Submission and Approval of Graduate Student Documents through DPSS

Jana Corley
• http://ogsdpss.tamu.edu

• Log in using NetID and password

• All Graduate Faculty who serve on committees must have a UIN and a NetID, and they must also publish their email to the directory.
The student is able to create new documents or view existing documents.
Templates

- Course Templates and Committee Templates are available
- Templates are program specific
- The student may edit the courses or committee members added automatically
If a template is being used, the courses or committee members are pre-populated and a message is displayed letting the student know. The student is still able to make entries or to delete anything that is there.
If the degree plan cannot pass Audit but has a Warning, the Student may elect to enter an Exception Request.
Order of Approval

- Pre-committee Staff Approver
- Committee Chair
- Co-chair
- Committee
- Department

For committee change petitions, the original committee must approve the petition before any new members can approve.

For petitions that require the approval of a second department, the document must go through the cycle for the first department before it moves on to the second department.
Document Status Codes

- **INC** Document has been created and must be submitted to begin the approval process. All documents, except the MDD Petition, must pass an audit before submission is allowed.

- **AU1** Document has been audited and is ready for submission. If the document is edited, it will have to be audited again before it can be submitted for approval.

- **STF** Document has been submitted and is being reviewed by a staff member in the program.

- **SF2** Document has been submitted and is being reviewed by a staff member in the second program.

- **COM** Document has been submitted and is being reviewed by the advisory committee.

- **CM2** Document has been submitted and is being reviewed by the second advisory committee.
Document Status Codes

- **DEP** Document has been approved by the advisory committee and is now being reviewed by the departmental approver.
- **DP2** Document has been approved by the second advisory committee and is now being reviewed by the second department.
- **RCD** A problem has been found by the committee or department while reviewing the document. The student should read the reviewer’s comments in the notification e-mail they received and make the appropriate revisions.
- **OGS** Document has been approved by the advisory committee and department. It is now being reviewed by the Office of Graduate and Professional Studies.
- **APP** Document has received final approval from the Office of Graduate and Professional Studies.
- **RET** Document has been returned by OGS due to an error or missing requirements. If no edits are made, it will go directly to the department for approval when resubmitted. If edits are made, the student must re-audit and submit to the committee for approval again.
Proxy Approvals

Select Proxy to view any documents available for proxy approval

Degree Plans for Committee Proxy Approval

<table>
<thead>
<tr>
<th>Degree Plans</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole</td>
<td>MS in SOCI submitted on June 05, 2014</td>
</tr>
</tbody>
</table>

Degree Plans for Department Proxy Approval

There are currently no degree plans under this category.
The Proxy approver chooses which pending member in their respective department to proxy for from the dropdown menu and then clicks Approve.
The proxy approval will be noted under the faculty member’s name.
Questions?

Jana Corley
Assistant Director
Office of Graduate and Professional Studies
jana-corley@tamu.edu
979-845-3631