chair: _______________________
Date: _______________________

Member: _______________________
Date: _______________________

Member: _______________________
Date: _______________________

Member: _______________________
Date: _______________________

Member: _______________________
Date: _______________________

Member: _______________________
Date: _______________________

Member: _______________________
Date: _______________________