Howdy!

Welcome to your new role as a Graduate Student Advisor at Texas A&M University. The Office of Graduate and Professional Studies (OGAPS) has created this guide as a quick reference to the most essential information you will need as you settle into your new job description.

In this document, you will find a checklist of essential programs to which you need access, a description of the services provided by OGAPS, a list of common questions students may ask you, and a brief description of other computer programs, websites, and administrative offices on campus that will be your resources.

Throughout the document, you will find hyperlinks to TAMU websites, as well as references to specific sections of the full Graduate Advisor Handbook where you can read more detailed information about each topic. The Graduate Advisor Handbook can be found online in its entirety here.
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Getting the Access You Need

Your department’s Primary Authorizing Agent (PAA) will help you obtain access to the following systems:

**Howdy**
Howdy is the web portal at Texas A&M University that helps students, applicants, faculty and staff more easily connect to their university records and resources.

**Howdy’s Advising Tab**
The Advising Tab within the Howdy portal will give you access to student records and degree evaluations.

**E-Reports**
After you have received access to Howdy, you will also need access to the E-reports feature of Howdy. This will allow you to run periodic reports to generate customizable lists of your students. For example, many advisors use this tool to create a list of students who have applied to graduate in a given semester, or who have not passed the Degree Audit.

**Compass**
Compass is Texas A&M University’s student information system. The Enterprise Information Systems (EIS) team is the group that oversees its operations. For more information, click here.

Additional Permission Needed

**Submit an updated Authorized Signer form**—Every time your college or department experiences a change in the persons who are authorized to sign student and faculty documents, a new Authorized Signer Form must be submitted to OGAPS. This form must be submitted when you are hired to give you access to the Document Processing Submission System (DPSS) and to the online Graduate Faculty nomination portal.

This form is found on the OGAPS website under “Forms and Information”, or you may click here. For detailed instructions showing how to complete this form, please refer to page 194-203 of the Graduate Advisor Handbook.

(Please note: Colleges have separate forms from Departments>IDPs.)
The Office of Graduate and Professional Studies (OGAPS)

The Office of Graduate and Professional Studies (OGAPS) serves Texas A&M graduate students as an advocate for their graduate education. The office is physically located at: 112 Jack K. Williams Administration Building, College Station TX 77843. Click here to see the office on the Aggie Map.

There are several teams within OGAPS, but the two main teams with whom you will be working are: the Processing Team, and the Thesis and Dissertation Services Team.

Processing Team

The OGAPS Processing team is responsible for reviewing many essential graduate student documents. These include degree plans and petitions submitted online through the Document Processing Submission System (DPSS), and paper documents such as proposal approval forms, requests for final examination, examination results for preliminary and final exams, and requests for exemptions.

Submitting forms

While documents such as degree plans and petitions are submitted online through DPSS, many documents must be submitted physically to the Office of Graduate and Professional Studies. For a full list of all paper Academic Process Forms submitted to OGAPS, click here. Detailed instructions showing how to complete all student-related paper forms can be found in Section 11 of the Grad Advisor Handbook. Helpful tutorials showing how to submit petitions through DPSS can be found on this page of the OGAPS website.
## Who to contact

All questions regarding student documents unrelated to the thesis or dissertation can be directed to the Processing Team. Please refer to the following chart:

<table>
<thead>
<tr>
<th>Colleges</th>
<th>Processor</th>
<th>Processor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Stacy Hernandez</td>
<td>Kim Widdison</td>
</tr>
<tr>
<td>Bush School</td>
<td><a href="mailto:shernandez@tamu.edu">shernandez@tamu.edu</a></td>
<td><a href="mailto:k-widdison@tamu.edu">k-widdison@tamu.edu</a></td>
</tr>
<tr>
<td>Dentistry</td>
<td>979-458-9835</td>
<td>979-458-9774</td>
</tr>
<tr>
<td>Education</td>
<td>Long Forms/Committee</td>
<td>Change of Major, Degree or Department (MDD) Petitions</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Long Forms/Coursework</td>
<td>Request for Final Exam/Exemption</td>
</tr>
<tr>
<td>Mays</td>
<td>Research Proposals</td>
<td>Long Forms/Time Limits</td>
</tr>
<tr>
<td>Medicine</td>
<td>Preliminary Exam Report – Pass</td>
<td>Long Forms/Waivers &amp; Exceptions</td>
</tr>
<tr>
<td>Public Health</td>
<td>Preliminary Exam Report - Fail</td>
<td>Special Request Letters</td>
</tr>
<tr>
<td>Vet Med</td>
<td>Final Exam Results – Pass</td>
<td>Letter of Completion</td>
</tr>
<tr>
<td>IDPs:</td>
<td>Final Exam Results - Fail</td>
<td>Letter of Intent</td>
</tr>
<tr>
<td>Agribusiness</td>
<td>Transfer Work</td>
<td>Graduation Cancellation</td>
</tr>
<tr>
<td>Ecology &amp; Evol. Biology</td>
<td>Admission to Candidacy</td>
<td>Full-Time Cert Request</td>
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<tr>
<td>Energy</td>
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<td>Graduation Clearance Process</td>
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<tr>
<td>Genetics</td>
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<tr>
<td>Marine Biology</td>
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<tr>
<td>Molecular &amp; Env. Plant Sciences</td>
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<tr>
<td>Toxicology</td>
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<td>Biotechnology</td>
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<tr>
<td>Neuroscience</td>
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<tr>
<td>Water Mgmt &amp; Hydro Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>Debbie Starnes</td>
<td>Savanah Sanchez</td>
</tr>
<tr>
<td>Geosciences</td>
<td><a href="mailto:dstarnes@tamu.edu">dstarnes@tamu.edu</a></td>
<td><a href="mailto:sdsanchez@tamu.edu">sdsanchez@tamu.edu</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>979-845-5894</td>
<td>979-458-5538</td>
</tr>
<tr>
<td>Nursing</td>
<td>Degree Plans</td>
<td>Change of Major, Degree or Department (MDD) Petitions</td>
</tr>
<tr>
<td>Science</td>
<td>Long Forms/Committee</td>
<td>Request for Final Exam/Exemption</td>
</tr>
<tr>
<td>Law</td>
<td>Long Forms/Coursework</td>
<td>Long Forms/Time Limits</td>
</tr>
<tr>
<td></td>
<td>Research Proposals</td>
<td>Long Forms/Waivers &amp; Exceptions</td>
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<tr>
<td></td>
<td>Preliminary Exam Report – Pass</td>
<td>Special Request Letters</td>
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<tr>
<td></td>
<td>Preliminary Exam Report - Fail</td>
<td>Letter of Completion</td>
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<td>Final Exam Results – Pass</td>
<td>Letter of Intent</td>
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<tr>
<td></td>
<td>Final Exam Results - Fail</td>
<td>Graduation Cancellation</td>
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<tr>
<td></td>
<td>Transfer Work</td>
<td>Full-Time Cert Request</td>
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<tr>
<td></td>
<td>Admission to Candidacy</td>
<td>Qatar and Galveston Contact Person</td>
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### Back Up For All Processors as Needed

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Karen Seago</td>
<td><a href="mailto:kseago@tamu.edu">kseago@tamu.edu</a></td>
<td>979-458-9771</td>
</tr>
<tr>
<td>Communications, Request to Work Additional Hours</td>
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### Senior Graduate Student Specialist

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Kim Widdison</td>
<td><a href="mailto:k-widdison@tamu.edu">k-widdison@tamu.edu</a></td>
<td>979-862-7223</td>
</tr>
<tr>
<td>All ELPE Requests, Full-Time Cert Request, Standardized Test Waiver, Request for Secondary Curriculum</td>
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</table>

### Assistant Director

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Dr. Jamie Saucier</td>
<td><a href="mailto:jamie.saucier@tamu.edu">jamie.saucier@tamu.edu</a></td>
<td>979-862-7927</td>
</tr>
</tbody>
</table>
Thesis and Dissertation Services

At Texas A&M University, each master’s thesis-option and doctoral program calls for completion of an electronic thesis, dissertation, or record of study (ETD) in partial fulfillment of the requirements for the awarding of the degree. ETDs must be submitted to Thesis and Dissertation Services for compliance review and approval in time to meet appropriate deadlines for graduation in a given semester. Format requirements are outlined in the Thesis and Dissertation Manual found here.

Overview of Submission Process

The submission process includes the submission of both the thesis/dissertation and the Written Approval Form. Both of these items must be received before the review process can begin. Students should complete the following steps:

- Defend the thesis or dissertation and receive approval from all committee members.
- Ensure all content changes have been made before submitting thesis/dissertation to OGAPS.
- Hand deliver the completed Written Thesis/Dissertation Approval Form to the OGAPS office.
- Submit the thesis or dissertation online at etd.tamu.edu.

Thesis and Dissertation services will review the document for uniformity, consistency and adherence to University quality guidelines. The student will be notified via their A&M email account to make changes and re-submit the document if needed.

Student Resources

Since the process of completing a thesis, dissertation, or record of study can seem overwhelming, Thesis and Dissertation Services provides the following resources to help students manage the process:

- Document Templates
- Pre-submittal Conferences

For a full description of resources, and instructions showing students how to submit their ETDs, please visit the Thesis and Dissertation Services page.

OGAPS Deadlines

A student’s deadlines for OGAPS can be found on the Calendars and Deadlines page of the OGAPS website. Be sure students are aware of the deadlines related specifically to their semester of graduation.
Quick Tips and How-To's

Using the Graduate Advisor Handbook

The Graduate Advisor Handbook is a complete resource for graduate advisors published by the Office of Graduate and Professional Studies. It contains information about OGAPS’ services, faculty and degree program related processing, student funding, matriculation processing, financial processing, admissions, international student services, study abroad, and many other key topics. In addition, this resource contains detailed instructions regarding how to complete student, faculty and staff forms required by the Office of Graduate and Professional Studies. You can find the Graduate Advisor Handbook as a pdf on the OGAPS website under the “Forms and Information” tab or by clicking here.

Using the Graduate Catalog

The Texas A&M University Graduate and Professional Catalog, published annually by the Office of the Registrar, provides information about the graduate and professional studies programs. Included is information concerning requirements for admission to graduate and professional studies, services available to students, graduate and professional course offerings, and listings of the administrative offices and graduate faculty. To access the online version of the Graduate and Professional Catalog, click here.

Using Compass

Compass is the University’s student information system. The Enterprise Information Systems (EIS) team is the group that oversees its operations.

To view a past presentation given to graduate advisors showing how to use Compass, click here.

Common Screens List

SGASTDN—Office of Graduate and Professional Studies notes, General Student Information
SGASTDQ—Curriculum History
WOAHOLD—Blocks/Holds
SOATEST—Test Scores
SOAPCOQ—Previous Institutions
SHADGMQ—Previous TAMU Degrees
SHACRSE—Course Summary
SOAGPAT—Graduate Cumulative and Degree Plan GPA
SHICMID—Graduate Advisory Committees
SHACOMI—Graduate Advisory Committee Members and Roles
SHICMBQ—Faculty Committee Assignments
SHANCRS—Non-course Requirements
SHAQPNO—Theses and Dissertations
SHAGAPP—Application for Graduation
SZASSTD—Accumulated Doctoral Hours and Terms
SZAREGS—Add/Drop Student Courses

Entering TAMU “terms”

When using screens in Compass, you will often be required to enter the “term” before running a query. This refers to the year, semester and campus for which you are requesting information.

- The first four digits entered is the calendar year.
- The fifth digit designates the semester. Number 1 would indicate spring, number 2 would indicate summer, and number 3 would indicate fall.
- The sixth digit designates the TAMU campus. Number 1 would indicate College Station, 2 would indicate Galveston, and 3 would indicate Qatar.

For example...

201312 would indicate spring 2013 at the Galveston campus.

201721 would indicate summer 2017 at the College Station campus.

Using the Degree Evaluation in Howdy

The Degree Evaluation is a tool within the Howdy Portal which allows you to view a student’s course requirements and non-course requirements. In this report, you can see progress toward degree (including degree plan information), courses taken in each semester (along with individual course grades), and GPA (degree plan and cumulative).

For instructions showing how to run a degree evaluation, please click here.

As an advisor, you will access this report under the “Advising” tab in Howdy. Once you run the evaluation, you will choose the viewing option that best suits your query:

General Information—shows a brief overview of a student’s coursework and GPA.
Detailed Information—shows a detailed list of all courses and grades on a student’s degree plan, in addition to courses taken which were not on the degree plan.
Additional Information—shows whether a student has achieved Candidacy, as well as the approval status of various key documents, such as those for Final Examination, Proposal, and Thesis/Dissertation.

Using the Document Processing Submission System (DPSS)

The Document Processing Submission System (DPSS) is an online portal through which students submit their degree plans and various petitions (ie. course change petitions, committee change petitions, major/degree/department change petitions, waivers and exceptions).

You will need to update your department’s Authorized Signer Form and submit it to OGAPS if you wish to be given permission to approve student documents in this system. You may access the portal at https://ogsdpss.tamu.edu. Click the “Faculty and Staff” log in button, and log in using your NetID and password.
When a student submits a document in this portal, it is approved according to a predetermined workflow. The order is usually as follows:

Students or staff who experience problems using this system may contact ogapsprocessing@tamu.edu for assistance.

Upcoming Events

Throughout the year, various departments and organizations host a wide variety of events for students as well as for staff. Some events, such as open houses, speaker forums, and athletics, are for the general campus. These types of University-wide events can be found on the University event web page [here](#).

However, there are many events geared specifically for your graduate students and for you, the graduate advisor. These include deadlines, graduation ceremonies, workshops, professional development opportunities, social events and competitions.

To stay informed of these events and deadlines, we recommend that you subscribe to the following calendars by visiting the OGAPS Calendars page. Please note that subscription to each calendar lasts for one semester.

- G.R.A.D. Aggies Events and workshops
- Master’s Non-thesis Option Dates and Deadlines
- Master’s Thesis Option Dates and Deadlines
- Doctoral Dates and Deadlines
- Graduate Advisor Brown Bags

In addition to these calendars, the Graduate Advisor Listserv allows OGAPS to send helpful reminders and resources to you via email. Please email LaRhesa Johnson at lrjohnson@tamu.edu to subscribe to this listserv.
Additional Training

Development Sessions and Workshops

In addition to serving as an information resource regarding graduate student forms and procedures, the OGAPS Processing Team also provides Graduate Advisor Workshops each semester and Graduate Advisor Brown Bag events throughout the year.

**Graduate Advisor Development Sessions** are designed to encourage networking among graduate advisors while also providing professional development on graduate advising topics. To find a list of upcoming Development Sessions and subscribe to the Grad Advisor Development Sessions Calendar, [click here](#).

Each long semester, OGAPS hosts an all-day **Graduate Advisor Workshop** designed to provide you with the necessary tools and most current information regarding graduate advising. We offer a series of breakout sessions, allowing you to choose the sessions that best meet your immediate needs. To view past Workshop agendas or register for an upcoming workshop, [click here](#).
Departments at Your Service

In addition to the Office of Graduate and Professional Studies, the following departments on campus are your resources.

<table>
<thead>
<tr>
<th>Office of Admissions</th>
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<tbody>
<tr>
<td>Topics</td>
<td><a href="http://admissions.tamu.edu">http://admissions.tamu.edu</a></td>
</tr>
<tr>
<td>Testing information</td>
<td>979-845-1060</td>
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<tr>
<td>How to apply</td>
<td><a href="mailto:admissions@tamu.edu">admissions@tamu.edu</a></td>
</tr>
<tr>
<td>How to be admitted</td>
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<tr>
<td>Transfer course equivalencies</td>
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<thead>
<tr>
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<td>Topics</td>
<td><a href="http://registrar.tamu.edu">http://registrar.tamu.edu</a></td>
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<tr>
<td>Transcripts</td>
<td>979-845-1031</td>
</tr>
<tr>
<td>Change address/name</td>
<td><a href="mailto:registrar@tamu.edu">registrar@tamu.edu</a></td>
</tr>
<tr>
<td>Enrollment/degree verification</td>
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<tr>
<td>Duplicate diplomas</td>
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<tr>
<td>UIN Retrieval</td>
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<tr>
<td>Residency for in-state tuition</td>
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<tr>
<td>Early registration</td>
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<tr>
<td>Calculating GPA</td>
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<tr>
<td>Curricular services (for questions related to the catalog)</td>
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<tr>
<td></td>
<td>To contact a specific team, please visit their Contact Us page.</td>
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<tbody>
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<td>Topics</td>
<td><a href="http://financialaid.tamu.edu">http://financialaid.tamu.edu</a></td>
</tr>
<tr>
<td>Scholarships</td>
<td>979-845-3236</td>
</tr>
<tr>
<td>Grants</td>
<td><a href="mailto:financialaid@tamu.edu">financialaid@tamu.edu</a></td>
</tr>
<tr>
<td>Loans</td>
<td></td>
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<tr>
<td>Waivers</td>
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<td>Student employment</td>
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# International Student Services (ISS)

<table>
<thead>
<tr>
<th>Topics</th>
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</thead>
<tbody>
<tr>
<td>F-1 and J-1 Status</td>
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<tr>
<td>Deadlines</td>
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<tr>
<td>Student health insurance</td>
<td><a href="http://iss.tamu.edu">http://iss.tamu.edu</a></td>
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<tr>
<td>Social Security Number</td>
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<tr>
<td>Tax information</td>
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<tr>
<td>Applying for a visa</td>
<td><a href="mailto:iss@tamu.edu">iss@tamu.edu</a></td>
</tr>
<tr>
<td>International spouse benefits</td>
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<tr>
<td>Employment information</td>
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</table>

# Help Desk Central

<table>
<thead>
<tr>
<th>Topics</th>
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<tbody>
<tr>
<td>Accounts and ID management</td>
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</tr>
<tr>
<td>Email, messaging and collaboration</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Network</td>
<td>979-845-8300</td>
</tr>
<tr>
<td>Facilities support</td>
<td><a href="mailto:helpdesk@tamu.edu">helpdesk@tamu.edu</a></td>
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</table>

# Student Counseling Services

<table>
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<th>Topics</th>
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<tbody>
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<td>Crisis intervention</td>
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<tr>
<td>Help line</td>
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<tr>
<td>Suicide prevention</td>
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<tr>
<td>Returning veterans</td>
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<tr>
<td>Undocumented students</td>
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</tr>
<tr>
<td>Career counseling</td>
<td><a href="https://scs.tamu.edu">https://scs.tamu.edu</a></td>
</tr>
<tr>
<td>Couple counseling</td>
<td></td>
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<tr>
<td>Personal counseling</td>
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<tr>
<td>Psychiatric services</td>
<td><a href="mailto:scs@tamu.edu">scs@tamu.edu</a></td>
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<tr>
<td>Stress management</td>
<td></td>
</tr>
<tr>
<td>Learning disability and ADD/ADHD screenings</td>
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</tbody>
</table>
Common Student Questions

I have a hold...what do I do?

Many departments have the ability to place holds on student’s records to prevent them from registering for classes, or to prevent them from obtaining an official transcript and/or graduation clearance. The type of hold will determine the course of action the student should take.

You can see a student’s holds using the Compass screens SOAHOLD or WOAHOLD. There, you will see the reason for the hold, and the department that placed it. Students can also view their holds/blocks on Howdy, under the “my record” tab.

Holds and blocks can be removed by the department that imposed the hold when the reason for the hold is resolved.

One of the most common holds is the hold placed by OGAPS for a missing degree plan. In order for this hold to be lifted temporarily, you must email a request to your GOC dean and to dpblocks@tamu.edu. The dean must approve the hold removal before OGAPS will grant the request.

If you need to receive permission to place holds, you must contact your Compass PAA (primary authorizing agent) for access.

What classes do I need to take?

Each program has specific requirements for the number of hours on a degree plan, as well as the type of hours that may be placed on a degree plan. For example, a master’s student may be required to have 32 hours of classes on their degree plan, with no more than 8 of those hours
being classified as “research”.

Students will develop their proposed degree plan in consultation with their advisory committee. If your program does not require a student to have a committee, they should develop their degree plan in consultation with their research advisor (also sometimes known as the Committee Chair or Primary Investigator).

Please refer to your department’s core curriculum requirements as you help students decide which classes should be placed on their degree plan.

### How do I apply for financial aid?

Whether a student is looking for a loan, a grant, or a scholarship, they will find helpful information at [www.financialaid.tamu.edu](http://www.financialaid.tamu.edu).

Other types of aid include research or travel grants, fellowships, and assistantships. For information about these types of aid, please visit the Funding Opportunities page of the OGAPS website at [http://ogaps.tamu.edu/Buttons/Funding-Opportunities](http://ogaps.tamu.edu/Buttons/Funding-Opportunities).

### How close am I to graduating?

To determine the requirements a student lacks, you can compare a student’s degree evaluation in Howdy with the Steps to Graduation Checklist found on the OGAPS website [here](http://ogaps.tamu.edu/Buttons/Funding-Opportunities).

Detailed instructions showing how to run a degree evaluation, including how to calculate a student’s GPA, can be found in section 4.15 of the Grad Adviser Handbook.

### I’m an international student. Can I get a job?

To be eligible for employment, students must be in legal immigration status. In some cases, they must also have Department of Homeland Security Authorization to be eligible to receive compensation for services. For more information about the requirements, please refer to section 7.7.3 of the Grad Adviser Handbook.

### I’m an international student. How do I satisfy the English Language requirements?

All international students whose native language is not English must fulfill an English proficiency requirement. There are two levels of proficiency:

- **ELP Verification**—To achieve admission, international graduate students must attain English Proficiency verification. Citizens of certain English speaking countries are exempt from the verification requirement. Refer to the list on the [Office of Admissions](http://oga.tamu.edu/) website.
- **ELP Certification**—To become eligible to teach in positions such as Graduate Assistant-Teaching, Instructor, Lecturer, etc., the State of Texas requires that international graduate students attain English proficiency certification.
International graduate students may be verified by achieving the following test scores:

- TOEFL score of at least 80 on TOEFL iBT (550 paper-based), or
- An IELTS score of at least 6.0, or
- A GRE Verbal Reasoning score of at least 146 (400 on the old scale), or
- A GMAT Verbal score of at least 22, or
- A PTE Academic Exam score of at least 53, or
- Acquiring alternative verification during the admission process from the Office of Graduate and Professional Studies via departmental request. Read more about alternative verification here.

For more information on English Language Verification, please click here.

International graduate students who wish to serve in teaching positions must be certified for English proficiency.

There are three eligibility levels for international graduate students serving in teaching positions:

**Level 1:** Students eligible for teaching assignments

**Level 2:** Students conditionally eligible for teaching assignments for one semester only, but must simultaneously participate in Center for Teaching Excellence English Language Proficiency (CTE-ELP) instruction and achieve a certifying score on the oral section of the ELPE by the end of the semester.

**Level 3:** Students not eligible for teaching assignment. Students should participate in spoken language training (such as those offered by CTE-ELP or other independent English language instruction providers) to assist them in meeting English language proficiency requirements.

<table>
<thead>
<tr>
<th>Level #</th>
<th>Global Standardized Tests</th>
<th>Locally Administered (on Texas A&amp;M Campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOEFL speaking section</td>
<td>IELTS speaking section</td>
</tr>
<tr>
<td>1</td>
<td>26-30</td>
<td>&gt;=8.0</td>
</tr>
<tr>
<td>2</td>
<td>23-25</td>
<td>7.0-7.5</td>
</tr>
<tr>
<td>3</td>
<td>&lt;23</td>
<td>&lt;7.0</td>
</tr>
</tbody>
</table>

For more information on English Language Certification, please click here.

For more details about English Proficiency requirements, see section 4.4 of the Grad Advisor Handbook.
I’m an international student. I need a letter to leave the country/return to this country/invite my parents to visit.

Letters required by a student’s home country can usually be written on department letterhead and signed by department staff, including graduate advisors. Examples include a letter to verify good academic standing, or a letter to verify that the student is currently enrolled in your department.

How do I apply for an assistantship?

Graduate students may be hired as teaching, research or non-teaching assistants and may work an average of twenty hours per week. The Student Employment Office posts assistantship opportunities via Jobs for Aggies. Teaching and research graduate assistants are paid monthly. Non-teaching graduate assistants are paid bi-weekly for hours worked.

Please note that if the graduate student is an international student, they must be in legal immigration status in order to accept employment.

For more information about the hiring process, please contact your department’s human resources liaison.

How do I submit a degree plan?

Degree plan forms can be submitted through the online Document Processing Submission System (DPSS), found at http://ogsdpss.tamu.edu. This is a web-based system that allows a graduate student to complete, audit, and submit their degree plan. If a committee is required by their program, the student must select their committee members before beginning this process.

When a student submits the degree plan, it must be approved by those on the predefined workflow established by your department before reaching OGAPS for review. Contact the Office of Graduate and Professional Studies to update or change the defined workflow.

To view detailed instructions, please click here and scroll until you see the heading “Submit Degree Plan.”

When do I need to submit my degree plan?

Completed degree plans must be submitted to OGAPS according to the following regulations, with the student meeting whichever of these deadlines falls earliest:

- Following the deadline imposed by the student’s college or interdisciplinary degree program.
- No later than 90 days prior to the date of the final oral examination or thesis defense for master’s students or 90 days prior to the date of the preliminary examination for doctoral students
- According to deadlines published in the OGAPS calendar each semester for graduation that semester.

How do I change a course on my degree plan?

To change a course on a degree plan that is already approved, students must file the Long Form Petition electronically on DPSS. Detailed instructions showing how to file this petition can be
found on the OGAPS website here. To change a course on a degree plan that is pending approval, the student must find out where the document is in the approval process, and ask the next-in-line approver to disapprove the document. This action will send the degree plan back to the student, who may then edit and re-submit.

I want to change my committee member. How do I do this?

To change a committee member after the degree plan is already approved, students must file the Long Form Petition electronically on DPSS. See link above for instructions. Please note that when making a change to a committee, all members of the student’s old committee must approve the change before the new committee member will be notified to approve it. If the committee member to be removed is not available to approve the petition, an Authorized Signer from that faculty member’s department can approve by proxy.

I want to change my major/degree/department. How do I do this?

To change their major, degree or department, students must file the MDD Petition electronically on DPSS. Please note that when making a change to department, members of the student’s old department must approve the change before the new department will be notified to approve it.

Detailed instructions showing how to file this petition can be found on the OGAPS website here.

What are my registration requirements?

Helpful definitions of full-time status, half-time status, continuous enrollment, excess hours, and registration requirements for examinations can be found in Section 4.14 of the Grad Advisor Handbook.

If you have additional questions and the student is an international student, please contact the International Student Services offices at 979-845-1824.
If the student is a domestic student, please contact the Office of the Registrar at 979-845-1031.

Texas A&M Acronyms

A&M – Originally named the Agricultural and Mechanical College of Texas, the school was renamed to Texas A&M University in 1963. A&M no longer has an explicit meaning, but was retained to represent the University’s past.
AACCDC – Academic Affairs Climate & Diversity Committee
AABS – Academic Affairs Business Services
AAPO - African American Professional Organization
AAU – Association of American Universities
AAUP – American Association of University Professors
ADA – Americans with Disabilities Act; a federal act that seeks to ensure accessibility to persons with disabilities
ADLP - Academic Leadership Development Program
AFS – Association of Former Students
AGEP - Alliance for Graduate Education and the Professoriate
AGEP EC – Alliance for Graduate Education and the Professoriate Executive Committee
ALT – Academic Leadership Team –
AMP – Academic Master Plan
AOC – Academic Operations Committee
APR – Academic Program Reviews
ATGS – Association of Texas Grad School

BOR – Board of Regents
BPP – Budget/Payroll/Personnel System
BA – Bachelor of Arts
BS – Bachelor of Science

CEHD – College of Education and Human Development
CGS – Council of Graduate Schools
CIRTL - Center for Integration of Research, Teaching, and Learning
CIS – Computing Information Services
CLA – College of Liberal Arts
COALS – College of Agriculture and Life Sciences
COD – Council of Deans
COE – Dwight Look College of Engineering
CPI – Council of Principal Investigators
CTE – Center for Teaching Excellence
CVM – College of Veterinary Medicine and Biomedical Sciences

DCS – Department Cover Sheets
DH – Department Head
DOC – Diversity Operations Committee (Dr. Christine Stanley)
DOF – Dean of Faculties
DPSS – Document Processing Submission System CWR/EIS/PITO

ECE – Electrical Computer Engineering
ELI – English Language Institute
ELP – English Language Proficiency
ELPE - English Language Proficiency Exam
EOD – Employee & Organizational Development
EVP – Executive Vice President

FAMIS – Financial Accounting Management Information System
FMO – Financial Management Operations

GANT – Graduate Assistant Non-Teaching; a graduate assistant whose job does not primarily focus on teaching or conducting research
GAR – Graduate Assistant Research; a graduate assistant whose job primarily involves conducting research or assisting faculty with research
GAT – Graduate Assistant Teaching; a graduate assistant who teaches in an academic department
GAW – Grad Advisory Workshop
GC – Graduate Council
GPSC – Graduate & Professional Student Council
GOIC – Graduate Operations Committee
GSC – General Services Complex

HHMI – Howard Hughes Medical Institute
HR – Human Resources Department
HRC – HRConnect
HSC – Health Science Center

IBP Program – Institute for Broadening Participation
IODP – Integrated Ocean Discovery Program
IRB – Institutional Review Board
ISS – international Student Services

LGBTQ - Lesbian, Gay, Bisexual, Transgender and Queer Aggies student organization
LSAMP – Louis Stokes Alliance for Minority Participation
LT – Leadership Team

MARM – Master of Marine Resources Management
MARS – Measurement and Research Service
MID – Master of Industrial Distribution Program
MS – Master of Science
MS – Mail Stop
MSC – Memorial Student Center

NetID – your campus user name; also used to log into some other campus systems and services, such as the "myLibrary" area of the TAMU Libraries web site
NOGLSTP – National Organization for Gay and Lesbian Scientist and Technical Professionals
NOV – Notice of Vacancy
NRSA – Nation Research Service Award

OAR – Office of Admissions and Records
OGAPS – Office of Graduate and Professional Studies
OGAPS LT – Office of Graduate and Professional Studies Leadership Team
OGC – Office of General Counsel
ORP – Optional Retirement Plan

PCM – Provost Coordination Meeting
PD – Position Description
PhD – Doctor of Philosophy
PIN – Position Identification Number
PITO – Provost IT Office
PMSA – President’s Meritorious Service Awards
PPM – Positive Performance Management
PPO – Public Partnership & Outreach

REC – Recreational Sports
RFP – Request for Proposal; a formal request for proposals; proposals can be for grant funds, presentations or publications

**Sacscoc** - Southern Association of Colleges and Schools Commission on Colleges

**SAP** – Standard Administrative Procedures

**SBS** – Student Business Services

**SECC** – State Employee Charitable Campaign

**SSO** – Single Sign On

**STEM** – Science, Technology, Engineering and Math System Graduate Deans

**TA** – Teaching Assistant

**TAMU** – Texas A&M University

**TAMUG** – Texas A&M University at Galveston

**TAMUS** – The Texas A&M University System

**TAMUQ** – Texas A&M University – Qatar

**TAPSS** – Texas A&M Association of Professional Support Staff

**TEA** – Texas Education Agency

**TEES** – Texas A&M Engineering Experiment Station

**TEEX** – Texas A&M Engineering Extension Service

**TFS** – Texas A&M Forest Service

**TRS** – Teachers Retirement System

**TTI** – Texas A&M Transportation Institute

**TVMDL** – Texas Veterinary Medical Diagnostic Laboratory

**UDLS** – University Distinguished Lecture Series

**UCC** – University Core Curriculum

**UCG** – University Center Garage

**UIN** – Universal Identification Number; used to log in to various TAMU campus systems, including the Single Sign-On System (to access HRConnect and LeaveTraq)

**UPD** – University Police Department

**URC** – University Research Council

**USC** – University Staff Council