How to create an MDD Petition in the Document Processing Submission System (DPSS)
What is an MDD?

• An MDD is an electronic petition to change majors, departments or degree programs.
When should the MDD petition be submitted?

For petitions that result in a change of classification:

- To be effective in the same semester, students are required to have the MDD approved by OGAPS no later than the 12th (international students) and 20th (domestic students) class day during the long semesters.

- For the summer semester, the petition must be approved by OGAPS by the 4th (international students) and 10th (domestic students) class day of the 1st summer session.

For same level changes: (i.e., Master’s to Master’s or Ph.D. to Ph.D.)

- Changes can be made at anytime in the semester.
How to Submit an MDD Petition

1. Go to [http://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu)
2. Login as Student using your netid and password.
How to Submit an MDD Petition

Click on Create New Petition.
How to Submit an MDD Petition

1. Select the type of Petition that you are submitting – MDD
2. Select Continue
Select the term and the year in which you would like the change to occur.
From the drop down menu, select the type of change that you are requesting:
1) Change major, degree or department, 2) Change major only, keeping the current degree plan, or 3) Add an additional program
How to Submit an MDD Petition

Select your current program, department, degree and major.
1. Select the requested program, department, degree and major.

2. Input the reason for the change.

3. Select Save.
Once you have saved your petition you will receive a message to go back to the home page to submit.
Submitting the MDD Petition

From the home page, click the submit button to submit the petition.
Printing the MDD Petition

Click the **View** button to print the petition

Note: If the MDD Petition is no longer needed you have the ability to Recall and Delete.
Click the Print icon to print a copy of the petition, or you may save it as a PDF for your records.
MDD 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. Once approved by OGAPS, any existing degree plan in DPSS will be deleted. This will allow you to create a new degree plan under your new major, degree or department.
We are located in the
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