Records Processing

The Office of Graduate and Professional Studies

Dee Cooper
Graduate Student Specialist III
Records Processing
• OGAPS is responsible for maintaining all University requirements. Programs keep track of any additional requirements.

• Programs are asked to make sure forms are properly filled out, signed by correct faculty members, and fall within guidelines for degree program. Make sure to adhere to the deadline calendars.
# What’s new in Processing

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<tr>
<th>Colleges</th>
<th>Processor 1</th>
<th>Processor 2</th>
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<tbody>
<tr>
<td>Agriculture</td>
<td>Andrea Dawson&lt;br&gt;<a href="mailto:andi2008@tamu.edu">andi2008@tamu.edu</a>&lt;br&gt;979-458-9771</td>
<td>Kim Widdison&lt;br&gt;<a href="mailto:k-widdison@tamu.edu">k-widdison@tamu.edu</a>&lt;br&gt;979-458-9774</td>
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<td>Bush School</td>
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<td>Vet Med</td>
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<td>Architecture</td>
<td>Ashley Stokes&lt;br&gt;<a href="mailto:stokes992@tamu.edu">stokes992@tamu.edu</a>&lt;br&gt;979-845-5894</td>
<td>Dee Cooper&lt;br&gt;<a href="mailto:dcooper@tamu.edu">dcooper@tamu.edu</a>&lt;br&gt;979-862-7634</td>
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<td>Special Projects</td>
<td>Amanda Conley</td>
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<td>Back-Up Contact</td>
<td>Jana Corley&lt;br&gt;<a href="mailto:jana-corley@tamu.edu">jana-corley@tamu.edu</a>&lt;br&gt;979-862-7223</td>
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<tr>
<td>Back-Up Contact</td>
<td>Laura Hammons&lt;br&gt;<a href="mailto:lhammons@tamu.edu">lhammons@tamu.edu</a>&lt;br&gt;979-458-9772 or 979-845-2225</td>
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Degree Plan – Are filed through on-line Document Processing Submission System (DPSS)

Online Petitions – MDD & Long Form petitions

Paper Petitions – Petition for course changes, Petition for Change of Committee, Petition to Change Major/Degree/Department, Petition for extension of Time Limits, and Petition of waivers or exceptions to University requirements/rules.
Preliminary Examination – Reports of the Preliminary Exams must be accompanied with the Preliminary Exam Checklist.

New Proposal Approval Page – Proposal Approval Page now includes IRB checklist, and requires all pages of the proposal to be submitted to OGAPS.
• Requests must be submitted to OGAPS 10 working days prior to the exam date.
• Final Exam Report forms are sent to OGAPS program contact for distribution to the student’s chair.
• Running a students degree evaluation in Howdy before submitting an exam request/exemption request can help to identify problems that will reduce the chances of the request being returned.
Degree Plans

- Review Degree Plan Blocking criteria that has been set by your colleges. Please inform students who have not filed a degree plan, when holds will be placed on their accounts preventing registration.

- Verify that all academic requirements as well as exceptions to requirement have been received and processed by Office of Admissions before approving degree plans.
Degree Plans

• It is strongly suggested that each program have someone designated as the pre-committee staff approver in the DPSS workflow to check documents before they are approved.
Degree Level Changes

- **Domestic students** – must be made within first 20 class days in the fall/spring and 4 class days in the summer.

- **International** – must be made within first 12 class days in the fall/spring and 4 class days in the summer.

- **Changes from G7 to G8 for Doctoral Students** – follow same time line as above and can only be made by OGAPS staff
Things to Remember

• Identify students by legal names and University Identification Number (UIN) on all correspondence.

• The Office of Graduate and Professional Studies only monitors University rules.

• We all work together to make sure graduate students progress through their degree programs.
Helpful Hints

• Print/type complete faculty names under signatures on forms.

• State requests clearly and provide justification for requests when required.

• Confirm that all required signatures have been provided and that only authorized departmental/program individuals have signed.

• Observe deadlines.

• Communication is key.
Questions?

Please visit the Office of Graduate and Professional Studies website http://ogaps.tamu.edu for additional information or you may contact us at (979)845-3631
Thank You!