Academic Calendars, Resources & Processing Timelines

Spring 2017 New Graduate Advisor Workshop

Russell Ramirez – Assistant Director – Records Processing
Debbie Starnes - Graduate Student Specialist III - Records Processing
Processing Team

Kim Widdison & Tyler Fadal (Karen Seago – back up)
- Agriculture
- Bush
- Dentistry
- Education
- Liberal Arts
- Mays
- Medicine
- Public Health
- Vet Med
- IDP’s

Savanah Sanchez & Debbie Starnes (Karen Seago – back up)
- Architecture
- Geosciences
- Engineering
- Nursing
- Science

TAMU Galveston – Russell Ramirez
TAMU Qatar – Savanah Sanchez
• **Calendars & Deadlines**

  - Allows graduate students to stay on top of deadlines for their degree requirements as they matriculate through their chosen program.

  - Each Semester, OGAPS publicizes the deadlines by which graduate students must complete specific degree requirements in order to be eligible to remain a degree candidate and graduate.
• Calendars & Deadlines
  – Year-round Calendars
    • Full Calendar
    • Doctoral Dates & Deadlines
  – Term Calendars
    • Fall 2016
      – All Dates & Deadlines
      – Master’s Non-Thesis
      – Master’s Thesis
      – Doctoral
    • Spring 2017
      – All Dates & Deadlines
    • Summer 2017
      – All Dates & Deadlines
• Calendars & Deadlines
  – University Academic Calendar
    • Maintained by the Office Of The Registrar
    • Provides all major deadlines for each semester

http://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar
Resources: OGAPS Website

- ogaps.tamu.edu
  - Calendars & Deadlines
  - Forms & Information
  - Resources for Degree Completion
  - Professional Development Opportunities
  - Funding Opportunities
  - Graduate Catalog
Resources: Forms and Information

- Forms and Information
  - Student Forms and Information
    - Academic Process Forms
      - DPSS
      - Preliminary Exam Forms
      - Proposal Approval Forms
      - Request for Final Exam/Exemption
    - Thesis/Dissertation Forms
      - Approval Form
      - Copyright and Availability
      - Surveys
  - Forms and Information
    - Academic Process Forms
      - Document Processing Submission System (DPSS)
      - Preliminary Examination Checklist and Report (PDF)
      - Request for Final Examination (PDF)
      - Request for Exemption from Final Examination (PDF)
      - Request for Letter of Completion (PDF)

FORMS AND INFORMATION
You must obtain all required signatures on any form that you submit to OGAPS. If one of the required signers is unavailable, each program has additional faculty members who are authorized signers for 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 Interdisciplinary Program Chair to sign, that signature must be original. If your form does not require this signature, then the committee chair’s signature must be original.
Resources: DPSS

- [http://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu)
- Degree Plans
- Petitions
  - Committee Change
  - Coursework Change
  - MDD
  - Waivers/Exceptions
  - Time Limits
The Graduate and Professional Catalog provides information about the academic programs of Texas A&M University to students, prospective students, faculty and staff of the University. While every effort has been made to make the catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula and courses listed in these catalogs.

The provisions of the catalog do not constitute a contract, express or implied, between any applicant, student, faculty or staff member of Texas A&M University or The Texas A&M University System. The catalog is for informational purposes only. The University reserves the right to change or alter any statement herein without prior notice. The catalog should not be interpreted to allow a student who begins his or her education under the catalog to continue the program under the provisions in that catalog.
Timeline/Milestones

Doctoral Degree Requirements*

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

* Requirements may vary within specific degree

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
Timelines/Milestone

• Additional Requirements

Residency

• Doctoral Students:
  • Master’s degree: one academic year
  • Bachelor’s degree: one academic year plus one semester
  • Master’s Students: differs between programs

English Language

• Must be verified
• To teach, must be certified

Continuous Registration

• Required to be in continuous registration until all degree requirements have been completed for Thesis option and Doctoral.

Time Limits

• Coursework: 10 years-doctoral, 7 years-masters
• Preliminary Exam: 4 years
• Final Exam: 1 year
Degree Plan

- Degree Plans should be submitted as soon as possible after beginning program at TAMU
  - Each degree/program have different deadlines for Degree Plan to be submitted before blocked from registration
- Degree Plans submitted in DPSS with assistance from Department.
- Department will review and approve or reject Degree Plan before OGAPS will process

- Changes to Degree Plan Coursework added via petition in DPSS
- Transfer Credit
  - Not applied to previous degree
  - Graded courses with a grade of B or higher only
  - No research or internship courses

** All transcripts need to be with the Office of Admissions**
In order to be eligible to take their Prelim Exam students must:

• Be registered in the semester they take the exam
• Must have an approved degree plan on file
• Have an overall and degree plan GPA of 3.0 or higher
• Be a U.S. citizen or have met their ELP requirements
• Student must have no more than 6 hours of course work (not including 691s) remaining at the end of the semester
After the Exam, both the Report and Checklist need to be submitted to OGAPS. Please make sure the following information is filled out:

- Student Name
- UIN
- Number of Votes
- Date
- Signatures from all Committee members
• Reasonably detailed outline of dissertation research project
• Signatures from all committee members, department head, and yourself
• Attach your research proposal in full
• Should be submitted at least 20 working days prior to the Request for Final Examination
Admission to Candidacy

- Degree plan GPR of at least 3.0
- Graduate GPR of at least 3.0
- Passed Preliminary Exam
- Approved Dissertation Proposal
- Completed all graded course work on degree plan
- Met Residency Requirement

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FOR OFFICE OF GRADUATE AND PROFESSIONAL STUDIES USE ONLY

1. Residence requirement complete: Yes ___ No ___
2. Research proposal approved: Yes ____ No ____
3. Formal course work completed: Yes ___ No ___
4. Other course work remaining: ___ ___

May be admitted to candidacy upon completion of item(s):
The Request for Final Examination should be submitted at least 10 working days prior to the exam date.

Original signatures from the chair and department head are required.

All changes to Degree Plan must be submitted prior to Final Exam.
Final Exam/Defense

• Requirements to be eligible for Final Exam
  – Cumulative and Degree Plan GPAs 3.0 or higher
  – Admitted to candidacy
  – No D, F, or U grades on Degree Plan
  – ELP requirements satisfied
  – Students can only have I, X, or be registered for S/U courses
Final Exam Cont’d

• Requirements for Final Exam Exemption
  – MS THO must have 3.5 degree plan GPA and a 3.0 cumulative GPA
T HESIS & DISSERTATION

• Required by deadline in graduation semester:
  – Submit PDF dissertation to http://etd.tamu.edu
  – Signed Written Thesis/Dissertation Approval Form to OGAPS
Thesis & Dissertation

• Other Forms:
  – Copyright and Availability
  – Copyright Permissions (if needed)
  – Survey of Earned Doctorates (SED) & AAUDE Survey (Doctoral Only)

• Clearance Requirements:
  – Complete all requested corrections
  – Apply for graduation
  – Register for Semester
  – Pass final exam
  – Submit all required forms
We are looking for patterns of problems as well as consistency.

Common corrections include:

- Page numbering
- Page size
- Margins
- Organizational style

- Word agreement between the Table Of Content, List Of Figures and List Of Tables and the text
- Heading inconsistency
- Reference inconsistency
Thesis & Dissertation-How long will it take?

- 1st review: 3 days-3 weeks
- Once review is completed, student and chair will receive an email.
- Upload corrected file
- Corrections are usually reviewed within 10 working days
- Students have an average of 2 rounds of corrections
- Plan on 4-6 weeks from submission to clearance
Thesis & Dissertation Resources

- Pre-Submittal Conferences
  - Face to Face
  - Online
- Templates
  - Word
  - LaTeX
- eCampus Community
  - Turnitin
Thesis & Dissertation – Early Clearance

• System opens for following semester to add/drop deadline in new semester.
• If thesis/dissertation clears, then for OGAPS purposes, you do not have to be registered for the semester.
• Short time period and a small number of documents clear.
• After thesis/dissertation clears, you can request a Letter of Completion from OGAPS.
Any Questions?

Contact us at:

Graduate Records Processing
ogapsprocessing@tamu.edu

Thesis and Dissertation Services
thesis@tamu.edu

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