Overview of the Office of Graduate and Professional Studies

Rosana G. Moreira, Assistant Provost for OGAPS
Professor of Biological & Agricultural Engineering
Search for ‘TAMU’ and locate the TAMU OGAPS New Graduate Student Orientation – January 15
The role of OGAPS

OGAPS

- Maintain official graduate student records
- Process required documents: degree plans, petitions, tuition waivers
- Provide thesis and dissertation services
- Approve ("clear") graduate students for graduation
- Offer Ombuds service for graduate students
- Fellowship and awards opportunities
- Graduate student professional development
- Graduate Student Recruitment in partnership with Departments & Colleges
OGAPS Website – ogaps.tamu.edu
Howdy Portal: howdy.tamu.edu

• Access:
  • University records
  • Class schedule, holds and student registration
  • Grades and transcripts
  • Degree evaluation
  • Financial aid and billing services
  • TAMU email, libraries, and ecampus
  • Other campus resources, information and services
Howdy Portal: howdy.tamu.edu

Degree evaluation
Degree Requirements
# Graduate Student Classifications

## Master’s (G7)
- Master's degree seeking student

## Doctoral (G7&G8)
- **G7** - Admissions to doctoral program without recognized master's or 30 hours of eligible coursework at TAMU
- **G8** - Admissions to a doctoral program with recognized master's equivalent
- First Professional - DVM, JD, MD, DDS, PharmD

## Other (G6&G9)
- **G6** - Non-degree seeking
- **G9** - All official documentation not received at TAMU
Minimum Required Hours for Degrees

- **Doctoral – Research/Scholarship**
  - 64 semester credit hours (sch), enter with a recognized master’s
  - 96 semester credit hours (sch), enter without a recognized master’s

- **Master’s**
  - Varies depending on program (from 30 sch to 60 sch)
Interactive Degree Planner

Select your College, Department, Major, and Degree

http://ogapsapps.tamu.edu/requirements/
Interactive Degree Planner

View Steps to Degree Completion

Doctoral Degree Requirements*

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

* Requirements may vary within specific degree programs

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
Interactive Degree Planner

View Additional Requirements

- Residency
- English Language
- Continuous Registration
- Time Limits
English Language Requirements

**Verification**

- Meet University minimum requirements

**Verification Methods**

- Test Scores (TOEFL, GRE/GMAT, IELTS)
- Alternative Verification via Department Request

**Certification**

- Serve as a Graduate Assistant – Teaching

**Certification Methods**

- Score of 80 on four sections of English Language Proficiency Exam (ELPE)
- Obtain grade of A or B in English Language Institute (ELI)
- Alternative Certification via Department Request

**Applies to all international graduate students whose native language is not English – as defined by the Office of Admissions (see graduate catalog)**
Graduate Student Responsible Conduct of Research

Complete Responsible Conduct of Research training or equivalent training in your department.

If your research involves
- Animals
- Humans
- Biohazards
- Nonclinical Laboratory Studies
- Deemed Exports or Conflict of Interests
- Other (non-lab based)

Follow this process
- Animal Welfare Assurance Program
- Human Subjects Protection Program
- Biosafety Program
- Good Laboratory Practices
- Division of Research
- Disciplinary Standards

You may need approval from
- Institutional Animal Care and Use Committee
- Institutional Review Board
- Institutional Biosafety Committee

See: [http://rcb.tamu.edu](http://rcb.tamu.edu)
Research and Presentation Grants

- Partially supported by funds provided to OGAPS by the Association of Former Students
- Supports graduate student research or travel to present research
- Maximum awards:
  - Presentation Award - $500 (within the U.S.), $750 (international travel)
  - Research Award - $750
- Deadlines:
  - February 1, 2018; May 1, 2018; August 1, 2018

http://ogaps.tamu.edu/Buttons/Funding-Opportunities/Research-and-Presentation-Award-Guidelines
Non-Resident Tuition Waivers

**Employed as GA in Academic Department**
- Submit waiver through Department

**Available to all students (and their spouses/dependents)** employed as Graduate Assistants (GATs, GARs, and GANTs)

**Employed as GA in Non-Academic Department**
- Submit Non-Resident Tuition Waiver Form to OGAPS

- Pay tuition at the in-state rate
- Must be registered full-time and making satisfactory academic progress
- Fall and Spring Semesters. Due by the 12th class day
- Summer Semester. Due by 4th class day
Student Grievance Procedures

• Types of Grievances
  • Discrimination Appeals
  • Disability Accommodations in Academic Programs
  • Sexual Harassment
  • Grade Disputes
  • Unexcused Absences
  • Academic Suspension and Blocks
  • Student Conduct Separation
  • Academic Misconduct
  • Graduate Student Examination Evaluation Disputes
  • Financial Assessments by the University
  • Parking Citations

• Procedures
  • Discrimination Appeals Panel
  • Undergraduate Academic Appeals Panel
  • Graduate Appeals Panel
  • Parking Citation Appeals Panel

http://student-rules.tamu.edu
Climate of Respect

As a major public institution of higher education, Texas A&M University has both an extraordinary opportunity and a special responsibility to create and maintain a climate that affirms diversity of persons as well as diversity of views. Diversity is an indispensable component of academic excellence. A commitment to diversity means a commitment to the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community. Among these characteristics are race, ethnicity, national origin, gender, age, socioeconomic background, religion, sexual orientation, and disability. As we harness the power of diversity, we will provide students, faculty, and staff a university experience rich in perspectives and opportunities to learn from each other. In the spirit of shared responsibility, we encourage each University unit, student organization, and campus community member to help make our campus a welcoming place for all.

Report
Incidents of hate/bias: stophate.tamu.edu
Concerning behavior: tellsomebody.tamu.edu
Graduate Student Ombuds Officer

Assist
Solving conflicts, disputes, and complaints informally

Safe Environment
Impartial and confidential advice

Assess and Identify
Trends in graduate student success using general, de-identified feedback

Contact information:
Office of Graduate and Professional Studies
ombuds@tamu.edu
Graduate Student Ombuds Officer

- A safe place to explore solutions to conflicts with faculty, administrators, staff members, or peers
- Conversations are confidential and informal
- Can help explain university policies and procedures
- Is neutral and helps individuals find fair and equitable solutions to problems
- Identifies trends in graduate student concerns and can recommend changes to University policies or procedures
Other Sources of assistance

• Colleges/Departments
• Disability Services
• International Student Services
• Gay, Lesbian, Bisexual, Transgender Resource Center
• Women's Resource Center
• Student Conflict Resolution Services
• Aggie Honor System Office
• Texas A&M University Human Resources Department
What is Professional Development (PD)?

• Provides training outside traditional, discipline-based graduate coursework.
• Helps bridge the gap between graduate education and the workforce.
Tool for Finding PD Resources

- OGAPS PD Portal

- A search engine for students to identify PD opportunities across campus

http://ogaps.tamu.edu.Buttons/Professional-Development-Opportunities
G.R.A.D. Aggies

Collaboration of 8 campus units to provide professional development opportunities for graduate students to better prepare them for professional life after graduate school

**Collaborators:**
- Career Center
- Center for Teaching Excellence
- Graduate Student Council
- International Student Services
- OGAPS
- Student Counseling Center
- University Libraries
- University Writing Center

**Programs:**
- Workshops
- Seminars
- Training Events
- Online Resources
- For more information visit http://grad-aggies.tamu.edu
PD Skill Areas (Competencies)
OGAPS Calendar Subscriptions
http://ogaps.tamu.edu/Buttons/Calendars

Service that will allow you to save Graduate and Professional Studies calendar events to your smart device or computer.

Instructions on how to subscribe using your device

Click the headings to view the events listed in a calendar without subscribing

Description of what each type of subscription link is used for:
- RSS Feed
- Download .ics File
- Add to Calendar
- PDF Document
OGAPS Calendar Subscriptions

http://ogaps.tamu.edu/calendars

Calendar subscriptions are separated by term and type

Terms
- Spring
- Summer
- Fall

Event Types
- Dates & Deadlines
- Master’s Non-Thesis
- Master’s Thesis
- Doctoral
- Awards & Fellowships
- Graduate Advisor Brown Bag
- Ask OGAPS Series
- Graduate Student Workshop Series
Community of Scholars

Welcome to a Community of Scholars!

In celebration of Graduate and Professional Student Week

April 12, 2016

Annual Community of Scholars Event
Office of Graduate & professional Studies
Office of Graduate & Professional Studies

Suite 112, Jack K. Williams Administration Building
Website: ogaps.tamu.edu
E-mail: ogaps@tamu.edu
Hours: 8 AM to 5 PM, Monday through Friday