Degree Milestones and Timelines

Graduate Advisor Workshop
Fall 2015
Spring 2015 Graduate and Professional Studies Deadlines

First day to apply for graduation: January 7, 2015
First class day: January 20, 2015

Electronic submittal site opens for early submittals: December 9, 2014
Last day to apply for graduation (w/o late fee): February 20, 2015
Last day to take oral exam: March 13, 2015

Last day to submit final corrections to Thesis Office: April 20, 2015
Electronic Submittal System opens for spring semester early submittals: April 20, 2015

T.O. early clearance deadline & Last day to add/drop courses: January 26, 2015
Last day to submit request for final oral exam: February 27, 2015
Last day to submit ETD and signed Approval Form to Thesis Office: March 27, 2015
T.O. reviews ETDs; students submit corrections

Commencement: May 14-16, 2015
Degree Audit: May 13, 2015
Final clearance date for Fall 2014 degree candidates: June 30, 2015

Note: Consult http://ogaps.tamu.edu/ for official, complete list of OGAPS Deadlines.
Timeline / Milestones

Doctoral Degree Requirements*

- Degree Plan
- Preliminary Exam
- Proposal
- Admission to Candidacy
- Final Exam / Defense
- Dissertation

Master’s (Thesis Option) Degree Requirements*

- Degree Plan
- Proposal
- Final Exam / Exemption
- Thesis

Master’s (Non-Thesis Option) Degree Requirements*

- Degree Plan
- Final Exam / Exemption

* Requirements may vary within specific degree programs
Non-Course Requirements

- Residency
- English Language
- Continuous Registration
- Time Limits
Degree Plan

- Blocks are placed on students each semester before registration
  - 2 weeks prior to registration
- Criteria is set by College
- Degree plan must be in ‘OGS’ status before hold will be removed
- Needs to be in approvable status
  - Test scores, transcripts submitted
- Must be approved before anything else is submitted

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>MASTERS</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 39 completed hours</td>
</tr>
<tr>
<td>BUSINES</td>
<td>Block after 24 completed hours</td>
<td>Block after 48 completed hours</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>Block after 24 completed hours</td>
<td>Block after 48 completed hours</td>
</tr>
<tr>
<td>DENTISTRY</td>
<td>TEA</td>
<td>TEA</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>Block after 12 completed hours</td>
<td>Block after 36 completed hours</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>Block after 18 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>
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<tr>
<td>LIBERAL ARTS</td>
<td>After a degree plan in the 5th semester (spring semester of their second year)</td>
<td>After a degree plan in the 5th semester (spring semester of their second year)</td>
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<tr>
<td>MEDICINE</td>
<td>After the conclusion of the 5th semester (spring semester of their second year)</td>
<td>After the conclusion of the 5th semester (spring semester of their second year)</td>
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<tr>
<td>NURSING</td>
<td>TEA</td>
<td>TEA</td>
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<tr>
<td>PUBLIC HEALTH</td>
<td>After completing 60 semester credit hours</td>
<td>After completing 90 semester credit hours</td>
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<tr>
<td>SCIENCE</td>
<td>10 completed hours</td>
<td>During 4th Regular Semester</td>
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<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>
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</tbody>
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Doctoral Preliminary Exam

- Valid for 4 years
- Must be at least 14 weeks between preliminary exam and final exam
- Student must be eligible to take it.
• Submit to OGAPS
  • Proposal Approval page
  • Full research proposal
• Complete Research Compliance Checklist
• Proposal reviewed by OGAPS and Research Compliance & Biosafety
  • Student and/or PI needs to respond to follow up questions
• Submit to OGAPS at least 30 days before final exam
# Graduate Student Responsible Conduct of Research

If your research involves:  

<table>
<thead>
<tr>
<th>If your research involves</th>
<th>Follow this process</th>
<th>You may need approval from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animals</td>
<td>Animal Welfare Assurance Program</td>
<td>Institutional Animal Care and Use Committee</td>
</tr>
<tr>
<td>Humans</td>
<td>Human Subjects Protection Program</td>
<td>Institutional Review Board</td>
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<tr>
<td>Biohazards</td>
<td>Biosafety Program</td>
<td>Institutional Biosafety Committee</td>
</tr>
<tr>
<td>Nonclinical Laboratory Studies</td>
<td>Good Laboratory Practices</td>
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<tr>
<td>Deemed Exports or Conflicts of Interest</td>
<td>Division of Research</td>
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<tr>
<td>Other (non-lab based)</td>
<td>Disciplinary Standards</td>
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</tbody>
</table>

Complete Responsible Conduct of Research training  

or equivalent training in your department

See: [http://rcb.tamu.edu](http://rcb.tamu.edu)
Doctoral Admission to Candidacy

- Complete all graded course work on degree plan (681, 684, 690, and 691 not included)
- Have a 3.0 Graduate Cumulative GPA and a Degree Plan GPA
- Successfully complete Preliminary Exam (both written and oral)
- Have an approved Research Proposal on file with the Office of Graduate Studies
- Meet the residency requirement
Request & Announcement of Final Exam

- Committee chair and department head/intercollegiate faculty chair sign request or exemption form
- Submit to OGAPS at least 10 working days before the date of the exam
- Students are not meeting requirements
- Students not following up appropriately
Request & Announcement of Final Exam

- Is degree plan up-to-date in Howdy?
- Is committee membership accurate?
- Have all courses have been completed – or are in progress?
- Are degree plan and cumulative GPA ≥3.0?
- Has residency been completed?
- Have ELP requirements been completed?
- Have you been admitted to candidacy (doctoral) or have approved proposal on file with OGAPS (master’s thesis option)?
Report of Final Exam

- All committee members, with at most one substitution, must sign
- Chair signature must be original
- Authorized signers may not sign for anyone
- Committee chair can fill out section authorizing Incomplete grades for 691/692/694 on the degree plan to be changed to Satisfactory
- Submitting in a timely manner – 10 business days
• Students not submitting required documents by deadline:
  – Upload committee approved PDF file of thesis/dissertation
  – Submit signed Written Thesis/Dissertation Approval Form
• Complete required corrections on time
• Not registered appropriately
Apply for Graduation

- During the first week of final semester
- Pay graduation fee after graduate application is submitted
Office of Graduate and Professional Studies

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Email: ogapsprocessing@tamu.edu