Overview of the Office of Graduate and Professional Studies

Jamie C. Saucier
Assistant Director, Records Processing
Office of Graduate and Professional Studies

Graduate and Professional Studies
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
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
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)
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

Graduate and Professional Studies
Additional Degree Requirements

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

Meet University minimum requirements

Verification

Verification Methods

- Test Scores (TOEFL, PTE, IELTS)
- Alternative Verification 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)

Serve as a Graduate Assistant – Teaching

Certification

Certification Methods

- Test Scores (TOEFL, PTE, IELTS)
- Score of 80 or above on the oral English Language Proficiency Exam (ELPE)
- Alternative Certification via Department Request
Graduate Student Responsible Conduct of Research

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

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

Research, Compliance, and Biosafety: http://rcb.tamu.edu
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)

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

Employed as GA in Non-Academic Department

Submit Non-Resident Tuition Waiver Form to OGAPS

OGAPS
# Student Grievance Procedures

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Grievance and Appeals Procedures: [https://ogaps.tamu.edu/New-Current-Students/Student-Grievances-and-Appeals-Procedures](https://ogaps.tamu.edu/New-Current-Students/Student-Grievances-and-Appeals-Procedures)

Student Rules: [https://student-rules.tamu.edu/](https://student-rules.tamu.edu/)
Steps for Student Grievance Procedures

1. Student alleges that a decision rendered is
   - Arbitrary,
   - Capricious, or
   - Prejudicial

2. Informal/Preliminary Resolution Procedure
   - Faculty/Examination Committee Chair/Advisory Committee
     - Written Response
   - Department/Interdisciplinary Degree Program
     - Written Response
   - College
     - Written Response

3. Formal Resolution Procedure
   Graduate Academic Appeals Panel
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
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
Resources for Graduate Student Wellness

**Student Counseling Service**
- Personal Counseling
- Addiction
- Couples Counseling
- Crisis Intervention
- Group Counseling
- Psychiatric Services
- Self-Help, Outreach, Consultation

**G.R.A.D Aggies**
- Graduate Resources and Development
  - Workshops
  - Seminars
  - Training

**Graduate Ombuds Officer**
- Discuss concerns
- Identify solutions
- Plan path forward

** Offices of the Dean of Student Life**
- Harassment and discrimination
- Sexual harassment and assault, dating violence, domestic violence, stalking and related retaliation

Also offers other services:
- Gay, Lesbian, Bisexual, Transgender Resource Center
- New Student and Family Programs
- Off Campus Student Services
- Student Legal Services
- Women’s Resource Center
Other Sources of Assistance

• Colleges/Departments
• Disability Services
• International Student Services
• Student Conflict Resolution Services
• Aggie Honor System Office
• Texas A&M University Human Resources Department
G.R.A.D. AGGIES
Graduate Resources and Development for Aggies

Collaboration of 9 campus units to provide professional development opportunities for graduate students to better prepare them for their academic pursuits and professional life after graduate school

**Collaborators:**
- Career Center
- Center for Teaching Excellence
- Graduate and Professional Student Government
- International Student Services
- Money Education Center
- OGAPS
- Counseling and Psychological Services (CAPS)
- University Libraries
- University Writing Center

**Programs:**
- Workshops
- Seminars
- Training Events
- Online Resources
- For more information visit http://grad-aggies.tamu.edu
Professional Development Portal

- A search engine for students to identify PD opportunities across campus
- Search by skill area, college or academic unit, target audience

Access the professional development portal: http://ogaps.tamu.edu/profdev-portal
Other Professional Development Resources

- [DOCTORAL & MASTERS NET](https://tamu.doctoralnet.com)
- [The versatile PhD](https://tx.ag/CareerCenterResources)
- [Center for the Integration of Research, Teaching, and Learning](https://cirtl.tamu.edu/)
- [National Center for Faculty Development & Diversity](https://www.facultydiversity.org/join)
- [LinkedIn Learning](https://www.sanvello.com/)

More Professional Development Opportunities:
[http://ogaps.tamu.edu/Buttons/Professional-Development-Opportunities](http://ogaps.tamu.edu/Buttons/Professional-Development-Opportunities)
Research and Presentation (RAP) Travel Awards

Open to currently enrolled full-time graduate students maintaining a 3.0 GPA

Supports travel for research, conferences, and other professional development opportunities

Maximum awards

- Presentation Award - $500 (within the U.S.), $750 (international travel)
- Research Award - $750

Deadlines

- November 1, February 1, May 1, August 1

https://tx.ag/raptravelaward
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
Welcome to a Community of Scholars!

In celebration of Graduate and Professional Student Week
Office of Graduate & Professional Studies
View Today’s Presentations
ogaps.tamu.edu

Enter ‘New Graduate Student Orientation’ in the search field

NEW GRADUATE STUDENT ORIENTATION

Coordinated by the Office of Graduate and Professional Studies, the New Graduate Student Orientation provides an overview of what to expect at Texas A&M University — including information on policies, procedures, resources and services on campus and in the community.

Orientation will be August 17, 2018 and August 24, 2018. The Office of Graduate and Professional Studies encourages all students to attend the on-campus orientation. You’ll meet campus leaders, administrators, and fellow graduate students. To attend the New Graduate Student Orientation you must be an admitted graduate student for the Summer or Fall 2018 semesters. Equally, all admitted graduate students — domestic and international — are encouraged to attend New Graduate Student Orientation. Details for international students can be found here.
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