How to Create a Long Form Petition in the Document Processing Submission System (DPSS)
A Long Form Petition is an electronic version of the following four petitions which can be filed in any combination:

- Petition for Course Change
- Petition to Change your Committee
- Petition of Waivers and Exceptions
- Petition to Extend Time Limits
How to Submit a Long Form Petition

- Go to [http://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu)
- Login as a student using your netid and password.
How to Submit a Long Form Petition

Click Create New Petition
How to Submit a Long Form Petition

- Select the type of Petition that you are submitting – Long Form
- Select Continue
Select the petitions that you would like to file.

• Petitions can be filed in any combination up to four at a time.

• Select all petition types you will be filing.

• Click Proceed
Once you have filled in all information for the petition(s) that you are filing, you will be required to save each petition type before proceeding to the next petition.
A message will popup to indicate that your petition has been saved.

- Reminder: Each section you wish to include must be SAVED prior to submission.
- Click Proceed
Submitting the Long Form Petition

You will hit the Submit button to complete the submission process.
Confirmation of Submission

Once you have submitted the petition, you will receive a confirmation.

You may navigate to the Home page to print a copy for your records.
Printing Your Long Form Petition

To print, click Select Petition.

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**Student:** Cooper, Demetria R

### Degree Plan

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Thesis Option</th>
<th>Creation Date</th>
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<tr>
<td>MEN</td>
<td>CEEN</td>
<td>NTO</td>
<td>November 08, 2013</td>
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[Select Degree Plan]

### Petition

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<th>Petition Type</th>
<th>Submit or Creation Date</th>
<th>Status</th>
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<tr>
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<td>February 05, 2014</td>
<td>STF</td>
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[Select Petition]
Click View to print your petition.

Use the Recall Petition button to delete your petition if necessary.
Click the Print icon to print your petition as a PDF, or you may save it to your computer.
The Long Form Approval Workflow

• An e-mail notification is sent to the pre-committee staff approver, alerting them there is a petition awaiting review and approval.

• When the pre-committee staff approves the petition, notification is sent to all committee members for approval – starting with the chair. Once all members have approved the petition, it is then routed for departmental approval.

• After departmental or intercollegiate faculty approval, the petition is forwarded to OGAPS for processing and final approval.
OGAPS Contact information

Office of Graduate and Professional Studies
112 Jack K. Williams Administration Building
1113 TAMU
College Station, TX 77843-1113

Hours of Operation:
8 a.m. to 5 p.m.
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