



2022 Graduate Advisor Handbook

**THE GRADUATE AND
PROFESSIONAL SCHOOL**

August 2022 Version

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1 GRADUATE AND PROFESSIONAL SCHOOL

1.1 EXPECTATIONS FOR GRADUATE STUDY

The major goals of graduate and professional education at Texas A&M University include instilling in each student an understanding of and a capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Faculty and graduate students have a shared obligation to work together to foster these goals through relationships that advance freedom of inquiry, demonstrate individual and professional integrity, and encourage common respect.

Both the committee chair/co-chair and a graduate committee guide and evaluate student progress. These individuals give direction and support for the appropriate developmental and learning goals of graduate students. The committee chair/co-chair and the graduate committee also evaluate a graduate student’s academic performance. The graduate student, committee chair/co-chair, and graduate committee constitute the basic core of graduate education. The quality, scope, and extent of interaction among this group determines the significance of the graduate experience.

High quality graduate education requires professional and ethical conduct of all participants. Faculty and graduate students have mutual responsibilities to ensure high academic standards and quality graduate programs. Excellence in graduate education is achieved when faculty and students are inspired, have the academic and professional backgrounds essential to function at the highest level, and are genuine in their mutual desire to see one another succeed. Any action that negatively affects this interaction—from either faculty member or student—destroys the whole relationship. Mutual respect is critical to the successful process.

1.2 DIRECTORY SUMMARY

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Dr. Yu-Chen Yeh	Data Analyst	yuchen188@tamu.edu

1.3 ASSOCIATE PROVOST AND DEAN AND LEADERSHIP TEAM

The Graduate and Professional School advocates for continual improvement in graduate education at Texas A&M University. The Graduate and Professional School aims to provide customer-friendly, accurate, and timely support services to graduate and professional students, faculty, and staff.

The Leadership Team also works to create and nurture an office climate that leads to excellent performance and collegiality among staff.

Dr. Fuhui Tong, Interim Associate Provost and Dean, Graduate and Professional School

Laura Arenas, Executive Assistant to the Associate Provost and Dean, Graduate and Professional School

Dr. Julie Harlin, Associate Dean

Dr. Shannon Walton, Assistant Dean, Student Development Success

Rachel Krolczyk, Director, Data Services

NOTES:

Jackie Perez, Director, Business Services
 Trent Smith, Assistant Director, Graduate Records Processing
 Erika Brigham, Executive Assistant, Graduate and Professional School

1.4 GRADUATE AND PROFESSIONAL SCHOOL SERVICES

1.4.1 Data and Survey Coordination

The Graduate and Professional School Data Services Team provides external and internal data collection, analysis, and reporting across a variety of graduate and professional student activities. The team supports participation in national-level research projects; required reporting to the Texas Higher Education Coordinating Board (THECB); and many adhoc needs within the university, unit, and the academic colleges.

Please use this table to help determine where different types of data may be available at Texas A&M University:

	DARS	Accountability	EIS Compass Reports	EIS CWR	EIS ARGOS	OIEE
Reported externally; aggregate counts on student populations.	X	X		X		
Individual student level to be used for internal tracking and performance monitoring.			X	X	X	
Feed/file of individual student data to be shared with a vendor or used in an internal system.				X		
Student survey responses.						X

Notes. DARS: Data and Research Services, <https://dars.tamu.edu>. Accountability: <https://accountability.tamu.edu/>. EIS: Enterprise Information Systems: <https://eis.tamu.edu/compass>. CWR: Compass Work Request. OIEE: Office of Institutional Effectiveness and Evaluation, <https://assessment.tamu.edu>. ARGOS: Adhoc Report Generation Output Solution.

graddata@tamu.edu – Data Services team email.

Rachel Krolczyk, Director

Dr. Stephen Caster, IT Business Analyst

Dr. Yu-Chen Yeh, Data Analyst

1.4.2 Dual Enrollment Graduate Student Special Support

This area addresses the specialized questions and needs of students dually enrolled at Texas A&M University and another institution of higher education, including branch campuses in Galveston and Doha, Qatar. Common questions include those related to registration, enrollment, funding, and financial aid.

NOTES:

Trent Smith, Assistant Director

1.4.3 Graduate Student Awards

The Graduate and Professional School offers the Graduate Student Research and Presentation Travel Award Program, which is supported by the George Bush Presidential Library Foundation. The purpose of the program is to reimburse travel expenses associated with graduate students' domestic and international travel related to conferences, academic presentations, and research projects. Students may receive only one (1) of these travel awards during their degree program. Additionally, up to 15 graduate students receive Distinguished Graduate Student Awards for Research or Teaching annually. The students are nominated by their committee chair/co-chairs in the spring semester with strenuous eligibility requirements.

For other awards opportunities, please see Section 3: Student Funding and Development.

grad-award-admin@tamu.edu – Graduate and Professional School awards administrator's email address

grad-travel-award@tamu.edu – Graduate and Professional School Travel Award email address

1.4.4 Graduate Student Professional Development

Professional Development refers to training outside one's discipline-based graduate coursework. It is the continuous process of acquiring new knowledge and transferable skills related to one's career goals. Engaging in professional development programs can help master's and doctoral student progress to degree completion and prepare for a wider range of employment opportunities and bridge the gap between graduate education and the workforce. The Graduate Resources and Development for Aggies (G.R.A.D. Aggies) professional development program, facilitated by the Graduate and Professional School, includes a comprehensive curriculum of workshops and activities covering 7 different skill areas (see Section 3.9). In addition, the Graduate and Professional School maintains several professional development resources and services for graduate and professional students, including the Professional Development Portal, a searchable inventory of professional development workshops, seminars, and courses offered by individual departments and colleges across campus.

G.R.A.D. Aggies Program – <http://grad.tamu.edu/academics/professional-development/grad-aggies>

Professional Development Opportunities – <http://grad.tamu.edu/academics/professional-development>

Dr. Morgan Schweller, Professional Development Coordinator

1.4.5 New Graduate Student Orientation

Coordinated by the Graduate and Professional School, the New Graduate Student Orientation provides an overview of graduate education and services at Texas A&M University – including information on financial aid, procedures and processes, campus safety and security, the English Language Proficiency Program, and additional campus services. New graduate students will get the chance to meet campus leaders, administrators, and fellow graduate and professional students. Experienced graduate students will be present to answer questions and provide insight about thriving in graduate school, balancing work and personal life, and making the most of living in Bryan/College Station. Designed to get new graduate students off to a good start in their experiences, students will also have the opportunity to mingle and

NOTES:

explore the resource fair and meet representatives of campus services and organizations who serve the graduate and professional student community.

Whitney Aniello, Graduate Recruitment Coordinator

1.4.6 Graduate Student Ombuds Services

The Ombuds Officer serves as an informal and neutral resource for graduate students to discuss questions and concerns related to their graduate experience. The university is a large and complex institution, and graduate students often play multiple roles (e.g., student, research collaborator, teacher, technician, and peer). Misunderstandings and conflicts can arise in any one of these roles. Having a safe, off-the-record conversation with an Ombuds Officer can be a first step if students do not know where to turn. The Ombuds Officer is here to help graduate students identify options for addressing concerns and promote a fair and impartial process for all parties involved. The Ombuds officer is also a resource for faculty and administrators who have questions about the institutional policies and procedures as they relate to graduate students.

The Graduate and Professional Student Ombuds Officer is guided and informed by the Code of Ethics and Standards of Practice of the International Ombudsman Association.

The Ombuds Officer Can:

- Listen and help you achieve a greater understanding of the problem.
- Help you find information applicable to your situation and identify possible solutions to your problem.
- Explain University policies and procedures and how they apply to your specific case.
- Help you identify options for resolving conflicts with colleagues, staff, faculty, and advisors.
- Help you achieve fair and equitable solutions to problems.
- Facilitate communication among people in conflict.
- Provide other types of assistance to help you resolve a problem informally.
- Refer you to formal grievance or appeal procedures if you wish to engage in a formal process.
- Offer recommendations for changes to policies/procedures that appear outdated or problematic, while maintaining confidentiality.

The Ombuds Officer Cannot:

- Advocate for the University or the student, or any particular point of view.
- Make or change University decisions, rules, or policies.
- Set aside a decision or supersede the authority of another University official.
- Participate in formal grievance procedures.
- Provide legal advice.
- Conduct formal investigations.
- Testify in in formal proceedings with respect to confidential communication.

NOTES:

If a student is unable to resolve a problem within the student’s department (most often by working with the student’s Committee Chair/Co-Chair, the department’s Graduate Advisor, and /or the Graduate Program Chair), the student can request a meeting with a Graduate Ombuds Officer. These are private, informal meetings in which to explore potential solutions to the dilemma. On occasion, students elect to progress to formal appeals processes, but most issues are resolved informally.

The Ombuds Office values and protects the privacy and identity of students seeking assistance. We do not disclose confidential communications unless required by state law such as in situations of child abuse or neglect; imminent risk of serious harm to the visitor or another person; or a court order with appropriate authority.

According to Texas A&M System Regulation 08.01.01, Ombuds Officers are considered Mandatory Reporters and are required to report any alleged sexual harassment, sexual assault, dating violence, stalking, discrimination, or any other prohibited conducted committed by or against a person who was a student or employee at the time of the incident. Ombuds Officers are also obligated to report discrimination based on a protected status.

Appointments can be requested by emailing ombuds@tamu.edu or calling 845-3631.

Dr. Linda Castillo, Graduate Ombuds Officer

1.4.7 Administrative and Programmatic Support

Administrative and Programmatic Support Services fields all incoming phone and walk-in inquiries to the Graduate and Professional School, connects students and other stakeholders with resources and information to assist the mission of graduate studies, supports internal HR needs, coordinates internal and external fiscal-related transactions, and works with campus stakeholders to disseminate best practices related to graduate student employment benefits. The team manages the retention of graduate student records.

Jackie Perez, Director
Erika Brigham
Kourtney Hennigan
Theresa Reyes

1.4.8 Graduate Records Processing

The Graduate and Professional School is responsible for maintaining all University graduate degree requirements and records, and receiving proper documentation for each major milestone in a graduate student’s degree program. In addition, we offer training and guidance for graduate advising staff related to university requirements and resources.

Trent Smith, Assistant Director
Savanah Sanchez
Karen Seago
Mark Gleason

NOTES:

1.4.9 Interdisciplinary Degree Graduate Student Special Support

The Graduate and Professional School addresses the specialized questions and needs of students participating in TAMU's interdisciplinary degree programs (IDPs). Because these programs are not housed in the traditional department model, certain matters related to IDP graduate students are structured in unique ways.

More information related to master's, doctoral, and certificate programs is available [here](#).

Dr. Adam Seipp, Associate Dean

1.4.10 Thesis and Dissertation Services

Thesis and Dissertation Services reviews each electronic thesis, dissertation, and record of study (ETD) for uniformity, consistency, and adherence to University guidelines for quality. Each document is also reviewed for format using standard TAMU formatting requirements, which can be found in the [Thesis, Dissertation, and Records of Study Guidelines](#). In addition, we provide a wide range of preparation support and coordinate the timely release of the ETD for public access.

Our goal is to help each student produce a professional document that meets the quality standards of Texas A&M University. Students are encouraged to use the resources available from our website (including Word and LaTeX templates, and Overleaf technical support) and to participate in a face-to-face or online Document Preparation Seminars prior to the final defense.

The thesis, dissertation, or record of study must be submitted in electronic form as a single PDF file, while the Approval Form must be routed using DocuSign, by the posted deadline for each term. Thesis and Dissertation Services deadlines are published in the Graduate and Professional School calendar.

Dr. Adam Seipp, Associate Dean

Briana Nelson

Liz Ramirez

1.4.11 General Contacts

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Graduate Records Processing Team – gradprocessing@tamu.edu

Data Team – graddata@tamu.edu

Graduate Ombuds Officer – ombuds@tamu.edu

Graduate Student Employment and Benefits – grad-employment@tamu.edu

Graduate and Professional School awards administrator – grad-award-admin@tamu.edu

NOTES:

Graduate and Professional School fellowship administrator – grad-fellowship-admin@tamu.edu

Graduate and Professional School travel award – grad-travel-award@tamu.edu

Graduate and Professional School Council Administrator – GPCAdmin@tamu.edu

Responsible Conduct of Research – rcr.grad@tamu.edu

For Graduate Operations Committee (GOC) Deans to request that the Graduate and Professional School lift degree plan holds – dpblocks@tamu.edu

NOTES:

2 GRADUATE ADMINISTRATIVE SERVICES

2.1 STUDENT RECRUITMENT AND NEW STUDENTS

The Graduate and Professional School at Texas A&M University performs targeted recruitment for graduate and professional students in collaboration with colleges, departments, and interdisciplinary graduate programs. The Student Development and Success area provides brochures and information to departments for recruiting, encourages and welcomes questions from prospective students, attends graduate fairs around the country, and supports the presentation of information to undergraduate research scholars who may be interested in early graduate enrollment at Texas A&M University.

Whitney Aniello, Graduate Recruitment Coordinator

grad-recruit@tamu.edu Graduate and Professional School recruiting email address

2.1.1 Graduate Student Recruiting Best Practices

- Use regional and national databases to identify top students who are underrepresented in your discipline. The Graduate and Professional School has databases with strong students who participate in the McNair Scholars, National Name Exchange, California Diversity Forum, and SACNAS, among other programs.
- Meet with recruiters across the state and around the country to discuss best practices in recruiting and retention.
- Advertise in professional conference proceedings (e.g., in your discipline and in interdisciplinary programs focused on increasing diversity, such as SACNAS, and in guides to graduate studies). You may also purchase listings of top applicants in your field from sources such as the Educational Testing Service (ETS).
- Review conference proceedings for your professional associations (national and regional) to identify student presenters. These are likely to be strong students who are already socialized into the profession.
- Electronic Prospective Request Forms: These provide a quick means for students to provide relevant information, in person or online, allowing you to match potential students with faculty and current graduate students.
- Branding: Be consistent in all publications.
- Develop a PowerPoint presentation about your program that your faculty and students can show at conferences and when visiting other universities. Doing so will help them to be effective recruiters.

2.1.2 Suggestions for the Successful Graduate Recruitment of Diverse Students

- Provide timely responses to prospective students. Appropriate follow-up after your first communication is imperative.
- Develop a tracking database system (CRM) to keep records of where successful applicants are from, how they found out about your program, and who their mentors and/or major professors were.
- Keep in touch with your former students, and recruit them to assist in speaking to prospective students in their hometowns.

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- Keep a former student profile page available for prospective students to access.
- Attend fairs at Minority Serving Institutions, Historically Black Colleges and Universities, McNair Programs, Women’s Colleges, Institutions with NSF and NIH pipeline programs like Louis Stokes Alliance for Minority Participation (LSAMP) in Engineering and Science, SACNAS conferences, MANRRS conferences, Pathways to the Doctorate Symposiums, Alliances for Graduate Education and the Professoriate (AGEP), and the Post-Baccalaureate Research and Education Program (PREP). Ask the Graduate and Professional School about these opportunities to recruit.
- Fund campus visits, send personal letters from the department chair or college dean, and provide competitive assistantships and/or fellowships.
- Provide information about appropriate community resources.
- Invite students you have been communicating with, or have identified through contact cards or colleagues, to visit campus.
- Host an informational/recruitment weekend.
- Use campus events to interest prospective students in coming to campus, such as Graduate Research Week or during the Undergraduate Research Summer Program.
- Develop a group of reliable, trained, and advanced student ambassadors to help with recruiting.
- Make use of your department web page and/or department newsletter to highlight student/faculty accomplishments and collaborations, faculty research interest and successful grants, professional development activities and other things that help the prospective student identify you as a department dedicated to cutting-edge research, student success, diversity and the development of graduate students as colleagues and professionals.
- Encourage current graduate students to assist at recruiting fairs.

2.1.3 Recruiting Services from the Graduate and Professional School

- The recruitment of graduate students is conducted by the various departments and by the Graduate and Professional School. The Graduate and Professional School provides services to departments to assist in their recruiting efforts.
 - Materials for recruitment fairs and contacts include PowerPoint presentations for domestic and international students, brochures, handbills, flyers, and table covers.
 - Promotional materials for recruitment include pens, highlighters, and key chains, among other items.
 - Assistance with the development of departmental recruiting plans and presentations.
 - Graduate school information to local, national, and international institutions and organizations.
 - Support for the recording of information Slate (CRM) and disseminating the information to appropriate departments.
 - Names of prospective graduate students from national lists (e.g., National Name Exchange, California Diversity Forum, McNair Conference) to departmental representatives.
 - Presentations and workshops each semester to students involving various aspects of graduate school processes and resources.
 - Fellowship opportunities for prospective students to include the Avilés-Johnson Fellowship Program.

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- Representation of Texas A&M University at various local and national Graduate and Professional School Day Programs.

2.2 GRADUATE AND PROFESSIONAL STUDENT GOVERNMENT

The Graduate and Professional Student Government (GPSG) works in cooperation with the Texas A&M University administration to ensure that the needs of graduate and professional students are understood and considered when campus policies concerning academic excellence, tuition and finance, and research are made.

Specific goals of the GPSG include: to represent all graduate and professional students by identifying and advocating their interests on graduate issues; to be recognized as representing a unique population within the University system; to facilitate communication on graduate issues within the University community; and to enhance the graduate experience through social service opportunities. Each academic graduate department elects one (1) representative each fall. Officer elections are held in the spring. GPSG also works closely with the Student Government Association to assure graduate and professional student issues are represented and addressed through student legislation and on University committees. Additional information can be obtained by visiting the GPSG website at gpsg.tamu.edu.

2.3 GRADUATE AND PROFESSIONAL COUNCIL

The Graduate and Professional Council is composed of representatives from the graduate faculty at Texas A&M University. The Graduate and Professional Council reviews all curricular requests pertaining to graduate and professional academic courses and programs, maintains the quality and development of graduate instruction and programs, and advises the Associate Provost and Dean of the Graduate and Professional School on all graduate and professional program and policy matters.

Membership consists of the following:

- One (1) representative from each college, school, and off-campus academic unit who shall be selected by the Faculty Senate Executive Committee after consultation with the college and school deans and caucuses (chairs of the college and school Committees for Graduate Instruction shall be considered for appointment)
- Two (2) representatives of the Graduate Faculty
- Two (2) graduate students
- Associate Provost and Dean of the Graduate and Professional School (Ex-Officio)

The Graduate and Professional School offers administrative support to the Graduate and Professional Council. All curricular requests submitted for Graduate and Professional Council review and/or approval should be submitted through the Curricular Approval Request System (CARS).

Dr. Fuhui Tong, Chair

Contact: Graduate and Professional Council Administrative Assistant – gpcadmin@tamu.edu or 979-845-3631

NOTES:

2.4 GRADUATE OPERATIONS COMMITTEE

The Graduate Operations Committee (GOC) serves as an advisory body to the Associate Provost and Dean of the Graduate and Professional School. It focuses primarily on operations and procedures regarding administration of graduate education throughout the University. The GOC serves as a forum for the Associate Deans in each College to discuss issues and concerns of an operational nature, and to recommend procedures, which are as uniform as possible across Colleges, to resolve these issues/concerns. The GOC works closely with the Graduate and Professional Council to coordinate all curriculum and policy issues. It also works closely with the Academic Operations Committee to consider recommendations concerning undergraduate operations and procedures. Each academic College is represented on the GOC by the Associate Dean (or other named individual) responsible for graduate studies in that college.

Contact: Laura Arenas, Executive Assistant to Associate Provost and Dean

2.5 AUTHORIZED SIGNERS FORM

Each college or school, department, and interdisciplinary degree program (IDP) is required to have an Authorized Signers Form on file with the Graduate and Professional School. These forms identify faculty and staff information; provide access to view student documents in ImageNow and the Doctoral Student Profile system; verify Document Processing Submission System (DPSS) and Graduate Committee Faculty designated approvers; and contact persons for all graduate and professional student documents across Texas A&M University.

This form (available through Qualtrics) should be updated when there are changes in unit roles. The Graduate and Professional School may also request updates from all units, if changes in procedures occur.

If a college/school, department, or IDP should need to update their Authorized Signers Form, please request the Qualtrics link from the Administrative Coordinator at the Graduate and Professional School.

Contact: Graduate Committee Faculty Administrative Coordinator – gradcom@tamu.edu or 979-845-3631

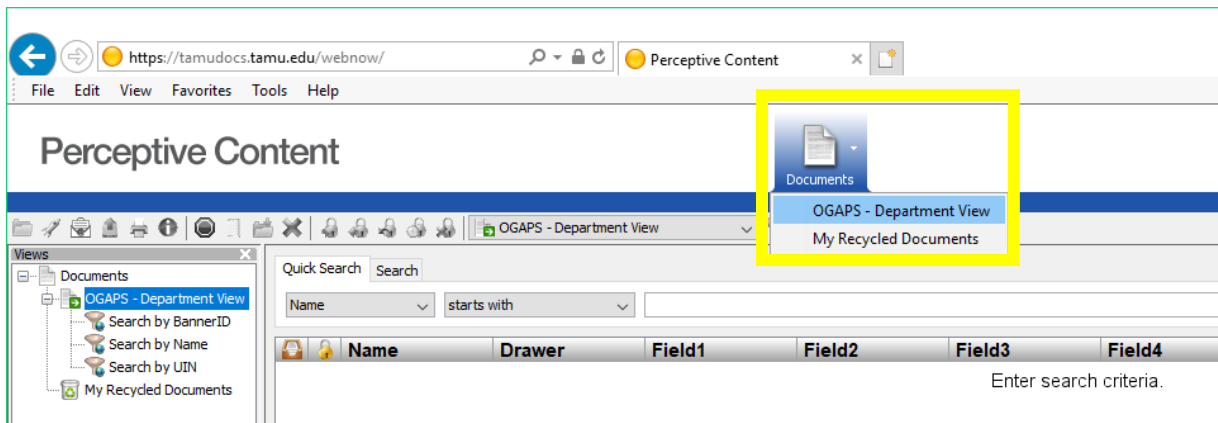
2.6 DEPARTMENT ACCESS TO GRADUATE AND PROFESSIONAL SCHOOL DOCUMENTS IN TAMUDocs

TAMUDocs, also referred to as Perceptive Content or ImageNow, houses student documents submitted to the Graduate and Professional School. Academic units must indicate on their Authorized Signer Form who should have access to view documents that have been submitted to the Graduate and Professional School. This access will allow faculty and staff to confirm that documents have been received by the Graduate and Professional School and allow users to see what has been processed and approved or returned.

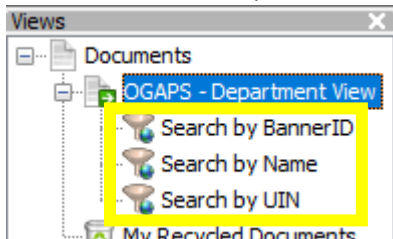
To view the student documents submitted by your unit in TAMUDocs,

1. Log in at tamudocs.tamu.edu (or use the Perceptive Content client if it is already installed on your desktop) with your NetID and Password.
2. Select the “Documents” drop-down and select the “OGAPS – Department View” option.

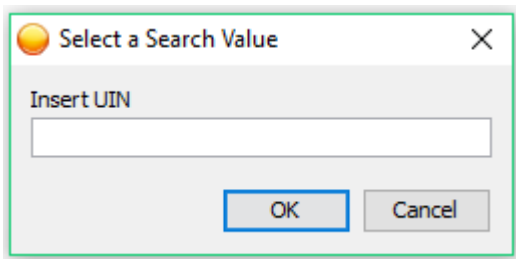
NOTES:



3. Click once on the respective “Search by ...” filters on the left of the screen.

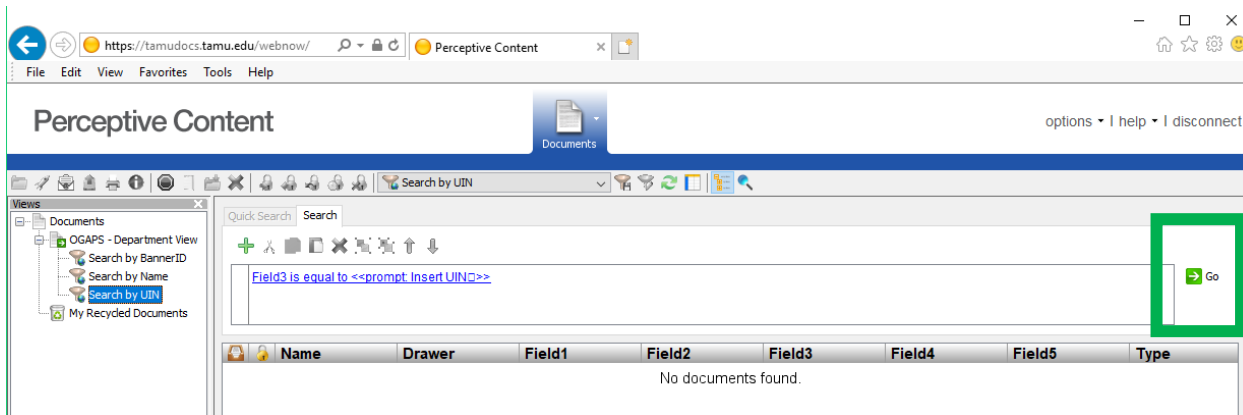


For example, to search by UIN, click on the filter labeled, “Search by UIN”. A prompt will pop-up for you to enter a UIN.



4. Double click any document to open/view it. (You will only be able to view documents linked to your specific department. You will not have access to route the document or add any stamps or annotations for the Graduate and Professional School.)
5. To perform another search after you have already completed one, click on the green “Go” button in the top right to open the prompt again.

NOTES:



Contact: Graduate Records Processing – gradprocessing@tamu.edu or 979-845-3631

2.7 GUIDELINES FOR GRADUATE FACULTY MEMBERSHIP

The Graduate Faculty at Texas A&M University consists of the President, the Provost and Executive Vice President, the Associate Provosts, the Deans of all subject-matter colleges and schools, selected Directors, and properly qualified academic groups.

This section presents University policies and practices which Department Heads, Deans, and Intercollegiate faculties should follow in nominating members to the Graduate Committee Faculty of Texas A&M University for participation on graduate student advisory committees. This section also discusses the various roles of Graduate Committee Faculty and describes the credentialing requirements for the Graduate Teaching Faculty. Departments, intercollegiate faculties, and colleges may require additional prerequisites for individuals seeking an appointment to the Graduate Committee Faculty. Additional requirements are subject to review and approval by the Associate Provost for Graduate and Professional School.

2.7.1 Graduate Teaching Faculty

According to SACSCOC guidelines, faculty teaching graduate and post-baccalaureate coursework should have an earned doctorate or terminal degree in the teaching discipline or a related discipline. Other credentials that may be considered include possessing a master’s degree or at least 18 semester credit hours of graduate-level coursework in the same or closely related field, professional licensure or certification in a related field or profession, or significant professional, research or teaching experience in the same or closely related field. Faculty members meeting these credentialing requirements are automatically members of the Graduate Teaching Faculty.

The Office of the Vice President for Faculty Affairs assumes responsibility for verifying the teaching qualifications for faculty. Colleges, schools, and departments oversee hiring of Graduate Assistants who serve as instructors of record for undergraduate courses. The guidelines for all instructional faculty, including Graduate Teaching Assistants, who are instructors of record for graduate and undergraduate courses at Texas A&M University and its two branch campuses -

NOTES:

Texas A&M University at Galveston and Texas A&M University at Qatar - are available on the Vice President for Faculty Affairs website at <https://facultyaffairs.tamu.edu/Hiring/Faculty-Credentialing>.

In addition to meeting the credentialing requirements for teaching graduate courses, faculty teaching research courses such as 691 and other designated courses must also be members of the Graduate Committee Faculty.

2.7.2 Graduate Committee Faculty

Appointees to the Graduate Committee Faculty participate in the graduate degree programs of Texas A&M University by serving on graduate student advisory committees.

Members of the Graduate Committee Faculty are selected from qualified individuals of the faculty and professional staff of Texas A&M University; from employees of Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; from employees of affiliated research organizations (such as the USDA) located near Texas A&M campus sites, and from affiliated hospitals and clinical organizations.

Nomination for membership on the Graduate Committee Faculty is always initiated by the head of the appropriate academic department, intercollegiate faculty, or dean of college or school (under special circumstances) of Texas A&M University and is processed as discussed in the following sections.

Appointment to membership on the Graduate Committee Faculty, while considered an honor, serves functional purposes as well. Appointment to membership is not for the sole purpose of conferring recognition upon an individual but is designed to assure competence in the directing and advising of graduate students. Such competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

Membership on the Graduate Committee Faculty is maintained only by participating in graduate programs by directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University, such as through service on a Graduate Instruction Committee or with administrative assignments in graduate education. A member of the graduate committee faculty may not serve on the graduate committee faculty of an academic program in which the member is pursuing a graduate degree or certificate. Individuals who have not been appointed to the Graduate Committee Faculty may not serve on student advisory committees unless special approval is granted by the Associate Provost and Dean of the Graduate and Professional School.

The Graduate and Professional Council expects that all Deans, Department Heads, and Chairs of Intercollegiate Faculty will regularly review the Graduate Committee Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Committee Faculty on the basis of their lack of contribution to graduate education. If the chair of a student's advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Committee Faculty, from the student's academic program and located near the Texas A&M University campus site, to serve as the co-chair of the committee. The Department Head or Chair of intercollegiate faculty may request in writing to the Associate Provost and Dean of the

NOTES:

Graduate and Professional School that a faculty member who is on an approved leave of absence or has voluntarily separated from the University, be allowed to continue to serve in the role of chair of a student’s advisory committee without a co-chair for up to one (1) year. The student should be near completion of the degree. Extensions beyond the one-year period can be granted with additional approval of the Associate Provost and Dean.

The Department Head or Chair of intercollegiate faculty shall notify any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty, and faculty members have the right to appeal their removal through University Rule 12.99.99.M2 (Faculty Grievances Procedures).

2.7.3 Graduate Committee Faculty Membership Categories and Roles

The two categories of membership include: 1) Member, and 2) Special Appointment.

Possible Roles of Graduate Committee Faculty

Member				
Role	Master’s Only (MS or MA)	Master’s Only (Med, other Professional Masters)	Doctoral (PhD, DrPH) and Master’s	Doctoral (EdD, Deng) and Master’s
Chair	X	X	X	X
Co-Chair	X	X	X	X
Member	X	X	X	X
Special Appointment				
Extra member (non-voting)				

2.7.4 Members of Graduate Committee Faculty

A. Tenured and Tenure-Track TAMU Faculty and TAMUQ Academic Professional Track Faculty

Tenured and Tenure Track (T/TT) faculty members of Texas A&M University are eligible to participate as members of the Graduate Committee Faculty under criteria and guidelines as established by each college or department.

NOTES:

Academic Professional Track (APT) faculty members employed by Texas A&M University at Qatar (TAMUQ) with appropriate professorial rank (Assistant Professor, Associate Professor, or Professor) are also eligible to participate as members of the Graduate Committee Faculty. The aforementioned faculty members may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students.

Appointment of a T/TT faculty member to all roles for all graduate programs in the degree granting unit for which the individual is adloc’d is accomplished during the hiring process by the head of a department, chair of an intercollegiate faculty group, or dean of a college. Appointment of a T/TT faculty member to the chair role in another degree granting unit is accomplished by its department head, intercollegiate faculty chair, or dean. This is accomplished by submitting a Graduate Committee Faculty nomination through the Graduate Committee Faculty portal at <https://gradcom.tamu.edu/>. The nominations will progress through a workflow system to receive the approval of the department head or chair of intercollegiate faculty for that graduate degree-granting unit.

Nominations of T/TT faculty members who are not adloc’d to a graduate degree-granting unit, to serve as chair or co-chair in a graduate degree-granting unit must come from the department head or chair of intercollegiate faculty for that graduate degree-granting unit.

T/TT faculty may be approved to serve as co-chair on a doctoral or a master’s advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the degree plan or change in committee petition approval process.

Appointment of an APT faculty member employed by TAMUQ with appropriate professorial rank (Assistant Professor, Associate Professor, or Professor) is accomplished through use of the Personal Record Form and letter from the TAMUQ Graduate Instruction Committee (the members of which must be members of the Graduate Committee Faculty at TAMU) through the Dean/CEO of the TAMUQ campus and the appropriate administrative chain at TAMU.

B. Academic Professional Track Faculty and Professional Staff of TAMU, TAMUS Agencies, Affiliated Research Organizations, and Affiliated Hospitals and Clinical Organizations

An APT faculty employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations is eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as chair, co-chair, or member of advisory committees of master’s and doctoral students with appropriate approval. Professional staff employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as co-chair or member of advisory committees of master’s and doctoral students with appropriate approval.

Appointments of these academic professional track individuals and professional staff are accomplished by submitting a Graduate Committee Faculty nomination through the Graduate Committee Faculty portal at <https://gradcom.tamu.edu/>. The nominations will progress through a workflow system to obtain approvals from the appropriate department head or chair of intercollegiate faculty, Chair of the Graduate Instruction Committee, and the

NOTES:

College dean. The workflow will issue a letter request, initiated by the head of the academic department, dean of college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

APT faculty members who have been appointed to serve in the chair role for a doctoral degree program may be approved to serve as co-chair on a doctoral or a master’s advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the degree plan or change in committee petition approval process. APT faculty members who have been appointed to serve in the chair role for a master’s degree program may be approved to serve as co-chair on a master’s advisory committee in any degree granting unit by its department head or chair of intercollegiate faculty during the degree plan or committee change petition approval process.

1. General Qualifications for Serving on Advisory Committees for Master’s Students Only.

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, affiliated research organizations, or affiliated hospitals and clinical organizations to serve in the various roles of the Graduate Committee Faculty for master’s students only are described below each role in the following section.

Chair Role:

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for master’s students:

- a) qualifications (a)-(d) listed below for co-chair role;
- b) and employment location near city of Texas A&M campus site (except for online programs).

Co-Chair Role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master’s students:

- a) has an earned master’s or terminal degree;
- b) has actively served on a graduate student’s advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
- d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; affiliated research organizations; or affiliated hospitals and clinical organizations with professorial rank.

Member Role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master’s students:

NOTES:

- a) has an earned master’s or terminal degree, or an earned bachelor’s degree;
- b) and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges or schools, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College or School.

2. General Qualifications for Serving on Advisory Committees for Doctoral Students.

Minimum qualifications for academic professional track faculty or professional staff employed by TAMU, designated TAMUS agencies, affiliated research organizations, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

Chair Role:

The following minimum qualifications must be met for eligibility to serve in the chair role on advisory committees for doctoral students.

- a) qualifications (a)-(d) listed below for co-chair role;
- b) and employment location near city of Texas A&M campus site (except for on-line programs).

Co-Chair Role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree;
- b) has actively served on a graduate student advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
- d) employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; affiliated research organizations, or affiliated hospitals and clinical organizations with professorial rank.

Member Role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree, or an earned master’s degree;
- b) and appropriate evidence of professional accomplishments related to the discipline.

NOTES:

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges or schools, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College or School.

C. Faculty and Professional Staff Employed by Other Institutions and Organizations

Faculty and professionals not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by department or college guidelines), and may serve as co-chair or member of advisory committees of master’s and doctoral students with appropriate approval.

Appointments of the aforementioned individuals are accomplished by submitting a Graduate Committee Faculty nomination through the Graduate Committee Faculty nomination website. The nominations will progress through a workflow system to receive the approvals of the department head or chair of intercollegiate faculty, Chair of the Graduate Instruction Committee and College or School dean. The workflow will require a letter, initiated by the head of the academic department, dean of college, or chair of intercollegiate faculty, through the College Graduate Instruction Committee and the College Dean. The letter must provide evidence that the nominee meets the qualifications for the desired role(s).

1. General Qualifications for Serving on Advisory Committees for Master’s Students Only.

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, or affiliated hospitals and clinical organizations are described below each role in the following section.

Co-Chair Role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for master’s students:

- a) has an earned master’s or terminal degree;
- b) has actively served on a graduate student advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Member Role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for master’s students:

- a) has an earned master’s or terminal degree, or an earned bachelor’s degree;
- b) and appropriate evidence of professional accomplishments related to the discipline

NOTES:

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from heads of departments, deans of colleges or schools, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College or School.

2. General Qualifications for Serving on Advisory Committees for Doctoral Students.

Minimum qualifications for individuals who are not employed by TAMU, TAMUS agencies listed in section B, affiliated research organizations, or affiliated hospitals and clinical organizations to serve in the various roles of the graduate committee faculty for doctoral students are described below each role in the following section.

Co-Chair Role:

The following minimum qualifications must be met for eligibility to serve in the co-chair role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree;
- b) has actively served on a graduate student advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
- c) has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.

Member Role:

The following minimum qualifications must be met for eligibility to serve in the member role on advisory committees for doctoral students:

- a) has an earned doctoral or terminal degree, or an earned master’s degree;
- b) and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested by heads of departments, deans of colleges or schools, or chairs of intercollegiate faculty through the Graduate Instruction Committee and Dean of College or Schools.

Special Appointments

Situations may exist where the head of an academic department or chair of intercollegiate faculty wishes to have qualified individuals (such as those from another university, government, or industry) serve on a student’s advisory committee without being permanent members on the Graduate Committee Faculty. An individual serving as a Special Appointment on a student’s advisory committee does not count toward the minimum number of Graduate Committee Faculty necessary to form the committee. Special Appointments are accomplished by submitting a Graduate Committee Faculty nomination through the Graduate Committee Faculty portal at <http://gradcom.tamu.edu>. The nominations will progress through a workflow system to obtain approvals from the department head or chair of intercollegiate faculty. The workflow will require a letter, initiated by the head of an academic department or chair of intercollegiate faculty, to the Associate Provost and Dead of the Graduate and Professional School with the individual’s resume attached. The

NOTES:

letter should state the merits of the individual being nominated and should include a list of the specific student advisory committees on which the individual will serve.

Special Appointments do not sign academic milestone documents such as the research proposal approval form, preliminary exam results, final exam results, and thesis or dissertation approval form. Likewise, Special Appointments are not listed on the title page of a thesis, dissertation, or record of study, but may be mentioned in the contributor's section.

Contact: Graduate Committee Faculty Administrative Coordinator – gradcom@tamu.edu or 979-845-3631

2.8 GRADUATE COMMITTEE FACULTY NOMINATION

Authorized users may access the Graduate Committee Faculty Nomination form by logging into <http://gradcom.tamu.edu>. Complete the form in its entirety, upload the appropriate documents, and submit the nomination for approval through the workflow.

To access, nominate, or approve in the Graduate Committee Faculty Nomination system, the user must be listed on a college/school, department, or interdisciplinary degree program's Authorized Signers Form. Any issues with access or notifications should be directed to the Graduate Committee Faculty Administrative Coordinator at gradcom@tamu.edu or 979-845-3631.

Please note: A nomination for a membership with voting privileges cannot be submitted for anyone who does not already have a University Identification Number (UIN). To request a UIN, please complete the form in the IT Self-Service portal at <https://u.tamu.edu/NetID-Request> and submit it to Identity Management. Any questions or issues with sponsored UINs should be directed to Identity Management at identity@tamu.edu or 979-862-4300.

As of Summer 2022, nominating units will no longer need to request a UIN for Special Appointments before submitting a nomination.

To see any request that a user has personally submitted, under the "Nominations" tab select either "Pending Others". Here users will also be able to see when the nomination is approved and have the ability to print a copy of the approved nomination request.

Contact: Graduate Committee Faculty Administrative Coordinator – gradcom@tamu.edu or 979-845-3631

2.8.1 Graduate Committee Faculty Nomination Entry

After logging in to <https://gradcom.tamu.edu/>, select the "Nominations" tab. To create a new nomination, click "Create New Nomination".

NOTES:

Graduate and Professional School - Graduate Committee Faculty

Create New Nomination Create Special Appointment Nomination

Nominations

Process Pending Others Approved All

Viewing: **Process**

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
No records to display						

« < > » 20 Items per page

Enter the faculty member’s UIN and click “Lookup UIN” (Note: a regular nomination cannot be created if the nominee does not have a UIN).

Graduate and Professional School - Graduate Committee Faculty

Create Nomination

Enter the faculty member's UIN.

UIN: Lookup UIN

The First Name, Last Name, and Email of the nominee will appear below. Select the nominating unit from the drop-down menu and then click “Start Nomination”.

NOTES:

Graduate and Professional School - Graduate Committee Faculty

Create Nomination

Enter the faculty member's UIN.

UIN: [Lookup UIN](#)

Select the department to create a nomination.

First Name:	Mark
Last Name:	Gleason
Email:	mark.gleason@tam.u.edu
Department:	<input type="text"/>

[Start Nomination](#)

Next, click “Edit”.

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 8606

Available Actions:

[Edit](#) [Delete Nomination](#)

Action Note:

Enter the nominating unit’s Mail Stop, the nominee’s Location and Gender. Confirm that the Faculty Category is correct. If the nominee is employed by Texas A&M University, make sure the Employed by TAMU box is checked, select the nominee’s home/primary department at the university, and Academic Rank from the drop-down menus.

NOTES:

Graduate and Professional School - Graduate Committee Faculty

Nomination Detail

Nomination ID: 8606
 Status: Incomplete
 Nominating Unit: Auto-filled
 Mail Stop:
 UIN:
 First Name:
 Last Name:
 Email:
 Location:
 Gender: Male Female
 Faculty Category: Tenure or Tenure Track TAMU Faculty
 Academic Professional Track (APT) Faculty of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations
 Professional Staff of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations
 Faculty and Professional Staff Employed by Other Institutions and Organizations
 Employed by TAMU:
 Nominee TAMU Department:
 Academic Rank:
 Save

Click “Save” before completing the remainder of the form.

Under Degree, click “+ Add” to generate the fields for entry of the nominee’s Degree, Institution, Year Awarded, and Major Area. Once all four boxes are filled, click the “Save” button. Click the “+ Add” button to enter additional degrees.

Degrees

+ Add

Degree	Institution	Year Awarded	Major Area
PHD	Texas A&M University	2022	Studies

Save

Under “Documents”, click “Browse...” to select the relevant support files (please upload PDFs only). For nominations of Academic Professional Track (APT) Faculty, Professional Staff (PS) of TAMU, or Faculty and Professional Staff Employed by Other Institutions (OtherFPS), please provide a Curriculum Vitae and Letter of Support.

NOTES:

Documents

View	Type	Current File	Upload New File
View	C.V.	CV.pdf	<input type="button" value="Browse..."/> Or drop files here File uploading... File uploaded successfully
	Letter		<input type="button" value="Browse..."/> Or drop files here

For nominations of Tenured or Tenure-Track TAMU Faculty only a Curriculum Vitae is required.

Under “Memberships”, select the appropriate type: Chair/Co-Chair/Member, Co-Chair/Member, Member, or None. (If no selection is made for a specific Department/Major/Degree, the Membership Type will automatically remain set as “None”).

Memberships

Department	Major	Degree	Current Membership	New Membership Type			
DEPT	MAJR	MS	NONE	Chair/Co-chair/Member	Co-chair/Member	Member	None
DEPT	MAJR	PHD	NONE	Chair/Co-chair/Member	Co-chair/Member	Member	None
DEPT	MAJR	PHD	NONE	Chair/Co-chair/Member	Co-chair/Member	Member	None

Once all the information has been entered, return to the top of the page and click “Back to Process”.

TEXAS A&M
UNIVERSITY

- [Home](#)
- [Committee Faculty](#)
- [Nominations](#)
- [Change Requests](#)
- [Annual Review](#)

Graduate and Professional School - Graduate Committee Faculty

Edit Nomination

Nomination ID: 8606

[Back to Process](#)

Nomination Detail

Nomination ID:	8606
Status:	Incomplete

Under “Nomination Detail”, confirm that the information entered is correct. If changes are required, click the “Edit” button. If the nomination is complete, click “Submit Nomination”.

NOTES:

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 8606

Available Actions:

[Edit](#) [Submit Nomination](#) [Delete Nomination](#)

Action Note:

Nomination Detail

Nomination ID:	8606
Status:	Incomplete

When a nomination is returned, an Action Note must be entered by the user. Under the “Process” tab, select the returned nomination by clicking the ID number highlighted in blue.

Graduate and Professional School - Graduate Committee Faculty

[Create New Nomination](#) [Create Special Appointment Nomination](#)

Nominations

[Process](#) [Pending Others](#) [Approved](#) [All](#)

Viewing: **Process**

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
8606	[redacted]	Mark	Gleason	DEPT	Adjunct Assistant Professor	Returned

« < 1 > » 20 Items per page

The reason for the nomination’s return is viewable at the bottom of the page under “History.” The nomination can be corrected by clicking “Edit.” Once the adjustments have been made, click “Back to Process,” confirm that the information is correct under “Nomination Detail,” and then click “Submit Nomination.”

Once the nomination has been submitted, it will move to the unit’s Department Approver.

NOTES:

If a unit no longer intends to pursue an incomplete or returned nomination, it can be cleared from the system by selecting “Delete Nomination.”

Graduate and Professional School - Graduate Committee Faculty

Nomination

Nomination ID: 0

Available Actions:

[Edit](#) [Nomination](#) [Return Nomination](#) [Delete Nomination](#)

Action Note:

Nomination Detail

To view the status of nominations, select the “Nominations” tab.

Graduate and Professional School - Graduate Committee Faculty

[Create New Nomination](#) [Create Special Appointment Nomination](#)

Nominations

[Process](#) [Pending Others](#) [Approved](#) [All](#)

Viewing: **Pending Others**

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status
8554		Matthew	Ege	DEPT	Associate Professor	Department Approval
8591		Kevin	Kraeft	DEPT	Assistant Professor	GIC Approval
8598		Mark	Gleason	DEPT		Final Approval
8599		Trenton	Smith	DEPT		Graduate and Professional School Review
8602		Daniel	Howard	DEPT	Professor	GOC Approval

« < 1 > » 20 Items per page

2.8.2 Graduate Committee Faculty Membership Change Requests

After logging into gradcom.tamu.edu, select the “Change Requests” or the “Committee Faculty” tab.

NOTES:

On the “Graduate Faculty Committee” page, you can search by first or last name, or see all members with a specific unit affiliation (the affiliation in **bold** is the member’s primary/home department). Select a specific member by clicking “View” (users can make change requests only for departments in which they are authorized).

ID	First Name	Last Name	Title/Rank	Departments
view	Artem	Abanov	Associate Professor	PHYS
view	James	Abbey	Professor	INFO ARCH
view	Ahmed	Abdalla	Associate Professor	CHEN EAHR CLEN MSEN
view	Ahmed	Abdel-Wahab	Professor	CHEN CLEN
view	Ahmed	Abdelaal	Instructional Assistant Professor	ETID
view	Sara	Abedi Mashhadimighani	Assistant Professor	PETE CVEN

Under “Memberships”, select your unit from the drop-down menu and click “Start Change Request”.

NOTES:


Memberships

Department	Major	Degree	Role
DEPT	MAJR	MS	Chair, Co-Chair, Member
DEPT	MAJR	PHD	Chair, Co-Chair, Member

You can start a Change Request for the selected Department:

Start Change Request

The request will move to the “Change Request List” page. To initiate, click the “Update” button.



- Home
- Committee Faculty
- Nominations
- Change Requests
- Annual Review


Graduate and Professional School - Graduate Committee Faculty

Change Request List


To create a new Change Request, go to [Committee Faculty](#) and view the faculty member. The option is below their list of Memberships.

Process
Pending Others
Approved
All

Viewing: **Process**

Instructions:
Review each faculty member's Memberships. If changes are needed, click the Update button above their Membership list.
You can approve or return multiple requests by checking the box beside them and clicking the desired action above the list.
To view the history of a change request, click it's status button .

Select All
 Approve Selected
Return Selected

Process	UIN	Name	Department	Status	Status Date	Memberships									
Update		Faculty Name	DEPT	Incomplete 	6/1/2022 2:37:16 PM	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Program</th> <th>Current Membership</th> <th>New Membership</th> </tr> </thead> <tbody> <tr> <td>DEPT MS</td> <td>CCM</td> <td>CCM</td> </tr> <tr> <td>DEPT PHD</td> <td>CCM</td> <td>CCM</td> </tr> </tbody> </table>	Program	Current Membership	New Membership	DEPT MS	CCM	CCM	DEPT PHD	CCM	CCM
Program	Current Membership	New Membership													
DEPT MS	CCM	CCM													
DEPT PHD	CCM	CCM													

<<
1
>>

An “Update Memberships” box will open. The user may then click the button for the appropriate roles. Once completed, click the “Submit Change and Approve” button.

NOTES:

Once the change request has been submitted, it will move to the unit’s Department Approver.

2.9 INTERDISCIPLINARY DEGREE PROGRAMS (IDPs)

The Graduate and Professional Catalog provides a list of approved interdisciplinary degree programs at the [master’s](#) and [doctoral levels](#), as well as those offering [certificates](#) (please see the Graduate and Professional Catalog at <https://u.tamu.edu/Interdisciplinary-Programs>).

All Graduate and Professional School documents for students in the following programs require the signature of the Chair of the appropriate interdisciplinary program. Students who have not filed a degree plan are listed as members of the IDP’s home department. Once a degree plan is filed, the student will count as a member of the advisory committee chair’s home department.

Student in IDPs graduate with the college/school as determined by the program below.

Program/Major	Degree	Commencement Ceremony
Agribusiness (AGBU)	MAB	with College of Agriculture and Life Sciences
Agribusiness and Managerial Economics (ABME)	PhD	with College of Agriculture and Life Sciences

NOTES:

Program/Major	Degree	Commencement Ceremony
Biotechnology (BIOT)	MBIOT	with College of Engineering
Data Science (DATA)	MS	with College of Arts and Sciences
Ecology and Evolutionary Biology (EEBL)	PhD	with college or school where chair of advisory committee
Energy (ENGY)	MS	with College of Engineering
Genetics (GENE)	MS	with college or school where chair of advisory committee
Genetics and Genomics (GGEN)	PhD	with college or school where chair of advisory committee
Molecular and Environmental Plan Sciences	MS	with College of Agriculture and Life Sciences
Molecular and Environmental Plan Sciences	PhD	with College of Agriculture and Life Sciences
Neuroscience (NRSC)	MS	with college or school where chair of advisory committee
Neuroscience (NRSC)	PhD	with college or school where chair of advisory committee
Toxicology (TOXI)	MS	with college or school where chair of advisory committee
Toxicology (TOXI)	PhD	with college or school where chair of advisory committee
Water Management and Hydrological Sciences	MS	with College of Arts and Sciences
Water Management and Hydrological Sciences	MWM	with College of Arts and Sciences
Water Management and Hydrological Sciences	PhD	with college or school where chair of advisory committee

* When the chair resides in one of the Health Sciences (the Schools of Dentistry, Medicine, Nursing, Pharmacy, or Public Health), please contact gradprocessing@tamu.edu for guidance.

2.10 NEW SPECIAL TOPICS (689) COURSES

Special Topics (689) courses may be taught, temporarily, with approval from the Graduate and Professional School. A new graduate course may be taught under the designation of Special Topics (689) two times, after which the course should then be given a regular course number and submitted for approval as a new course. The Special Topics course may receive approval for a third time unless a new permanent course request has been initiated in the Curricular Approvals Request System (CARS) for consideration. This process will be monitored by the Graduate and Professional School.

Note: If extenuating circumstances exist to prevent submission of a new course request, and would like the course approved a third time, please contact the Graduate and Professional School explaining the situation.

Submit requests through the Registrar’s Section Request System at <https://sectionrequest.tamu.edu/>. Additional information can be found on the Office of the Registrar’s Course Inventory Approvals at <https://u.tamu.edu/Course-Inventory-Approvals>.

NOTES:

Contact: Graduate and Professional School – grad@tamu.edu or 979-845-3631

Office of the Registrar, Scheduling Office – scheduling@tamu.edu or 979-458-4950

2.11 GRADADVISORS LISTSERV

The LISTSERV is a vehicle through which the Graduate and Professional School, as well as other entities around campus, disperse information relevant to graduate and professional students, advisors, and programs at Texas A&M University.

2.11.1 Some examples of LISTSERV appropriate information:

- Scholarship/Grant/Fellowship information.
- Information for graduate and professional students and advisors related to programming, events, and professional development
- Updates/changes to graduate academic requirements.
- Student rule information relevant to graduate students or programs.

Note: All information should be applicable to the campus community as a whole, rather than one specific college or department.

2.11.2 Submitting Information to the LISTSERV

Information should be sent to gradadvisors@listserv.tamu.edu for approval. *Do not* address your email to the moderator because the emails submitted are simply approved and forwarded on to the entire LISTSERV. The moderator acts only as a filter for unnecessary information and does not edit or tailor individual emails for submission. Each email should be carefully crafted, proofread and edited, and have contact information clearly listed.

2.11.3 Subscribing/Unsubscribing from the LISTSERV

How do I subscribe to the GRADADVISORS list? Send an email to listserv@listserv.tamu.edu with the following command as a single line in the body of the message:

- Subscribe GRADADVISORS Firstname Lastname

where "Firstname" and "Lastname" is your real name.

- No "Subject" is required. You do not need to include your email address in your message. LISTSERV automatically uses the address from your email.

How do I unsubscribe or sign off from the GRADADVISORS list? Send an email to listserv@listserv.tamu.edu with the following command as a single line in the body of your message:

- SIGNOFF GRADADVISORS
- Your email must come from the account you used when you subscribed to the list.

grad@tamu.edu – More information pertaining to the GradAdvisorS Listserv.

NOTES:

2.12 COMPASS USE

Compass, the student information system, provides critical support to the administrative and academic operations of Texas A&M University by maintaining an electronic database of student records. It is accessible online to authorized users. Compass support is divided into six functional areas: admissions processing, registration, student records, student accounts and billing, student financial aid, and degree evaluation.

2.12.1 Access

If your job duties require you to use Compass, you will need a Compass Account Request form signed by the Primary Authorizing Agent (PAA). After you complete the Basic Navigation training, you will receive your Compass account. You will then be notified to take additional training if needed. Prerequisites for acquiring Compass access include knowing your NetID and password, acquainting yourself with the Howdy web portal, and completing FERPA training.

More information on Compass may be found online at eis.tamu.edu/Compass.

The following Compass security groups are necessary to obtain Compass forms which display items associated with graduate student progress and provide access to generate a graduate degree evaluation:

G_REGI_CAPP_DEG_AUDIT_VIEW

Grants access to the Advisor Menu Channel on the Instructor/Howdy Dashboard in the Howdy Portal. With this security group, advisors can generate degree evaluations and access the advisor functions in self-service. Includes Compass forms: SMARQCM, SMACACT, SMAPRLE.

G_REGI_CAPP_ADJUSTMENT_VIEW

Provides query level access to Compass forms which display archived degree audit data from SIMS 600-level screens. Includes Compass forms: SMASARA, SMASLIB.

G_CLGR_GRAD_STU_INFO_VIEW

Provides query level access to Compass forms which display graduate GPA, graduate student advisory committees, faculty committee assignments, non-course requirements, thesis/dissertation information and accumulated doctoral hours and terms. This group also provides Compass Reports access to all Graduate and Professional School reports which are used by department and college graduate advisors. Includes Compass forms: SOAGPAT, SHICMID, SHICMBQ, SHANCRS, SHAQPNO, SZASSTD.

2.12.2 Compass Training

Compass training is currently completed in the Introductory Training available through Enterprise Information Systems (EIS) at the beginning of the Compass account setup process. Additional information is available through the Employee tab on the Howdy Portal. Under this tab, there is a channel entitled “Compass User Training” that contains various electronic presentations on Compass topics.

NOTES:

2.13 COMPASS REPORTS

Compass Reports is a repository of Compass-based reports which allows approved users to display, download, and print documents created by a variety of TAMU offices. Compass Reports is accessed via the Compass Reports link in the Compass Channel on the Employee tab in the Howdy Portal.

2.13.1 Access

Following the same process used to request or update a Compass account, PAAs request access to reports for their Compass users by completing the 'Compass Account Request Form.' The security group which contains the desired report is listed on the request. The completed form is sent to EIS for approval.

2.13.2 Graduate and Professional School Use of Compass Reports

The Graduate and Professional School will include all Graduate and Professional School reports used by departments and colleges in specific security groups available by college and department. Please have your PAA contact Rachel Krolczyk at rkrolczyk@tamu.edu for the specific group that needs to be requested.

NOTES:

The following lists some common graduate student-related reports available through COMPASS Reports:

Report Name	Description
PWS_CURR_STD_COMM_XX	All students in the college with a committee. Lists all the student's committee members, member UIN, member type and member affiliated department(s) in Compass.
PWS_GR_COMMITTEE_XX	Ad hoc report. This report only exists if it has been requested by a department or faculty member through the eis-reports team. It will list all committees a specific faculty member has ever served on including historic committees from SIMS. The report has the option to also include the student's thesis/dissertation title.
PWS_GRAD_GPR_XX	College specific report that lists whether the graduate student has an approved degree plan, completed degree plan hours, degree plan GPR, cumulative GPR, incompletes, completed S/U hours, and committee chair.
PWS_ELP_CERTIFICATION_XX	English Language Proficiency levels, as they relate to English Language Certification for international students.
SRC_AL_FINAL_GRAD_AL SRC_AL_FINAL_GRAD_AL_CSV SRC_AL_FINAL_GRAD_GR SRC_AL_FINAL_GRAD_GR_CSV SRC_AL_FINAL_GRAD_XX SRC_AL_FINAL_GRAD_XX_CSV	Final graduation report. The SRC_AL_FINAL_GRAD_AL reports list all students who graduated (UG, GR, professional). The “_GR” reports only list graduate students.
SRC_AL_GRAD_COMM_XX SRC_AL_GRAD_COMM_XX_CSV	Faculty affiliated in Compass with the college who serve on graduate advisory committees. Lists all committees (enrolled students only) on which they serve. Includes member type, student UIN and student program. Intended to be used for Faculty load.
SRC_CS_ACCUM_DOC_HRS_XX	Accumulated doctoral hours and terms of G8 doctoral students.
SRC_CS_GRAD_GPR_XX SRC_CS_GRAD_GPR_XX_CSV	Cumulative graduate GPR and degree plan GPR of enrolled students.
SRC_CS_GRAD_STU_ENROLL_XX	Graduate students enrolled for the semester or term.
SRC_CS_NO_DEGPLAN_XX SRC_CS_NO_DEGPLAN_XX_CSV	Students who will be blocked for missing degree plan, includes TAMU email address for contact.

NOTES:

3 GRADUATE STUDENT FUNDING AND DEVELOPMENT

3.1 GRADUATE STUDENT FUNDING OFFERS GUIDELINES

April 15 Resolution - Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

Acceptance of an offer of financial support* (i.e., graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both the student and graduate school are expected to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15. Earlier deadlines for acceptance of such offers violate the intent of this Resolution. When a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The Council of Graduate Schools (CGS) has prepared a shareable PDF of the Resolution, which includes a list of CGS member institutions that have expressed support for the agreement.

This Resolution was renewed October 2019.

* This Resolution applies to offers of financial support only, not offers of admission.

For more information, please see the following information page: <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>

3.2 GRADUATE FELLOWSHIPS AND AWARDS

3.2.1 The Dr. Dionel Avilés '53 and Dr. James Johnson '67 Fellowship Program

These fellowships provide a monthly stipend amounting to \$20,000 per year for three (3) years for doctoral students and \$15,000 for two (2) years for master's students. In addition, the student receives tuition and fee payments at full-time enrollment (9 hours fall & spring, 6 hours summer, if applicable) for two (2) years for master's students or three (3) years for doctoral students.

It is essential that the Avilés-Johnson Fellowship Program recipients be given ample opportunities for success and integration into the culture of their respective department early in their campus residence. Therefore, along with a fellowship award from the Graduate and Professional School, the nominating department is required to provide an

NOTES:

assistantship of a minimum of 25% FTE at the department’s standard assistantship rate. If the department provided assistantship is 50% FTE, the student is eligible for graduate student employee benefits. Master’s students are to receive support for two (2) years, and doctoral students are to receive support for three (3) years.

In year 4 (doctoral students), matching funding at a minimum equivalent to the standard assistantship level for the nominating department, and tuition payment are required from the department and/or faculty.

Reviewers will consider all aspects of the applicant’s experiences in the evaluation process with a focus on excellence and how the applicant will contribute to diversity at Texas A&M. Only U.S. citizens or permanent residents are eligible for this award.

As part of the nomination process, nominators must complete a nomination application and a nomination letter. The nomination letter should clearly describe the nominee’s (1) superior academic performance, (2) relevant experiences outside of the classroom, and (3) other indicators of future success.

Dr. Shannon Walton, Assistant Dean

For more detailed information regarding the Avilés-Johnson Fellowship Program: <http://grad.tamu.edu/knowledge-center/funding-and-benefits/dr-dionel-aviles-’53-and-dr-james-johnson-’67-fellowship-program-guidelines-form>

3.2.2 Award Information

The Texas A&M University Graduate and Professional School offers a Dissertation Fellowship to support students in the dissertation phase of their degree program during the 2022-2023 academic year. This fellowship is intended to support doctoral students in the final analysis of the research topic and the final writing of the dissertation. This fellowship is **NOT** intended to finance data collection or the completion of doctoral coursework. Priority goes to doctoral students whose primary financial support for the upcoming academic year is NOT related to their research (e.g. GANT, GAL, GAT, Self-funded). Students who have funding related to their dissertation research will be least likely to receive this fellowship. Students who anticipate graduating by December 2022 (Round 1) or May 2023 (Round 2) of the current academic year will be least likely to receive this fellowship.

Requirements

- Must be admitted to candidacy by May 13, 2022 for Round 1 and October 28, 2022 for Round 2. To be admitted to candidacy for a doctoral degree, a student must have:
 - Completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690, and 691 credit hours,
 - Demonstrated a 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
 - Passed the preliminary examination (written and oral portions),
 - Submitted an approved dissertation proposal, and
 - Met the degree residency requirements (see [Graduate Catalog](#)).

NOTES:

- The Dissertation Fellowship will not be authorized for any doctoral student who has not been admitted to candidacy by the dates listed above for each round.
- The student must reside in Bryan/College Station and conduct the work described in the Dissertation Fellowship application on campus, during the fellowship year (Round 1: September 2022 to August 2023 and Round 2: January 2023 to December 2023), except for TAMU doctoral students whose committee chair resides on the TAMU-Galveston campus. In the latter case, those students should be working on site in Galveston.

For more detailed information regarding the Dissertation fellowship: <https://grad.tamu.edu/knowledge-center/funding-and-benefits/dissertation-fellowships>

3.3 PATHWAYS TO THE DOCTORATE FELLOWSHIP PROGRAM

Pathways to the Doctorate Fellowships are intended to enhance the recruitment and retention of high-quality and diverse students from targeted underrepresented populations in doctoral programs at the university. These fellowships promote mutually beneficial relationships between faculty, departments, and programs at Texas A&M and other institutions. These relationships should foster meaningful collaborative partnerships that create a sustainable pipeline for students from targeted underrepresented populations to enter doctoral programs at our institution while providing adequate support to students to ensure retention, timely graduation, and career success. Nominees should be affiliated with programs or activities supported by a Pathways to the Doctorate Collaboration Grant, but nominees may also be affiliated with other types of activities or events associated with mutually beneficial partnerships with institutions which address the goals of this fellowship program. Please visit the [website](#) for more information.

3.4 NATIONAL FELLOWSHIPS

3.4.1 NSF GRFP

The National Science Foundation (NSF) Graduate Research Fellowship program (GRFP) recognizes and supports outstanding graduate students in NSF-supported science, technology, engineering, and mathematics disciplines who are pursuing research-based master’s and doctoral degrees at accredited US institutions.

Students apply directly to and are awarded by NSF. Texas A&M receives the funding directly from NSF and the Graduate and Professional School administers the awards to the NSF GRFP fellows. NSF GRFP fellows receive \$34,000 per year for 3 years plus a \$1,000 professional development scholarship per year for 3 years. The fellowship also includes payment of 100% tuition and required fees. Each recipient is eligible to participate in a Texas A&M University System (TAMUS) insurance program as a graduate student fellow. Effective fall 2021, the Graduate and Professional School will reimburse fellows participating in a TAMUS insurance program for medical insurance at an amount equivalent to the cost of the employer contribution for grad students employed at 50% FTE for the same plan type on the A&M Grad Plan.

NSF Fellows are NOT eligible for the graduate assistant tuition payment program.

<https://www.nsfgrfp.org/>

NOTES:

3.4.2 The National GEM Consortium | GEM Fellowship Program

GEM offers Master’s and Doctoral level students an outstanding opportunity and access to dozens of the top Engineering and Science firms and Universities in the nation. The National GEM Fellowship was designed to focus on promoting opportunities for individuals to enter industry at the graduate level in areas such as research and development, product development, and other high-level technical careers. GEM also offers exposure opportunities to several opportunities in academe.

Eligibility

Under-representation: Candidates are targeted for participation who are members of the following under-represented groups in science and engineering as defined by the United States Bureau of Labor Statistics:

- American Indian/Native
- African American/Black
- Hispanic American/Latino

Citizenship: Applicants must be a U.S. citizen or U.S. permanent resident at time of application.

GRE: Applicants are strongly encouraged to take the GRE to qualify for multiple GEM Member University programs. Applicants will be asked to provide test dates and/or GRE scores when available.

University Graduate Program: Applicants must directly apply to a minimum of three (3) GEM Member Universities STEM graduate departments. The deadline to apply to three GEM Member Universities is January 15th OR the relevant STEM graduate department deadline, whichever is earlier. Applicants must be admitted into a GEM Member University graduate program with confirmed department funding support before the GEM Fellowship is awarded.

www.gemfellowship.org/students/gem-fellowship-program

3.4.3 Ford Foundation Dissertation Fellowship

Eligibility to apply for a dissertation fellowship is limited to:

- All U.S. citizens, U.S. nationals, and U.S. permanent residents (holders of a Permanent Resident Card), as well as individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program, political asylees, and refugees, regardless of race, national origin, religion, gender, age, disability, or sexual orientation,
- Individuals with evidence of superior academic achievement (such as grade point average, class rank, honors, or other designations),
- Individuals committed to a career in teaching and research at the college or university level,
- Individuals enrolled in an eligible research-based (dissertation-required) program leading to a Ph.D. or Sc.D. degree at a non-proprietary (not for profit) U.S. institution of higher education who will complete the dissertation in a period of 9-12 months during the 2023-2024 academic year,
- Individuals who, by December 9, 2021, have completed all departmental and institutional requirements for their degree, except for writing and defense of the dissertation, and
- Individuals who have not earned a doctoral degree at any time, in any field.

NOTES:

Stipend and Benefits

- One-year stipend of \$28,000
- An invitation to attend the Conference of Ford Fellows
- Access to Ford Fellow Regional Liaisons, a network of former Ford Fellows who have volunteered to provide mentoring and support to current Fellows, and access to other networking resources

https://sites.nationalacademies.org/PGA/FordFellowships/PGA_047959

3.4.4 Graduate Fellowships for STEM Diversity (GFSD)

Duration: Initial support may be for two or three years, or for a full six years, depending on the employer-sponsor. If the initial support is for the shorter period, it may be extended up to six years at the discretion of the employer.

Amount: The charge to the employer for each student supported is \$27,000 annually, of which \$20,000 is the fellow's expense allowance and \$7,000 is GFSD's fee to support its operations. The charge is subject to change at the discretion of the NPSC Board of Directors.

Fields of Study: Though the fields supported can vary annually depending on employer needs, in general NPSC covers the following: Astronomy, Chemistry, Computer Science, Geology, Materials Science, Mathematical Sciences, Physics, and their sub disciplines, and related engineering fields: Chemical, Computer, Electrical, Environmental, Mechanical.

Location or Type of Institution: Any participating GFSD Member University or College

Eligibility: GFSD welcomes applications from any qualified U.S. citizen who has the ability to pursue graduate work at a GFSD university associate. Applicants at any stage of their graduate program may apply, as long as they will be available to accept two summers of paid internship. Those who already possess a doctoral degree are ineligible.

<https://stemfellowships.org/applicants>

3.4.5 Fulbright U.S. Student Program

The Fulbright U.S. Student Program provides grants for individually designed study/research projects or for English Teaching Assistant Programs. A candidate will submit a *Statement of Grant Purpose* defining activities to take place during one academic year in a participating country outside the U.S.

During their grants, Fulbright students will meet, work, live with, and learn from the people of the host country, sharing daily experiences. The program facilitates cultural exchange through direct interaction on an individual basis in the classroom, field, home, and in routine tasks, allowing the grantee to gain an appreciation of others' viewpoints and beliefs, the way they do things, and the way they think. Through engagement in the community, the individual will interact with their hosts on a one-on-one basis in an atmosphere of openness, academic integrity, and intellectual freedom, thereby promoting mutual understanding.

Grant lengths and dates vary by country. Please consult the specific country summary for details.

NOTES:

Recent graduates:

Graduating seniors and recent bachelor’s-degree recipients have some undergraduate preparation and/or direct work or internship experience related to the project.

Master's and doctoral candidates:

Graduate-level candidates must demonstrate the capacity for independent study or research, together with a general knowledge of the history, culture, and current events of the countries to which they are applying.

Young professionals, including writers, creative and performing artists, journalists, and those in law, business, and other professional fields:

Competitive candidates who have up to 7 years of professional study and/or experience in the field in which they are applying will be considered. Those with more than 7 years of experience should apply to the Fulbright U.S. Scholar Program.

Competitive applicants to the Fulbright U.S. Student Program will not have recent extensive experience abroad (excluding recent undergraduate study abroad), especially in the country of application.

<https://us.fulbrightonline.org/applicants/application-components/eta>

3.4.6 Graduate Recruitment, Enhancement, and Travel (GREAT) Program

The Graduate Recruitment, Enhancement, and Travel (GREAT) Program provides supplemental funding to eligible: (i) nationally competitive external fellowships awarded to students, (ii) federal training grant fellowships awarded to faculty or departments, and (iii) federal research grant supplements awarded to faculty to promote diversity.

The goal of the supplements is to provide a full funding package for eligible nationally competitive dissertation and multi-year external fellowships, federal training grants, and federal research grant supplements promoting diversity. An annual full funding package includes a monthly stipend of at least \$3,000 per month or up to the monthly amount of the fellowship/training grant stipend if greater than \$3,000 per month, funding for full tuition and required university and college fees, 12 months of student health insurance, and a \$1,500 scholarship for professional development opportunities, conference travel, research travel, books, etc.

The GREAT Program also provides \$1,000 travel awards for faculty to bring high-achieving prospective doctoral students to campus who may have received or would be competitive for nationally competitive external fellowships. The goal of the travel awards is to elevate Texas A&M’s national competitiveness in attracting high achieving students. The prospective doctoral students should be in their last year of undergraduate or master’s studies and have submitted an admissions application.

Visit the [GREAT Program webpage](#) for more information including the list of eligible external fellowships, federal training grant fellowships, and federal research grant supplements awarded to faculty to promote diversity, funding conditions, and for links to the request forms. Questions can also be directed to great@tamu.edu.

NOTES:

3.5 GRADUATE STUDENT AWARDS

3.5.1 U.S. Senator Phil Gramm Doctoral Award (\$5,000)

The Gramm Fellowship was established to promote, encourage, and reward outstanding teaching and research by doctoral students whose command of their respective disciplines exemplifies the meaning of scholar/mentor in the highest sense. The award is given to currently enrolled doctoral students. Each college/IDP will review submitted departmental nominations, select the top two students, and submit these two (2) nominations electronically to the Graduate and Professional School in the spring semester. An award reception is held in the subsequent fall semester.

<https://grad.tamu.edu/knowledge-center/funding-and-benefits/u-s-senator-phil-gramm-doctoral-fellowship-information>

3.5.2 The Texas A&M Distinguished Dissertation Award and George W. Kunze Endowed Graduate Fellowship (\$1,000)

The Texas A&M Distinguished Dissertation Award recognizes dissertations that have made a significant, impactful contribution to their discipline. We provide awards in four broad areas: Biological and Life Sciences; Humanities and Fine Arts; Mathematics; Physical Sciences and Engineering; and Social Sciences. Among the four recipients, we will also recognize a George W. Kunze Endowed Graduate Student Award. The George W. Kunze Endowed Graduate Student Award has been incorporated into the Texas A&M Distinguished Dissertation Award nomination process. As a result, nominations for the George W. Endowed Graduate Student Award must adhere to the Texas A&M Distinguished Dissertation Award eligibility and submission requirements.

<http://grad.tamu.edu>

3.5.3 Montgomery Award (\$1,000)

The Montgomery Award is awarded to student leaders making major contributions to the academic and professional opportunities, and the quality of life of their fellow graduate and professional students here at Texas A&M. Whether through demonstrated leadership in recognized graduate student groups or service organizations, students must show their dedication to serving aggie graduate and professional students in addition to excellent academics and scholarship.

<https://grad.tamu.edu/knowledge-center/funding-and-benefits/montgomery-award-information>

3.5.4 Distinguished Graduate Student Awards (Certificate and Watch values at \$500)

Each year, the Graduate and Professional School selects a group of graduate students to receive the Association of Former Students Distinguished Graduate Student Awards in one of two categories: Excellence in Research-Doctoral, and Excellence in Teaching – Master’s and Doctoral. Student nominations arrive from faculty advisors or departments, and nomination represents a true honor and accomplishment, due to strenuous eligibility requirements. A panel of reviewers including faculty and administrators chooses award recipients.

Nomination Guidelines

- Deadline for submission: Around the first week of February
- Submit all nominations through the Graduate and Professional School InfoReady submission system.

NOTES:

- Students CANNOT submit/upload their own nominations.

<https://grad.tamu.edu/knowledge-center/funding-and-benefits/distinguished-graduate-student-award>

3.6 OTHER GRANTS

3.6.1 Graduate Student Research and Presentation Travel Award

The Graduate and Professional School offers the Graduate Student Research and Presentation Travel Award Program, which is supported by the George Bush Presidential Library Foundation. The purpose of the program is to reimburse travel expenses associated with graduate students' domestic and international travel related to conferences, academic presentations, and research projects. Students may receive only one (1) of these travel awards during their degree program. Additionally, up to 15 graduate students receive Distinguished Graduate Student Awards for Research or Teaching annually. The students are nominated by their committee chair/co-chairs in the spring semester with strenuous eligibility requirements.

grad-award-admin@tamu.edu – Graduate and Professional School awards administrator's email address

grad-travel-award@tamu.edu – Graduate and Professional School Travel Award email address

3.6.2 Pathways to the Doctorate Collaboration Grant

The Graduate and Professional School is accepting grant requests from departments and colleges at Texas A&M University to support mutually beneficial collaborations and fellowships that will increase the application, acceptance, and timely graduation of students from targeted underrepresented populations in Texas A&M University doctoral programs. These efforts seek to address a report from the Presidential Commission on Diversity, Equity, and Inclusion finding that Hispanic, LatinX, and Black and African American graduate student enrollment percentages are underrepresented when compared to the state's demographics. Collaboration Grant proposals must be collaborative with faculty or staff at one or more institutions, seeking to improve long-term mutually beneficial partnerships and pathways that ultimately create a sustainable pipeline for students from diverse and underrepresented populations to enter graduate programs at our institution while providing adequate support to students to ensure retention, timely graduation, and career success. Grants should focus on activities that expand the number and reach of pathways to achieve the long-term goal of recruiting, enrolling, and graduating students from underrepresented, minoritized populations in TAMU's doctoral programs. For the full RFP and submission timeline, please visit:

<https://grad.tamu.edu/knowledge-center/funding-and-benefits/pathways-to-the-doctorate-collaboration-grants>

3.7 TAMU GRADUATE FELLOWSHIP NOMINATIONS AND PROCESSING

Fellowships are awarded on a yearly basis, typically in early spring when universities are actively seeking and recruiting the brightest students to enroll in their programs. Students who are awarded a Dr. Dionel Avilés '53 and Dr. James Johnson '67 Fellowship are highly sought after by other universities, so timeliness is critical in the nomination, selection, and offering process.

NOTES:

3.7.1 Call for Nominations/Applications

Call for nominations/applications for each fellowship and award is sent one to two months in advance to allow departments time to gather needed information to prepare competitive nomination packet(s).

3.7.2 Nomination Submission Process

The nomination process is now completely online in an easy-to-use format (InfoReady submission system). To log on to InfoReady, you must have a Texas A&M Net ID. Once logged in, you will choose the appropriate fellowship and will be asked to provide demographic information and fill out an online application. The submitter can then attach a nomination letter and the student's application materials to complete the nomination submission process.

3.7.3 Review and Award Process

Avilés-Johnson - Reviewers enter their personal rankings of each student reviewed into the InfoReady system.

Considering previous yield rates and available funding, the Associate Provost and Dean of the Graduate and Professional School and the Assistant Dean review the ranking list with z-scores to determine how many offers can be made. The Assistant Dean sends award notification emails to the nominators of student recipients requesting confirmation of departmental/program funding commitments. All nominees selected, and not removed from consideration by his/her nominator, are to be sent the Graduate and Professional School and department award letters one week after awards are announced to departments.

3.7.4 Reviewer Selection Process

Reviewers are solicited for each fellowship. The Assistant Dean of the Graduate and Professional School contacts potential faculty and administrators to request their service as reviewers. Every effort is made to ensure the review process includes reviewers who are diverse with respect to gender, discipline, and ethnicity.

Evaluation Criteria – Reviewers are provided with detailed instructions and criteria to guide the review process.

Reviewer deadlines usually fall 7-10 days after the reviewer receives instructions.

3.7.5 Award Letters

Award letters go out electronically no later than one (1) week after the awardees have been selected. Copies of the Graduate and Professional School award letters are sent to:

- GOC Dean
- Department Head
- Graduate Advisor
- Nominator

3.7.6 Acceptance Forms

As acceptance forms come in, the Graduate and Professional School records each form that is returned and marks whether the student has accepted or declined the offer. The Graduate and Professional School maintains a list of students who decline for future reporting, recording which higher education institution the student has chosen to attend, if indicated.

NOTES:

3.7.7 Follow-up and Welcome Letters

Prior to the fall semester, follow-up and welcome letters are sent to all students who have accepted Dr. Dionel Avilés '53 and Dr. James Johnson '67 Fellowships, as well as Pathways to the Doctorate and National Science Foundation Graduate Research Fellowship Program (NSF GRFP) students. This letter provides students with specific details regarding their fellowship, including stipend disbursements, tuition payments, and how to set up direct deposit, among other details.

3.7.8 Welcome Social

The welcome social is held early in the fall semester especially for new Avilés-Johnson, Pathways, National Science Foundation-GRFP, GEM, IDP Merit/College Merit awardees, and IMSD T32 fellows. An invitation is sent to students, Committee Chairs, Department Heads, Deans, and GOC Deans.

3.8 RETENTION TECHNIQUES

Tracking reports – Utilize these reports to call students, send them letters, and phone to discuss their grades and current status.

- GPA.
- Year to year progress.
- Fellowship.
- Ethnicity.
- Gender.
- Status (time to graduation).

Numerous workshops throughout the year:

- Graduate and Professional School deadlines.
- Thesis and Dissertation Services Informational.
- Writing and Academic Integrity.
- Time Management.
- Stress Management.
- Career Center Informational.
- Suicide Prevention.
- Health Insurance.
- Ref Works citation tools.
- Judging Poster and Oral Presentations.
- Managing Your Finances.
- Ombuds services.

Social Events:

- Yell Practice.
- Barbeque.

NOTES:

- Ice Cream Social.
- Fall and Spring Socials.
- Evening Dialogues.
- ASK the Graduate and Professional School.
- Lunches.
- Dinners in homes.

Graduate Ombuds Officer:

- Assists students in finding options to solve conflicts and problems.
- Serves as a neutral listener and information resource

3.9 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

In addition to acquiring discipline-based knowledge, success in graduate school and beyond requires the development of transferrable skills, such as communication, the ability to work in teams, and leadership. The Graduate and Professional School works in collaboration with other units and organizations on campus to facilitate the Graduate Resources and Development for Aggies (G.R.A.D. Aggies) professional development program. Launched in Fall 2014, the G.R.A.D. Aggies program is a compilation of professional development activities including workshops, seminars, one-on-one consultations, and online resources offered at the University level. The goal of G.R.A.D. Aggies is to help students engage in activities and resources that will not only help them succeed in their academic pursuits at Texas A&M but in their career aspirations after graduate school

The program focuses on providing events and resources in seven skill areas: research and academics; personal wellbeing; instruction and assessment; communication; leadership; diversity, equity, and inclusion development; and career development.

G.R.A.D. Aggies is a collaborative effort of:

[Career Center](#)

[Center for Teaching Excellence](#)

[Counseling and Psychological Services](#)

[Graduate and Professional Student Government](#)

[International Student Services](#)

[Money Education Center](#)

[Graduate and Professional School](#)

[University Libraries](#)

NOTES:

[University Writing Center](#)

Students who attend G.R.A.D. Aggies programming have the option to participate in the G.R.A.D. Aggies Professional Development Certificate Program. More information about the G.R.A.D. Aggies program and a listing of resources can be found at <https://grad.tamu.edu/academics/professional-development/grad-aggies> and in the monthly G.R.A.D. Aggies eNewsletter. Also, a searchable repository of all professional development opportunities available to graduate students, referred to as the Professional Development Portal, is available on the Graduate and Professional School [website](#).

Graduate Mentoring Academy

The Graduate Mentoring Academy (GMA) is a parallel to the Faculty Mentoring Academy (FMA) and uses the Center for the Improvement of Mentored Experiences in Research (CIMER) resources which includes seven evidence-based mentorship competencies. Our goal is to improve the graduate mentoring experiences of our students and increase our mentoring capacity as an institution. The target audiences for these sessions are faculty, staff, and graduate and professional students. GMA workshops are offered in both face-to-face and virtual formats so that all seven competencies can be accessed regardless of location over the course of the year, fall, spring, and summer. (Gradmentoring@tamu.edu) <http://tx.ag/TAMUGMAregister> More about graduate mentoring can be found here: <https://grad.tamu.edu/academics/academic-success-resources/mentoring>

NOTES:

4 GRADUATE STUDENT MATRICULATION PROCESSING

4.1 DEPARTMENTAL ROLE IN DOCUMENT PROCESSING

Documents recorded by the Graduate and Professional School mark each major decision point in a graduate student's degree program. These documents should be reviewed at the departmental/program level before submission to the Graduate and Professional School. Department heads or chairs of interdisciplinary programs review and endorse documents concerning admissions, course registration, continuation in degree programs, scholastic probation, degree plans, petitions, proposals for theses and dissertations, and final drafts of theses and dissertations. The Graduate and Professional School reviews, approves/denies, and records major decisions after departments and/or colleges have reviewed and certified eligibility and accuracy.

The Graduate and Professional School is responsible for maintaining all University degree requirements. Departments/programs may, and often do, have additional or more stringent degree requirements than the University does (examples include cumulative exam requirements, GPA standards in specific courses, course sequence or core course requirements, etc). Departments/Programs themselves are responsible for overseeing these additional requirements.

The Graduate and Professional School requires departmental assistance in the oversight process with the following:

4.1.1 Document Processing Submission System (DPSS)

Degree plans are filed through the online Document Processing Submission System at <https://ogsdps.tamu.edu/>. Please confirm that all required official academic credentials - such as required transcripts and test scores - have been received and processed by the Office of Admissions before submitting a degree plan for Graduate and Professional School review.

Once a degree plan has been successfully filed, changes are made by way of petitions through DPSS. Students may file an MDD petition to change their major, degree, or department or file a long-form petition to make a variety of other requests. Petitions to Change Course Work or Petitions to Change Committee Members are the most commonly filed.

4.1.2 DocuSign

Using the DocuSign forms found on the Graduate and Professional School website (<https://grad.tamu.edu/>), reports of the Preliminary Examination - signed by the committee members and giving a number tally of pass and fail votes - must be accompanied by a Preliminary Examination Checklist. The latter should be signed by the student, the student's committee chair, and the department head or chair of the interdisciplinary program when submitted to the Graduate and Professional School.

Using the DocuSign forms, the student's committee chair and the department head/chair of the interdisciplinary program must sign the request to schedule final examinations for all graduate degree programs.

Departments/Programs should make use of the degree evaluation function in Howdy to verify a student's eligibility to schedule the examinations. Once a request to schedule an examination has been approved by the Graduate and Professional School, we will accept a report of results directly from the student's committee.

NOTES:

All requests for exceptions to University degree requirements must be made by the Petition for Waivers or Exceptions (included in the Long Form Petition in DPSS). Requests for time limit extensions must be submitted through the Petition for Time Limits.

4.1.3 Additional Processing Notes

Departments/Programs are directly involved in the major decisions during their students' degree programs.

Departments/programs can assist with efficient processing by honoring the following requests for documents submitted to the Graduate and Professional School:

- Identify students by complete legal name and University Identification Number (UIN) in all communications.
- Inform students of upcoming degree plan registration holds well in advance, so degree plans can be submitted and fully processed in a timely manner.
- Provide faculty names and @tam.u.edu email addresses through the DocuSign Documentation System (signers with other TAMU email extensions will not be able to track the document's status).
- State your requests clearly and provide proper justification for requests when required.
- Remember that some requests involve multiple forms and all forms should be submitted at the same time.
- Confirm that all required signatures have been provided and that only authorized departmental/program individuals (as designated in the unit's Authorized Signers Form) have signed through the DocuSign Documentation System.
- Observe deadlines for materials to be received by the Graduate and Professional School as published in the Graduate Catalog and in the Graduate and Professional School Calendar.
- Allow extra processing time for multiple requests (e.g., exam schedule request submitted along with a petition making a committee change).

Contact: Graduate Records Processing – gradprocessing@tam.u.edu or 979-845-3631

4.2 GRADUATE AND PROFESSIONAL SCHOOL MINIMUM ORIGINAL SIGNATURE REQUIREMENTS FOR GRADUATE AND PROFESSIONAL STUDENT DOCUMENTS

Students, staff, and advisors must obtain all required signatures through the DocuSign system for forms utilized in the Graduate and Professional School. If one of the required signers is unavailable, each program has faculty members who are authorized signers for the faculty in that program. Please check with that program's graduate office to determine who may sign. At a minimum, a form requires the Department Head or the Interdisciplinary Program Chair signature, that signature must be added to the workflow through the DocuSign system.

NOTES:

Forms that Have Department Head/Interdisciplinary Faculty Chair Signature	Forms that Do NOT Have Department Head/Interdisciplinary Faculty Chair Signature
<ul style="list-style-type: none"> At a minimum, the department head/interdisciplinary faculty chair signature must be added to the workflow through the DocuSign system. 	<ul style="list-style-type: none"> At a minimum, the chair of the committee's signature must be added to the workflow through the DocuSign system.
<p>Forms:</p> <ul style="list-style-type: none"> Preliminary Examination Checklist Research Proposal for Thesis, Dissertation Request and Announcement of the Final Exam Request for Exemption from Final Examination Thesis/Dissertation Approval Form Letter of Intent to Pursue Another Graduate Degree Secondary Curriculum Request 	<p>Forms:</p> <ul style="list-style-type: none"> Preliminary Examination Report Report of the Final Examination Petition for Course Change Petition for Change of Committee Petition for Change of Major, Degree, Department Petition for Extension of Time Limits Petition for Waivers or Exceptions to University Requirements

Forms where all signatures may be scanned or faxed:

- Request for Letter of Completion
- Special Request Letter
- Academic Department Approval for Graduate Assistant to Work >50% Effort
- Graduation Cancellation Form
- Copyright and Availability Form
- Non-Resident Tuition Waiver
- ELPE Certification/Alternative Verification
- Standardized Test Memo

4.3 STANDARDIZED TEST SCORES

Many prospective graduate students outside of the United States and, to some extent, those in the United States, continue to experience restricted access to standardized tests as a result of the COVID-19 pandemic. Therefore, for the recruiting cycle of AY2021-2022 (Fall 2022 and Spring 2023 admissions), an official score on a standardized test is not required for admission to a graduate program at Texas A&M University. Individual programs are allowed to require official scores on a standardized test upon request and approval by the Texas A&M University Graduate and Professional Council.

NOTES:

The departments/programs listed below informed the Graduate and Professional School that a standardized test is required as part of the admission requirement to Texas A&M University. All programs (other than those listed below) do NOT require a standardized test for admission purposes.

Requests for an individual student exemption may be submitted in writing to the Graduate and Professional School after acquiring approval from the appropriate department head and GOC dean.

NOTES:

4.3.1 Standardized Test Score is Required for Fall 2022 and Spring 2023 Admissions

Programs Maintaining Standardized Test Requirements for 2022

Degree Program	Masters	Doctorate	Professional	Notes
Agribusiness and Managerial Economics		PhD		
Water Management and Hydrological Science	MS, MWM	PhD		

College of Agriculture and Life Sciences

Degree Program	Masters	Doctorate	Professional
Department of Agricultural Economics			
Agricultural Economics	MS, MAgr	PhD	
Food Science and Technology	MS, MAgr	PhD	

College of Architecture

Degree Program	Masters	Doctorate	Professional
Department of Landscape Architecture and Urban Planning			
Urban and Regional Science		PhD	

Mays Business School

Degree Program	Masters	Doctorate	Professional
Analytics	MS		
Business	MS		
Business Administration	MBA	PhD	
Department of Finance			
Finance	MS		
Land Economics and Real Estate	MRE		
Department of Information and Operations Management			
Management Information Systems	MS		
Department of Management			
Human Resource Management	MS		
Department of Marketing			
Marketing	MS		

College of Dentistry

Oral Biology	MS		
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College of Education and Human Development

NOTES:

Degree Program	Masters	Doctorate	Professional
Department of Teaching, Learning and Culture			
Curriculum and Instruction		PhD, EdD	Required for PhD and EdD

College of Engineering

Degree Program	Masters	Doctorate	Professional
Department of Ocean Engineering			
Ocean Engineering	MS, MEngr	PhD	Required for non-TAMU applicants
Harold Vance Department of Petroleum Engineering			
Petroleum Engineering	MS, MEngr	PhD	Required for non-TAMU applicants

The Bush School of Government and Public Service

Department of International Affairs	Masters	Doctorate	Professional
International Affairs	MIA		Required for non-TAMU applicants

College of Liberal Arts

Degree Program	Masters	Doctorate	Professional
Department of Anthropology			
Maritime Archaeology and Conservation	MS		
Department of Political Science			
Political Science	MA	PhD	

College of Pharmacy

Department of Pharmaceutical Sciences	Masters	Doctorate
Pharmaceutical Sciences	MS	PhD

School of Public Health

Degree Program	Masters	Doctorate
Health Services Research		PhD

NOTES:

4.4 ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

All international graduate students whose native language is not English must meet minimum English proficiency standards.

To achieve admission, international graduate students must attain English proficiency **verification**. The verification status for all international graduate student applicants is available in COMPASS.

To become eligible to teach in positions such as Graduate Assistant-Teaching, Instructor, Lecturer, and so on, and to meet the State of Texas Education Code (Section 51-917), international graduate students must attain English proficiency **certification**.

4.4.1 Verification

Citizens of certain English-speaking countries are exempt from the verification requirement. Refer to the list of countries on the Office of Admissions (<http://admissions.tamu.edu/international/graduate>) website.

English Proficiency Verification can be attained using the following:

- A TOEFL score of at least 80 on TOEFL iBT (550 on old paper-based version), or
- A minimum TOEFL Essentials score of 8.5
- 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
- Completing all years of a bachelor's degree or higher at a U.S. accredited university (subject to departmental approval)
- Acquiring alternative verification (<http://grad.tamu.edu/New-Current-Students/English-Language-Proficiency/Alternative-Verification-Guidelines>) during the admission process from the Graduate and Professional School via a departmental request. An international graduate student holding a master's degree from an accredited institution located in the U.S. qualifies for alternative verification.

Individual colleges or departments may choose to establish test standards that exceed the University minimums listed above. Scores from TOEFL, TOEFL Essentials, or IELTS examinations administered more than two years before submission of the admissions application are not eligible for use in attaining English proficiency verification.

4.4.2 Certification

To become eligible to hold a graduate teaching position (GAT or GAL) at Texas A&M University, international graduate students must attain English proficiency certification either before or after enrollment. Please note that regardless of whether students are serving in a direct teaching role, all international students holding GAT or GAL positions must attain ELP certification.

Achieve Certification BEFORE Enrollment:

International graduate students who wish to serve in teaching positions can certify for English language proficiency before enrollment by achieving requisite scores on the oral component of the following standardized tests: TOEFL,

NOTES:

TOEFL Essentials, or IELTS (see chart below). Scores from TOEFL, TOEFL Essentials, or IELTS examinations administered more than two years before submission of the admissions application are not eligible for use in attaining English proficiency certification. Also, departments may request alternative certification under certain conditions (see details below).

Achieve Certification AFTER Enrollment:

International graduate students who wish to serve in teaching positions and have not met certification requirements prior to enrollment can certify by passing the oral skills assessment of the English Language Proficiency Exam (ELPE) offered by Testing Services on the Texas A&M campus (See section 4.5).

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 CTE-ELP instruction (see Section 4.7 below for details) 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 (see Section 4.7 below for details).

Level #	Global Standardized Tests			Locally Administered (on Texas A&M campus) Exam
	TOEFL speaking section	IELTS speaking section	TOEFL Essentials (Speaking section)	ELPE oral exam
1	26-30	>=8.0	26-30	>=80
2	23-25	7.0-7.5	23-25	>=75
3	<23	<7.0	23	<75

4.4.3 Alternative Certification for International Graduates Serving in Teaching Positions

Departments have the option to request alternative certification from the Graduate and Professional School on behalf of an international graduate student who wishes to serve in a teaching position.

NOTES:

- An international graduate student who has received a baccalaureate degree following four years of study at an accredited institution located in the U.S. qualifies for alternative certification.
- Departments can request alternative certification for an international graduate student who is a citizen of certain English speaking countries listed on the Office of Admissions (<http://admissions.tamu.edu/international/graduate>) website. Please list the approved country in the form.
- All other requests for alternative certification require strong department justification. The Graduate and Professional School will evaluate requests on a case-by-case basis.

4.4.4 Guidelines for Requesting Alternative Certification

Departments initiate alternative certification requests.

The student should provide the department with documentation to support alternative certification. If the department deems the documentation sufficient to merit alternative certification, the department will submit, with an authorized departmental signature, the Request Form for Alternative Certification (available at <http://grad.tamu.edu>) recommending and requesting alternative certification (with supporting documentation attached) to the Graduate and Professional School.

The Graduate and Professional School will determine on a case-by-case basis whether to grant alternative certification.

Examples of experiences and/or training that may justify alternative certification:

- Completing a rigorous and comprehensive training program in English oral skills or courses at a university and/or institution other than Texas A&M University. Students must provide associated transcripts.
- An international graduate student who has received a baccalaureate degree following four years of study at an accredited institution located in the U.S. qualifies for alternative certification. Texas A&M requires an official transcript submitted to the Office of Admissions denoting the degree conferral date. **Please Note: An international graduate student holding a master's degree from an accredited U.S. institution qualifies for verification but not certification.**
- Certificates from English as a Second Language Intensive training programs as a basis for certification will not be accepted. These certificates will not represent an alternative to the applicable TOEFC, TOFLI, GREV, GMATV, IELTS, PTE, or ELPE requirements as they do not reveal the rigor of the training or the language proficiency of the student.

4.4.5 Non-Degree Status International Students

Post baccalaureate non-degree status students (G6 classification) must meet the graduate English Language Proficiency requirements unless the student is included in one of the following categories:

- A post-baccalaureate non-degree status international student admitted to Texas A&M under an approved agreement or contract (e.g., MOU, LOU, MOA) which outlines specific terms for postponement of the English Language Proficiency requirements for the duration of the non-degree program. For this category, the student's department must request, in writing, the postponement through the Graduate and Professional School. The Graduate and Professional School will also need a copy of the agreement/contract.

NOTES:

- A reciprocal educational exchange program student admitted to Texas A&M through the Education Abroad Office. For this category, postponement of the English Language Proficiency requirement for the duration of the reciprocal educational exchange program will be handled by the Office of Admissions. Please contact Education Abroad for additional information about this type of student.

4.4.6 English Language Proficiency Certification - Compliance Procedures

English Language Proficiency Certification is required by the State of Texas Education Code and Texas A&M University policy before an international graduate student is eligible to serve as a Graduate Assistant-Teaching, Graduate Assistant-Lecturer, or in any other graduate assistant position with instruction responsibilities.

One month prior to the start of each Fall and Spring semester, the Graduate and Professional School sends an email to Department Heads and Department Graduate Advisors, reminding them of the English Language Proficiency Certification requirements for Graduate Assistant-Teaching, Graduate Assistant-Lecturer, or in any other graduate assistant position with instruction responsibilities.

The Graduate and Professional School conducts a Compliance Review after the 20th class day of the Fall and Spring semesters consisting of international graduate students who meet all of the following criteria:

Holding a teaching position, including those paid (even partially) by teaching funds,

- 9009 Graduate Assistant – Teaching
- 9012 Graduate Assistant (Teaching)-Doctoral Level
- 9013 Graduate Assistant (Teaching)-Master's Level
- 9015 Graduate Assistant Lecturer
- 9017 Graduate Assistant Teaching I
- 9018 Graduate Assistant Teaching II
- 9025 Graduate Teaching Assistant
- 9029 Teaching Assistant

The hiring Member Abbreviation - Adloc Org include AL-EXT, AL-RSRCH, TAMHSC, TAMU, and TEES.

Not ELP Certified

- By standardized test score (TOEFL, TOEFL Essentials, IELTS), nor
- By ELPE test score, nor
- By Alternative Certification, nor
- By an emergency one-time, one-semester deferral approval.

The Compliance Review Report

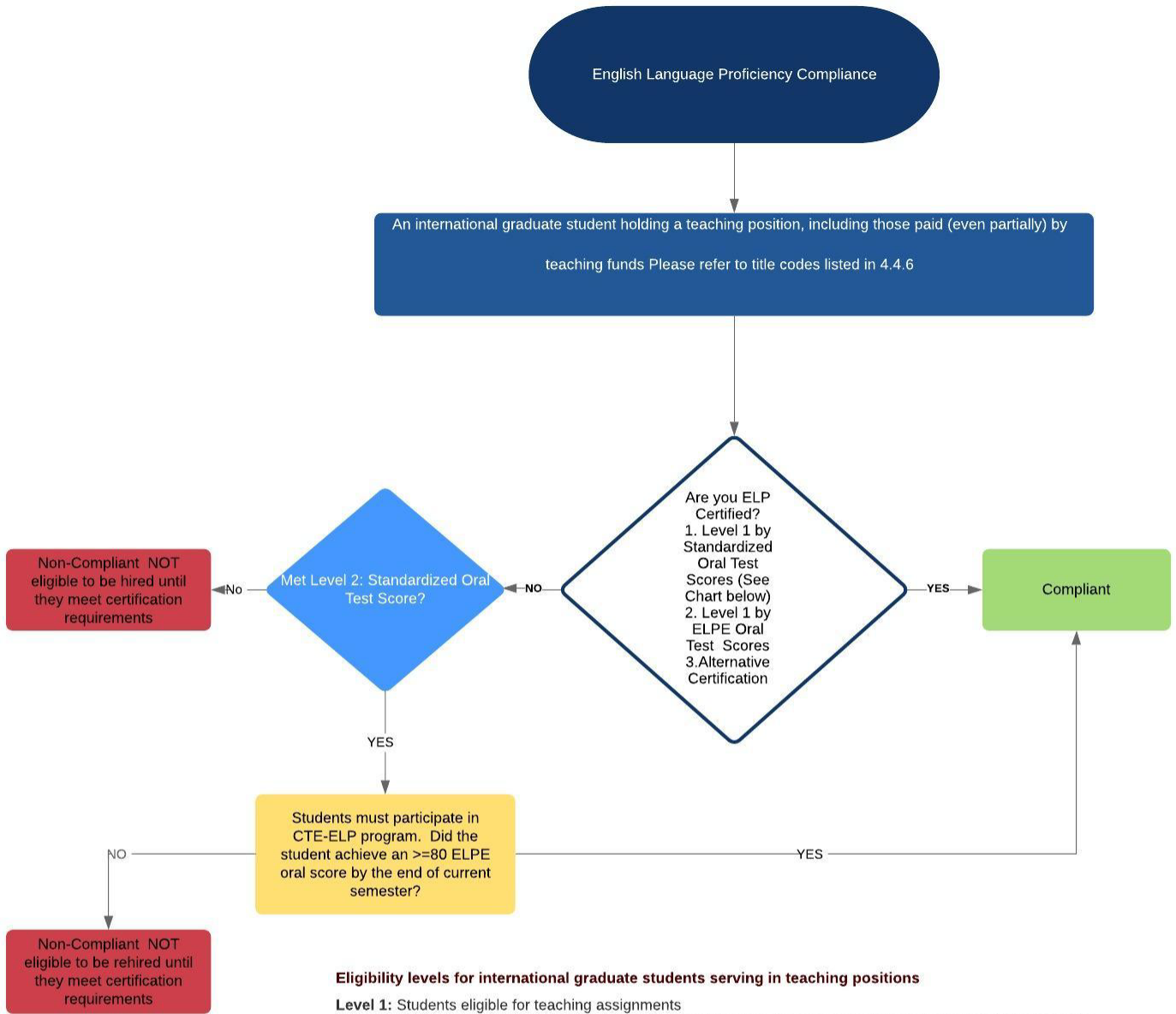
The Graduate and Professional School delivers e-mails to graduate advisors and graduate program directors with lists of their students who are out of compliance. The lists are divided into two categories:

NOTES:

- The first category consists of students NOT certified. Some of these students may be eligible for alternative certification. In such cases, the department is responsible for submitting the Alternative Certification Request Form to the Graduate and Professional School. For students whom the department elects not to pursue alternative certification, the department should provide the Graduate and Professional School with a compliance action plan for the semester in question. Any student who does not resolve certification/compliance issues by semester end cannot keep their teaching assignment for future semesters. Departments should send their compliance action plan to Mark Gleason (mark.gleason@tamu.edu) in the Graduate and Professional School within 10 business days. The Graduate and Professional School will list in red those students who have repeatedly lacked compliance, with accompanying detail of the non-compliant semesters.
- The second category consists of students who received an emergency one-time, one-semester deferral of English Language Proficiency Certification. These students are conditionally eligible for teaching assignments for one semester only but must simultaneously participate in CTE-ELP instruction (see Section 4.7 below for details) and achieve a certifying score on the ELPE or other eligible examination by the end of the semester.

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4.4.7 Compliance Procedures (Summary Illustration)



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.

Level #	Global Standardized			Locally
	TOEFL	IELTS	PTE	ELPE
1	26-30	>=8.0	>=85	>=80
2	23-25	7.0-7.5	75-84	>=75
3	<23	<7.0	<75	<75

Emergency One-Semester Deferral of ELP Certification

On rare occasions, a department may need to hire an international graduate student as a Graduate Assistant – Teaching (GAT) who has not achieved English Proficiency Certification based on standardized test scores, ELPE or Alternative Certification. In such a case, a department may request a one-time, one-semester emergency deferral.

4.5 ENGLISH LANGUAGE PROFICIENCY EXAMINATION

The English Language Proficiency Exam (ELPE) evaluates English skill in the area of oral communication.

Visit the Testing Services (<http://testing.tamu.edu/Exams/ELPE>) web page for more information on upcoming exam dates and how to register for the English Language Proficiency Exam.

4.5.1 ELPE for International Graduate Students Serving in Teaching Positions

If international graduate students who wish to serve in teaching positions do not achieve requisite standardized test scores prior to enrollment, they can certify by taking the oral skills assessment of the on-campus English Language Proficiency Exam (ELPE). Individual colleges or departments may choose to establish test standards that exceed the University minimums (see chart in Section 4.4.2).

4.5.2 Testing During the Semester

Testing Services offers the English Language Proficiency Examination throughout the semester for students who are English proficiency verified. Students may register for the test via the online registration link at Testing Services. Students may only test once a semester (three months between administrations). Students participating in the CTE-ELP program may request an ELPE retest within three months of their most recent attempt (see Section 4.7).

4.5.3 End of Semester ELPE

Testing Services offers the English Language Proficiency Examination at the end of each semester for students that have deferred ELP certification for the semester and/or that are participating in CTE-ELP instruction. Students currently enrolled in the university that are verified and want to become certified may also test at this time if they have not tested already during the semester.

4.5.4 Registration for the ELPE

Registration is required for the ELPE. To register students should go to the Testing Services (<http://testing.tamu.edu/Exams/ELPE>) website and follow the links. Students should always access ELPE registration via that link, not by saving the link to a registration page. Students will receive an email confirmation of their registration that includes the testing schedule.

Once students take the examination, Testing Services will enter scores into COMPASS. The Graduate and Professional School will perform an audit after the 12th class day of fall/spring semesters to ensure that graduate students hired to teach have successfully met English Language Proficiency requirements. Departments will receive notification of non-compliant students (see Section 4.4.6).

4.5.5 ELPE Retesting

Students may not take the ELPE within three months of their most recent attempt.

Only students participating in the CTE-ELP program may request an ELPE retest within three months of their most recent attempt (see Section 4.4.4).

NOTES:

Visit the Testing Services (<http://testing.tamu.edu/Exams/ELPE>) website for more information about test dates, registration, and any associated fees.

4.6 EMERGENCY ONE-SEMESTER DEFERRAL OF ELP CERTIFICATION

On rare occasions, a department may need to hire an international graduate student as a Graduate Assistant – Teaching (GAT) who has not achieved English Proficiency Certification based on standardized test scores, ELPE, or Alternative Certification. In such a case, a department may request a one-time, one-semester emergency deferral.

The deferral request should come to the Associate Provost and Dean for the Graduate and Professional School through the Graduate Operations Committee (GOC) Dean via a memo from the Department Head. The level of justification must be high for approval of an emergency deferral. The following are examples of justifiable conditions:

- The department had not anticipated hiring this student as a GAT for this semester.
- The student meets the requirements for verification.
- The student will not have an opportunity to take the ELPE because it is not being offered again before the start of classes.
- The department has no other graduate students with the expertise/knowledge needed to TA the course.

If the emergency deferral is granted for this case, the student is conditionally eligible for teaching assignments for one semester only, but must simultaneously participate in CTE-ELP instruction (see Section 4.7 below for details) and achieve a certifying score on the ELPE by the end of the semester. If the student does not meet certification requirements by the end of the deferred semester, the student is ineligible for rehire until meeting certification requirements. The department may impose a higher requirement. The department must also assign a faculty member to conduct periodic reviews, including observations of student teaching performance during the first month of the semester, with appropriate actions if they deem the student’s performance as unacceptable.

4.7 CENTER FOR TEACHING EXCELLENCE-ENGLISH LANGUAGE PROFICIENCY (CTE-ELP) INSTRUCTION AND ENGLISH LANGUAGE CERTIFICATION

A. English language certification and TA eligibility

According to State law and University policy, graduate students who wish to hold a graduate teaching position (i.e., in a GA role that entails instructional contact with undergraduates) must be language certified. Graduate students are assigned a certification code that can be used to determine their eligibility to hold a graduate teaching position. Graduate advisers can access these codes via the Howdy portal or in Compass. For convenience, all certification codes are shown in Table 1 below. Those listed in the left-hand column are permitted to hold GAT, GAL, GAI, or GTF titles (i.e., graduate teaching positions). Those listed in the right-hand column are not eligible for such roles.

NOTES:

Table 1. Certification codes and TA eligibility

Can teach (i.e., Levels 1 or 2 proficiency)	Cannot teach (i.e., Level 3 proficiency)
ZE = Native English speaker	ZV = Verified, not certified
ZA = Certified by alternate means	ZW = Alternatively verified
Z1 = Certified	ZN = Not verified
Z2 = Level 2 conditionally certified (1 semester only with conditions)	

Advisers can check the language certification codes of their students by downloading a report through the Howdy portal. After logging in to Howdy, simply select “Reports” from the main header at the top of the page (shown in Figure 1 below). To view the certification codes of your students, select the report that contains your college’s code in the report title (examples are shown in Figure 2 below).

Figure 1. Screenshot of Howdy with “Report” link indicated

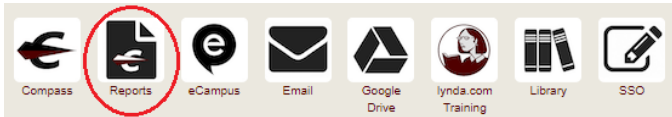


Figure 2. Screenshot of certification reports



NOTES:

B. The language certification process

Graduate students can achieve English Language Certification one of two ways – prior to enrollment or after – by achieving a level one score on one of the recognized exams.

A. English Language Certification prior to enrollment

To attain English Language Certification, an International Teaching Assistant (ITA) must attain a Level 1 score on the speaking section of either the TOEFL, IELTS, or PTE as outlined in the Table above in Section 4.4.2.

B. On-campus English Language Certification for enrolled graduate students

The on-campus pathway to Language Certification for enrolled graduate students is detailed in Figure 1 below. The path begins with either (a) the ELPE, which is administered by Testing Services (<http://testing.tamu.edu/Exams/ELPE>), or (b) one of the Global Standardized Tests indicated in Section 4.4.2.

Recognized exams are shown in Table 2 along with the cut scores for each level. Students with a level one score are eligible for TA positions. Those with a level two score are eligible for TA positions with certain conditions. Those with a level three score are not eligible for TA positions.

Table 2. Recognized exams and cut scores for language certification

Level #	Global Standardized Tests			Locally administered (on Texas A&M – College Station campus) Exam
	TOEFL speaking section	IELTS speaking section	PTE speaking section	English Language Proficiency Exam (ELPE)
1	26-30	>=8.0	>=85	>=80
2	23-25	7.0-7.5	75-84	>=75
3	<23	<7.0	<75	<75

The CTE-ELP provides an online tool that students or advisers can use to confirm a student’s proficiency level at <http://cte.tamu.edu/Graduate-Student-Support/English-Language-Proficiency>. A prospective TA who achieves a Level 1 score on one of the recognized exams is language certified and thus eligible for a TA position with no further language-related requirements. The Center for Teaching Excellence-English Language Proficiency (CTE-ELP) program is a valuable resource for those who have not obtained the required score to achieve certification or for certified instructors who wish to pursue additional professional development to enhance their English language proficiency.

C. CTE-ELP programming

CTE-ELP instruction is required for students who have Level 2 Proficiency and are currently serving as teaching assistants (i.e., conditionally-appointed TAs) but optional for all others. Thus, CTE-ELP programming is subject to availability and priority as outlined in Table 2 below.

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Table 2. Priority groups for CTE-ELP instruction arranged in descending order (i.e., those at the top are given priority over those below them)

Priority	Graduate Students or Instructors	Currently Teaching	Proficiency Level(s)
<i>Conditionally-appointed TAs</i>	Graduate Students	✓	2
<i>Future TAs</i>	Graduate Students	planning to teach	2 & 3
<i>Certified TAs</i>	Instructors of all ranks	✓	1
<i>All other international graduate students</i>	Graduate Students	not planning to teach	1, 2, & 3

Conditionally-appointed TAs begin with a diagnostic assessment of their oral proficiency skills via an intake interview with the ELP Consultants. This should be completed by Week 2 of the semester. The results of this diagnostic are then used to construct an Individual Improvement Plan. Each plan requires five hours of weekly activity. It is tailored to individual needs established during the diagnostic assessment and encompasses specific recommendations for activities, many of which are detailed in Table 3.

Table 3. CTE-ELP improvement activities

Activity	Description	Correspondence to ELPE	Target Audience
Private Consultation	Participants build upon pronunciation proficiency and fluency through strategic readings, practice motor control of the vocal tract, and receive feedback about their progress.	Task 1: Reading (careful language production)	Conditionally-appointed TAs (Other groups as appointments are available)
Language Laboratory with Pronunciation Software	Participants develop listening discrimination of English pronunciation, knowledge of the features and manipulation of the vocal tract, and automaticity.	Task 1: Reading (careful language production)	All groups
ELP for Instructors Practice Groups	Participants rehearse functional language for instruction; learn to anticipate and repair common	Tasks 2 & 3: Presentation and Interview	Conditionally-appointed TAs

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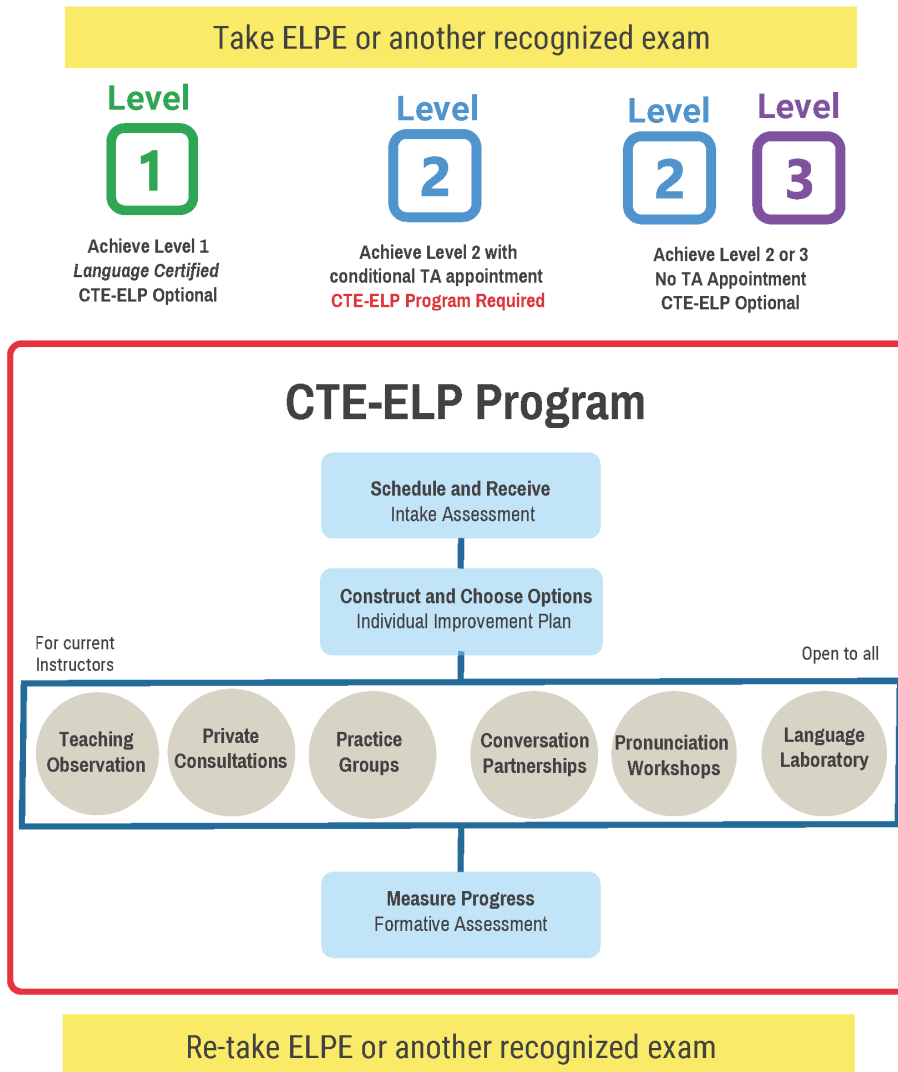
Activity	Description	Correspondence to ELPE	Target Audience
	communication breakdowns; develop peer support, supra-segmental skills, and fluency; and cultivate an awareness and appreciation for diversity and cultural differences.	(formal, planned and casual, extemporaneous language production)	(Other groups as space permits)
Teaching Observation with Feedback	Participants receive observation and feedback from an ELP Consultant to assess their linguistic performance in action. They additionally practice self-assessment skills.	Task 2: Presentation (formal, planned language production)	Conditionally-appointed TAs (Other instructors as time permits)
Conversation Partners	Participants develop fluency and an awareness & appreciation for cultural difference in the classroom through an application of pronunciation knowledge via authentic dialogue with an English-dominant partner.	Task 3: Interview (casual, extemporaneous language production)	Conditionally-appointed TAs (Other groups as appointments are available)
Pronunciation Workshops	Participants develop phonological awareness and familiarity with CTE-ELP services.	Task 1: Reading (careful language production)	All groups
Videotaped microteaching	Opportunity for clients to teach a micro-lesson in front of a video camera and receive feedback from a consultant as well as the opportunity to self-reflect	Task 2: Presentation (formal, planned language production)	Current TAs and students scheduled to take upcoming ELPE

The recommended English language proficiency process is shown in Figure 3 below. Conditionally-appointed TAs have priority for all CTE-ELP services. But future TAs, faculty & certified TAs, and other graduate students also have access to CTE-ELP services as space and time permit. For example, they may be assigned Conversation Partners, participate in Group Practice & Discussion Sessions, or receive Private Consultation if appointments are available after all conditionally-appointed TAs have been served.

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Figure 3. Recommended ELP Process

Recommended English Language Proficiency Process



D. Progress assessment and re-testing for certification

Conditionally-appointed TAs receive regular formative assessment from English Language Proficiency Consultants during their time working with the CTE-ELP program. At midterm, they receive a report documenting their participation and progress, which they can share with their advisers. Once students become eligible to do so, they can retake the ELPE and certify their proficiency.

NOTES:

Students are eligible to retake the ELPE once every three months per Graduate and Professional School policy. Conditionally-appointed TAs only may request to retake the ELPE before three months have elapsed but must do so through the CTE-ELP program. Early ELPE retest requests are granted only if students are following their Individual Improvement Plan and have made demonstrable progress in oral proficiency. The CTE-ELP program transmits early retest waivers directly to Testing Services.

Once a conditionally-appointed TA earns a certifying score (such as 80 on the ELPE), that student is no longer obligated to participate in the CTE-ELP or adhere to the Individual Improvement Plan. This can happen at any time during the semester, but it must happen by the end of the semester, *or the student is ineligible to be a TA* (i.e., a GAT, GAL, GAI, or GTF) *again*.

4.8 NEW TA TRAINING REQUIREMENTS

4.8.1 Purpose of TATEP

The Teaching Assistant Training and Evaluation Program (TATEP) is intended to improve undergraduate teaching, enhance the classroom experiences of Graduate Teaching Assistants (TA), and respond to the need for more systematic preparation and evaluation of Teaching Assistants. For international Teaching Assistants, it will supplement programs already in place to evaluate and promote English language competency. Components of TATEP include the University-Level TA Training and the Discipline-Specific TA Training described below.

Components of TATEP:

University-Level TA Training

New TAs' attendance at the Center for Teaching Excellence (CTE) Teaching Assistant Institute (TAI) is mandatory. TAs whose first teaching assignment is for the new academic year and TAs who have not previously completed TA training are required to attend the TA Institute on the date assigned to their college by the Graduate and Professional School. The TA Institute is offered twice a year, once each fall and spring semester. By the twelfth class day in the fall and spring semesters, departments will enter all TAs employed by their department in the TATEP Compliance System. Records will be compared with the list of students who attended the TA Institute. Departments will be notified by the Office of Graduate and Professional School of students who are out of compliance.

1. The online Teaching Assistant Preparation Course #2111828 via the Gateway to TrainTraq.
2. Attend the one-day face-to-face training held prior to the fall and spring semesters (registration required at <https://ers.tamu.edu/>). For details on these requirements of TAI, including instructions for accessing the online course and dates and locations of training, visit the CTE: <https://cte.tamu.edu/Graduate-Student-Support/Teaching-Assistant-Institute>.

TAs must also complete discipline-specific training offered by each academic unit.

NOTES:

Departments who wish to offer training equivalent to and in lieu of TAI, along with their discipline-specific training, may apply for a “Request for Teaching Assistant Institute Waiver.” Approval for waivers is granted by the CTE for a three-year period. Departments must reapply for a waiver every three (3) years. Departments are required to submit a syllabus outlining the departmental training program for new TAs, as well as copies of training materials for new TAs. For more information on the training of TAs, including training dates and requirements, please contact grad-tatep@tamu.edu.

Discipline-Specific TA Training

Discipline-specific training for new TAs will be provided at the college/department level. The nature of this training, while varying widely across different disciplines, will complement university-level training and will address the unique and specific needs of graduate students serving as TAs within their disciplines. Discipline-specific training will expose new TAs to the specific patterns of behavior, systematic methods, classroom management, and/or instructional practices associated with successful teaching within their disciplines.

Reporting TA Training Compliance

Departments or programs will provide a yearly report to their Graduate Operations Council (GOC) Dean stating evidence of their compliance with the University-Level TA Training and Discipline-Specific TA Training tenets for new TAs. These reports will be uploaded to the TATEP Compliance System using the departmental report template. Users may be added or deleted from the system by their GOC dean or by contacting grad-tatep@tamu.edu.

Using the information in the departments/programs reports, the GOC Deans will upload a college-level report of compliance to the [TATEP Compliance System](#) using the college report template.

CTE Best Practices Resources

The CTE periodically will publish a list of best practices for preparing graduate students for their assignments as new TAs for distribution to or access by each of the departments or programs. In addition, CTE will maintain a list of resources available for college/departmental TA training to encourage excellence in the TA training programs. The Best Practice Resources also include ideal practices gleaned from the annual college-level reports submitted to the Graduate and Professional School.

4.8.2 TA Evaluation

Each academic department employing graduate teaching assistants shall develop an appropriate set of procedures and evaluation instruments to employ in monitoring the performance of teaching assistants each semester. These procedures will be outlined in the departmental reports submitted each year and clearly communicated to students in the departments.

4.9 GRADUATE CLASSIFICATIONS

Classification Definition

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Each student has a classification which indicates the type of degree program in which the student is enrolled and reflects the student's progress within that program at the professional level. The classifications follow:

4.9.1 G6 Postbaccalaureate Non-degree

Postbaccalaureate non-degree classification is intended for a student with a baccalaureate degree from an institution of higher education. If at a later date, a postbaccalaureate non-degree student decides to pursue a graduate degree, the student must understand that limitations may be placed on coursework taken while in G6 status. Specifically, the student must understand that a college or a department may decide whether or not to accept any G6 work toward the student's graduate degree. However, with the approval of the student's graduate advisory committee, the department head or chair of the Interdisciplinary Program, and the Graduate and Professional School, a maximum of 12 credit hours taken in postbaccalaureate non-degree status may be used on a student's degree plan. Admission to postbaccalaureate non-degree status does not establish eligibility for admission to degree-seeking status. A postbaccalaureate non-degree student is not eligible to register for 691 Research hours.

An application for a postbaccalaureate non-degree classification is handled on a first come, first served basis. An application submitted within one month of registration may not be processed in time to begin that semester or term.

Enrollment of a G6 student in courses may be limited by college and departmental policies. Postbaccalaureate non-degree students must be reviewed by their department of affiliation for continuation at the end of each semester.

A postbaccalaureate non-degree student must maintain at least a 3.000 GPA on all coursework attempted to remain eligible to register. University departments and colleges may have additional and higher requirements.

For the scholastically deficient postbaccalaureate non-degree student (G6 classification), the student's home department shall determine eligibility. It is the department's responsibility to place a registration block on these students. Postbaccalaureate non-degree status normally is not available to an international student.

4.9.2 G7 Graduate, Master's

G7 classification denotes admission to a master's level program of study or admission to a doctoral program of a student who has not yet completed a master's degree or 30 hours of eligible coursework taken at Texas A&M.

4.9.3 G8

G8 classification denotes admission to a doctoral level program of study.

4.9.4 G9 Graduate, Master's/Doctoral Admitted

G9 classification denotes admission to graduate study but signifies documents must be completed before a student is allowed to file a degree plan. When the required documents have been received, the student's classification will be changed. Approval of the Associate Provost and Dean of the Graduate and Professional School is required to change a student from G9 classification to the appropriate classification (i.e., G7 or G8).

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4.10 DEGREE LEVEL CHANGE INFORMATION

4.10.1 Domestic Students

Degree level changes must be made no later than the 12th class day in the fall/spring and the 4th class day in the summer.

4.10.2 International Students

Degree level changes must be made no later than the 12th class day in the fall/spring and 4th class day in the summer. International students must have all immigration documents corrected with the International Student Services (ISS) no later than the 15th class day. After an approved level change is made by the Graduate and Professional School, a letter is sent to the student informing them to contact ISS immediately.

Note: The 'class days' are the deadlines documents must be approved by the Graduate and Professional School. Remember that the Graduate and Professional School requires 10 working days to evaluate a document. There is no guarantee that documents submitted less than 10 working days prior to the semester will be approved for that semester.

4.10.3 Changing from G7 PhD to G8 PhD

These changes follow the same deadlines indicated above for domestic and international students. Classification changes may be made in two ways: (1) the Office of Admissions receives official transcripts for the master's degree, or (2) upon completion of 30 doctoral hours at TAMU. Hours for courses with 'incomplete' grades are not counted. If you think that a student is incorrectly classified, please notify the Graduate and Professional School when you notice that a student may be eligible to be changed.

Additionally, a report is run once per semester to update all students who are eligible to be changed to a G8 classification according to completion of 30 hours at TAMU or official receipt of Master's transcripts. Classifications may also be changed upon notification from a department of eligible students.

4.10.4 Semester Change for Late Classification Changes

A level change request received after the last day to make a level change for that semester will be made for the following semester. International students must be changed for their next semester of registration or they will fall out of status. If an international student changes degree levels after the 12th class day for spring, their level change should be made effective for the summer (if registering) or fall (if not registering for summer). It is important on the 'Petition for Change of Major, Degree, or Department' to identify the effective semester of the change according to an international student's registration or the student will be out of status.

4.11 SUBVENTION FUNDING

In Texas, public colleges and universities receive funding (subvention funding) from the State according to the number of students enrolled in a program. There is a meaningful difference between the subvention funding received for a G7 PhD and a G8 PhD. It is important that students are properly classified so that the University is able to receive subvention at the correct rate for our students.

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4.12 99-HOUR DOCTORAL CAP

Doctoral students have 7 years (21 semesters) to complete their doctoral degree without being penalized. During the 7 years, students who are otherwise eligible for in-state tuition will be charged as such, even if they accumulate more than 99 doctoral hours. After 7 years (21 semesters), any student accumulating more than 99 doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition regardless of funding. Students who have been granted individual exemptions for the doctoral hour cap limit by the Texas Higher Education Coordinating Board and those students in programs which have receive programmatic exemptions have 130 doctoral hours and 21 semesters before they are penalized with a higher tuition rate.

Please note that not all graduate courses are coded as doctoral courses. At the time a course is approved, the level of the course is determined by the highest level of degree in that major. In addition, the count of doctoral hours towards the 99-hour cap does not begin until a doctoral student is classified as a G8 student. Students may view their hour count through the Howdy Portal. Advisors may view the hour count in Compass at SZASSTD on the Supplemental Data tab, and the semester count can be seen by clicking on the User Defined Fields tab.

The following majors are exempt from the 99-Hour Cap on Doctoral Degrees:

- Biomedical Sciences
- Biochemistry
- Microbiology
- Genetics and Genomics
- Toxicology
- Nutrition Sciences
- Community Clinical Psychology
- School Psychology
- Veterinary Pathobiology
- Clinical Psychology
- Counseling Psychology
- Medical Sciences
- Health Services Research
- Health Promotion and Community Health Sciences
- Epidemiology and Environmental Health
- Oral Biology and Craniofacial Biomedical Sciences

4.13 SEPARATION OF A GRADUATE STUDENT FOR SCHOLASTIC DEFICIENCY

Separation, Dismissal or Termination from the University

A department/program or graduate advisory committee may RECOMMEND separation (suspension, dismissal, or termination) from the university of a graduate student for scholastic deficiency by submitting a request in writing through the Dean of the College to the Associate Provost and Dean of the Graduate and Professional School. If the

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recommendation is made by the advisory committee, it must be signed by all members of the committee and the department head. The separation action could entail suspension (separation from the university for a definite period of time), dismissal (separation from the university for an indefinite period of time), or termination (permanent separation from the university).

The letter should include proper justification and supporting documentation of previous communications with the student discussing his/her scholastic deficiency. This could include items such as a probationary memo and/or emails. The letter needs to clearly specify the reason(s) for separation and the recommended separation action (suspension, dismissal, or termination).

Upon approval by the Graduate and Professional School, a letter will be sent to the student via certified mail and email and department via email, and the student will be blocked from registration for the approved period/condition of separation by the Graduate and Professional School. If the student is registered for classes in a future term, the department should un-enroll the student for the future term.

Separation, Dismissal or Termination from the Department

If a department/program or advisory committee wishes to recommend separation from the department/program only and allow the student the opportunity to find another department/program that is willing to admit them, this action is considered a dismissal – separation from the university for an indefinite period of time (until and if the student finds another academic home).

The letter from the department/ program or advisory committee should provide the same information as stated above for separation from the university. The Graduate and Professional School should be copied on this letter and sent a copy for the student’s permanent record. The department will place a block from registration on the student’s account. The registration block will be removed by the department ONLY if the student is accepted by another department/program. If the student is registered for classes in a future term, the department should un-enroll the student for the future term.

Scholastic Warnings and Probation actions are facilitated within the department/program. Please see Rule 12 for further details at <http://student-rules.tamu.edu/rule12>.

4.14 REGISTRATION

4.14.1 Full-Time Status

Nine (9) hours fall/spring terms and six (6) hours summer term in any combination for full summer benefits or three (3) hours in any combination for an individual summer session benefit, is required to be considered full-time for assistantship, scholarship, and fellowship purposes.

4.14.2 Half-Time Status

In order for domestic graduate students to be eligible for financial aid, they must be registered at least half-time. Half-time registration means:

Fall/Spring – 5 hours

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10 Week Summer – 3 hours

5 Week Summer – 2 hours

4.14.3 Continuous Enrollment

Students in graduate degree programs requiring a thesis, dissertation, internship, or record of study, and who have completed all graded coursework on the degree plan, are required to be in continuous registration for Fall and Spring semesters until all requirements for the degree have been completed. Non-thesis students must maintain continuous enrollment until all degree plan courses are completed, but they are not held to the continuous registration requirement after that unless the department or college has a requirement to do so. The minimal requirement to maintain continuous enrollment can be satisfied by registering for 1 credit hour. Unless a student plans to take examinations or use University resources, including any interaction with their graduate committee, registration during the summer will not be required to fulfill the continuous registration requirement. However, colleges, departments, or intercollegiate faculty may have additional or higher requirements. International students should check with ISS for the minimum hours they must be enrolled in for visa purposes. Students on assistantships and many fellowships must maintain full-time enrollment.

4.14.4 Excess Hours

Students are allowed to enroll in a maximum of 15 hours during the fall/spring semesters, 6 hours for each summer session, and 10 hours during the 10-week summer session. The Dean of the college can approve (and register) students for 18 hours (fall/spring), 9 hours (5-week summer sessions), and 15 hours (10-week session). Registration in addition to the 18, 9, and 15 hours, respectively, will require the Graduate and Professional School approval by submitting a Long Form Petition for Waivers or Exceptions that includes the number of hours, and the semester.

4.14.5 Examinations

Doctoral students must be registered during the semester they take any part of the preliminary examination and the final examination. Master's thesis option students must be registered during the semester they take the final examination. Master's non-thesis students are not required by the Graduate and Professional School to be registered during the semester of their final examination if all course work on the degree plan has been completed. Students who are attempting to hold an exam between semesters must be registered in the semester immediately preceding the exam in order to be eligible to take the exam. A department and/or college may have requirements in addition to these of the University.

4.14.6 Not Registering for Courses in Graduating Semester

If a master's thesis option or doctoral student has completed ALL degree requirements, including being CLEARED by Thesis and Dissertation Services, by the last day to add courses for a semester, the student is not required to register for courses but must apply for graduation and pay the diploma fee. This rule does not apply to students on assistantships, scholarships, and fellowships. A department and/or college may have requirements in addition to these of the University.

NOTES:

4.14.7 Certification of Full-Time Enrollment

Graduate students may be certified as full-time with registration of less than the number of hours required for full-time enrollment for two reasons:

- Students participating in student teaching, internships, and cooperative education programs who are enrolled in less than nine (9) semester hours during a fall or spring semester or six (6) hours during a summer semester may be eligible to be certified as a full-time student with the approval of the Dean of the College or their designee.
- During their last semester prior to graduation, if a graduate student is enrolled at Texas A&M in all remaining hours needed to complete their degree, has applied for graduation, and does not hold a graduate assistantship, they may be certified as a full-time student for that final semester even though they may be enrolled in less than nine (9) semester hours during a fall or spring semester, or six (6) hours in a summer semester.

Please note the following restrictions to Certification of Full-Time Enrollment:

- A Q grade or W grade does not count toward the certification of enrollment status.
- International students must acquire approval from the International Student Services (ISS).
- These certifications listed above based on exceptions might not be used to qualify for Federal Financial Aid as federal regulations determine financial aid eligibility.

4.14.8 Residence Requirement

The residence requirement is the number of hours required to be taken in residence on the approved TAMU campus site for the student's respective degree for a particular graduate degree and differs among degrees. In some degrees, the requirement is full-time enrollment of 9 hours during one or more semesters. For other degrees, it is a total of 12 hours during the degree. The residence requirement for each degree can be found in the self-service degree evaluation available online. Students who are also working full-time while completing their degree may request an exemption from this requirement with submission of a Long Form Petition for Waivers or Exceptions **and** a letter from their employer indicating that they are a 'full-time' employee with their dates of hire.

4.14.9 Undergraduates Registering for Graduate Courses

Undergraduate students may register for graduate courses and apply them to their degree in two different ways:

- A senior undergraduate student with a grade point average of at least 3.000 is eligible to enroll in a graduate course and reserve it for graduate credit by filing a petition obtained from the student's undergraduate college and approved by the course instructor, the student's major department head, the dean of the college offering the course, and the dean of the student's undergraduate college.
- An academically superior undergraduate student with a grade point average of at least 3.250 is eligible to enroll in a graduate course and apply those graduate credit hours toward their undergraduate degree programs by filing a petition obtained from the student's undergraduate college and approved by the course instructor, the student's major department head, the dean of the college offering the course, and the dean of the student's undergraduate college.

NOTES:

4.14.10 Leave of Absence

Under unusual circumstances, a student may petition for a leave of absence. The entire advisory committee, if formed, and head of the department or chair of the Intercollegiate Program, if appropriate, must approve the petition and send it to the Graduate and Professional School. If the Associate Provost and Dean of the Graduate and Professional School approves the petition, the registration requirement will be set aside during the period of leave. Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree. For certain types of approved leave, such as medical, the time period of the completion of the degree will stop with the leave and begin when the student returns to the program. Other types of leave may not stop the time limit for the degree. A student should refer to the Graduate and Professional Catalog section on Time Limits for their respective Master’s or Doctoral program. A leave of absence is granted for one (1) year. In case of extenuating circumstances, the leave of absence can be extended by the student’s committee and the Associate Provost and Dean for the Graduate and Professional School. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission to the Office of Graduate Admission. An international student should visit with an International Student Services advisor regarding how a leave of absence may impact his/her stay in or his/her re-entry into the U.S.

There are several different types of leave of absence. All requests must be submitted on the Petition for Waivers or Exceptions explaining the need for leave along with the appropriate approvals.

- **Medical leave** may be approved up to one (1) year and will ‘stop the clock’ on the 7- and 10-year time limit (this includes leave following childbirth or adoption of a child).
- **Deployment leave** may be approved up to one (1) year and will ‘stop the clock’ on the 7- and 10-year time limit.
- **Personal leave** may be approved with the proper request and justification. If approved, the 7- and 10-year time limit count will NOT stop.

4.15 GRADE POINT AVERAGE (GPA) REQUIREMENTS

All graduate students have two GPAs, and both must be at least 3.0 to be in good standing, to conduct any type of exam, and to graduate. Course levels included in the GPAs are 300, 400, 600, 700, and 900. Courses NOT included in the GPAs are transfer courses and 100-200 level courses.

- Degree Plan GPA – includes only courses listed on the degree plan except transfer course work.
- Cumulative GPA (Program GPA) – includes all graduate level course work completed at TAMU

4.15.1 Scholastic Requirements

Unless otherwise stated, students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.00 cumulative GPA (computed as specified in [Student Rules 10.4.3](#)). Degree-seeking students also must maintain a GPA of at least 3.00 on all courses listed on the degree plan. Departments and colleges may establish higher GPA requirements for their students in graduate degree programs and for post-baccalaureate non-degree students (G6 classification).

A graduate student will not receive graduate degree credit for undergraduate courses taken on a satisfactory / unsatisfactory (S/U) basis. A graduate student may not receive grades other than satisfactory (S) or unsatisfactory (U) in

NOTES:

graduate courses bearing the numbers 681, 684, 690, 691, 692, 693, 695, 697 and 791 (except for ALEC 695, BUAD 693, AGECE 695, GEOG 695, and IBUS 692). These officially designated S/U courses may be listed on the degree plan, along with other courses approved and noted as S/U in the graduate catalog. Graduate courses not on the degree plan may be taken on an S/U basis.

Only grades of A, B, C, and S are acceptable for graduate credit. Grades of D, F, or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above or Satisfactory (S). If a course has been taken more than once and a grade of D or F was earned and then repeated for a grade of C or higher, the original grades of D or F will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA, but remain on the student's permanent record. A course in which the final grade is C may be repeated for a higher grade. If the second grade is higher, the original grade will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA but remain on the student's permanent record.

Repeat grades and cumulative GPA for financial aid programs may differ based on the type of aid. Rules related to F* grades and repeat courses may be found in Student Rule 20 under Sanctions.

Rules related to F* grades and repeat courses may be found in Student Rule 20 under [Sanctions](#). If the minimum GPA is not attained in a reasonable length of time, the student may be dismissed from graduate studies. A degree-seeking graduate student may also be considered scholastically deficient if they fail to show acceptable proficiency in such other requisites for their degree as may be assigned by the graduate committee, department or the Graduate and Professional School (e.g., qualifying and preliminary examinations, research, writing or a thesis or dissertation).

Grades for repeated courses are not automatically replaced; the change must be entered and recomputed manually by the Graduate and Professional School. Anytime you see that a student has repeated a course and qualifies for the original grade to be replaced, please contact the Graduate and Professional School.

A student repeating a course in which a grade of B or better was originally earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

The cumulative GPA for a graduate student is computed by using all graded graduate (600- and 700-level) and advanced undergraduate (300- and 400-level) coursework completed at Texas A&M University and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U), and Q-drop (Q) shall be excluded.

If either of a student's cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.000, the student will be considered to be scholastically deficient. If the minimum GPA is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student rules (refer to the website <http://student-rules.tamu.edu/academicrules>).

For a scholastically deficient post-baccalaureate non-degree student (G6 classification), the student's home department shall determine eligibility, and the department is responsible for notifying the Graduate and Professional School if a registration block is to be placed on the student.

NOTES:

Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal in addition to these University policies.

Any eligible coursework not applied towards a prior graduate degree, and not exceeding time limits, will be included in the student's GPA for the subsequent degree program.

4.15.2 GPA on the Degree Evaluation

When running a degree evaluation through the Howdy portal, you will notice that there are several GPAs listed. The first, the Program GPA (also known as the Cumulative GPA), includes all courses taken at the Graduate Level (GR) that are eligible to be used on the degree plan. Next, you will see an entry for the Overall GPA which includes all courses taken at Texas A&M University. Finally, the Degree Plan GPA will appear in the first Area section and includes only those courses on the degree plan.

4.15.3 Calculating GPAs

To calculate the GPA for a student, multiply the number of course hours by the grade points to get the quality points. Add all of the quality points and then divided by the total number of hours to get the GPA. Courses which are completed S/U are not used in calculating the GPAs. Grade Points: A=4; B = 3; C=2; D=1; F=0.

4.15.4 Checking GPA without a Degree Plan on File

When a student does not have an approved degree plan, the cumulative GPA is calculated by generating a degree evaluation on the student's current program. The cumulative GPA displays under the credits used column on the 'Program GPA' line. Courses which are eligible to apply toward the graduate degree will display in the 'Courses for Degree Plan GPA' area with a note indicating there is not an approved degree plan on file.

4.16 DEGREE PLAN INFORMATION AND FILING DEGREE PLANS AND PETITIONS

Degree plan forms can be submitted through the online Document Processing Submission System (DPSS), found at <http://ogsdpps.tamu.edu>. Degree plans must be approved by the student's committee and the department head or the interdisciplinary faculty chair. Once these approvals are obtained, the degree plan must be approved and entered into Compass/Howdy by the Graduate and Professional School. It is highly recommended that programs have a pre-committee staff approver of degree plans built into their degree plan workflow to check degree plans for departmental requirements. Contact the Graduate and Professional School for more information on adding a pre-committee staff approver.

4.16.1 Online Document Processing Submission System (DPSS)

All graduate degree plans and petitions process through the online DPSS platform only. This is a web-based system that allows a graduate student to create, audit, and submit a degree plan or make changes by way of petitions. When a student submits a degree plan, it follows a predefined series of steps for approval. A degree plan is first routed to a Pre-Committee Staff Approver (a staff member or graduate advisor). Next, the degree plan must be approved by the advisory committee chair and then the other committee members. The degree plan then enters the workflow defined by the department. At least one faculty member with signing authority for Graduate and Professional School documents

NOTES:

must be included. Everyone in the workflow must approve the student’s degree plan before it will forward to the Graduate and Professional School for review. Contact the Graduate and Professional School to change the defined workflow through an Authorized Signers Form.

Contact: Graduate Committee Faculty Administrative Coordinator – gradcom@tamu.edu or 979-845-3631

Graduate Records Processing – gradprocessing@tamu.edu or 979-845-3631

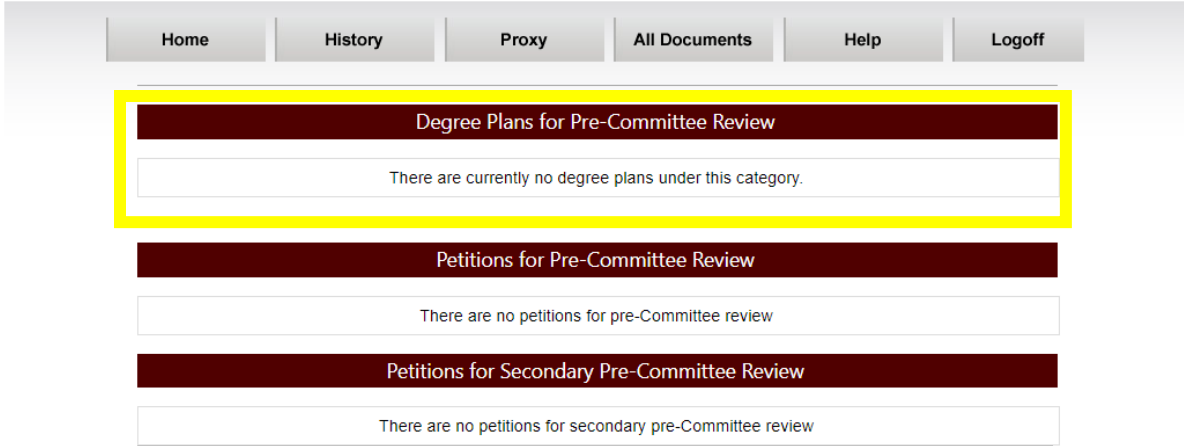
4.16.2 Staff/Committee/Departmental Approvers

Below are basic guidelines for the review and approval process for staff, committee, and departments.

- Go to <https://ogsdpps.tamu.edu> and select “Faculty & Staff”.

NOTES:

- Login using your NetID. (If you do not have a NetID, select “Activate your NetID” or if you do not remember your NetID, contact the CIS Help Desk at (979) 845-8300.)
- All degree plans requiring your approval will be listed under “Degree Plans for Review.” Select the link to the degree plan you wish to review.



- After reviewing the degree plan, scroll to the bottom of the webpage and select “Approve” or “Disapprove”.

**Texas A&M University
Office of Graduate & Professional Studies Degree Plan**

Name: [redacted] Univ. ID: [redacted] Date: [redacted]
 Email: [redacted] Dept: [redacted]

APPROVAL RECOMMENDED:

Type	Name	Email	Affiliation	Action Taken	Action Date
Chair	[redacted]	[redacted]	[redacted]	Pending	
Member	[redacted]	[redacted]	[redacted]	Pending	

Page 1 of 4

The screenshot shows a form titled "Comments:" with a large, empty text input area. Below the input area, there are three buttons: "Approve" (with a green border), "Disapprove" (with a red border), and "Cancel" (with a grey border).

NOTES:

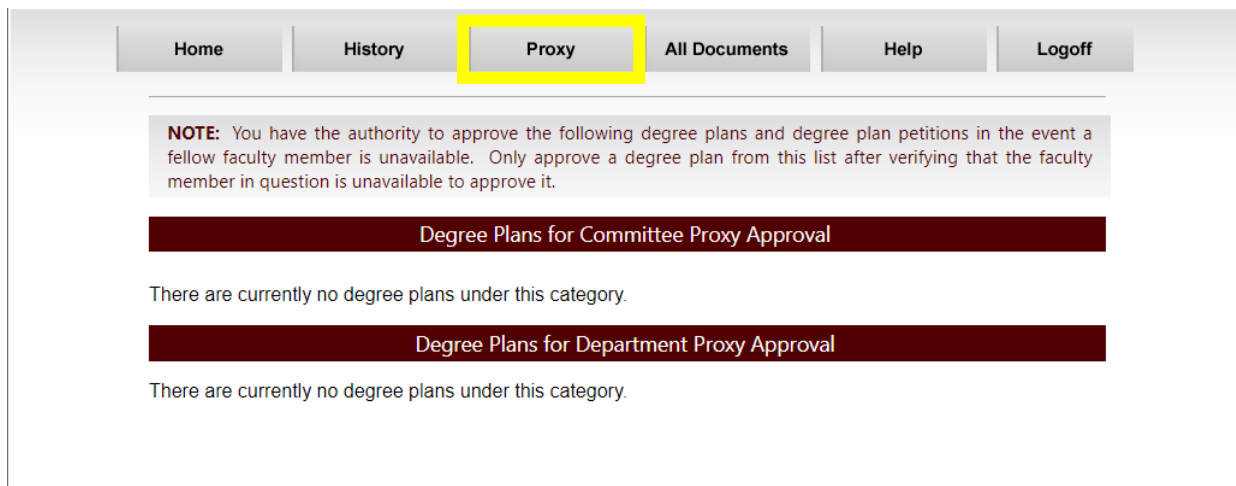
If the degree plan is disapproved, a reason must be provided for the student in the Comments box.

- Upon approval by the Department Head or Interdisciplinary Program Chair, the degree plan is routed to the Graduate and Professional School where it is entered in Compass. The student, advisory committee chair and members, and department will receive an email indicating final approval or disapproval of the degree plan.

Please note that it is the responsibility of the departmental approvers to verify that all official transcripts and standardized test scores have been received by Office of Admissions prior to the submission of a degree plan.

4.16.3 Proxy Approvers

Each Department should designate at least one member (recommend two) of the Graduate Faculty as a “Proxy Approver” for degree plans and other documents in DPSS. Proxy Approvers may log in and approve documents in the place of any faculty member in their department, including the designated Departmental Approver. Proxy Approvers will log in as usual but will click on “Proxy” at the top of the screen.



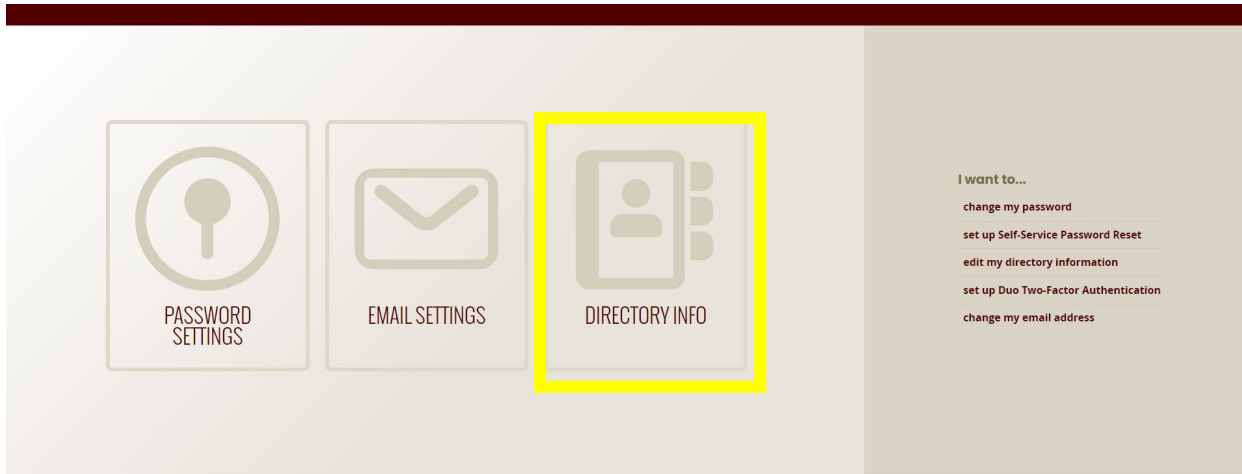
After choosing the degree plan or petition from the appropriate section, the Proxy Approver will need to identify the person they are approving for in the “Proxy for” box.

4.16.4 Online Document Processing Submission System Notes

All participants in DPSS processes must have an active UIN and NetID. Adjunct professors and visiting professors approved to hold membership in the graduate faculty, and serve on graduate advisory committees, may obtain an account and NetID. A departmental representative must complete the Texas A&M NetID Account Request Form at <https://u.tamu.edu/Visiting-Scholars-Form>. This form should be submitted directly to Identity Management (for more information on sponsored accounts, please see the Division of Information and Technology’s Identity and Access Management webpage at <https://u.tamu.edu/Sponsored-Accounts>. Once a UIN has been issued, the department can submit a Graduate Committee Faculty nomination. The faculty member must also visit the Aggie Account Gateway

NOTES:

(<http://gateway.tamu.edu>) to claim a NetID. Members of the Graduate Committee Faculty must also publish an @tamu.edu email address to the TAMU Directory.



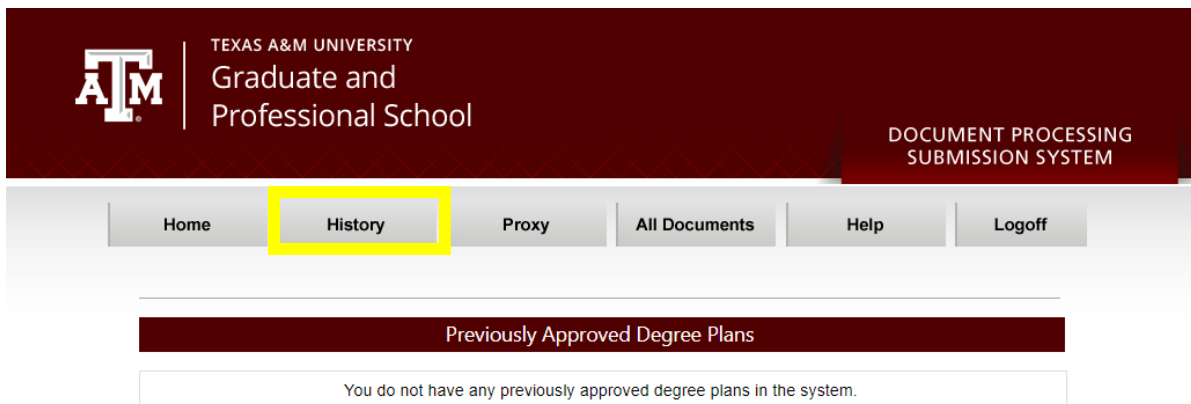
Nominations for Special Appointments to a student’s advisory committee process through <https://gradcom.tamu.edu/> but do not require a sponsored NetID or UIN. They are not listed on a student’s degree plan and do not hold voting privileges but will be noted in a comment on a student’s record in Compass.

Contact: Identity and Access Management – identity@tamu.edu

Help Desk Central – helpdesk@tamu.edu or 979-845-8300

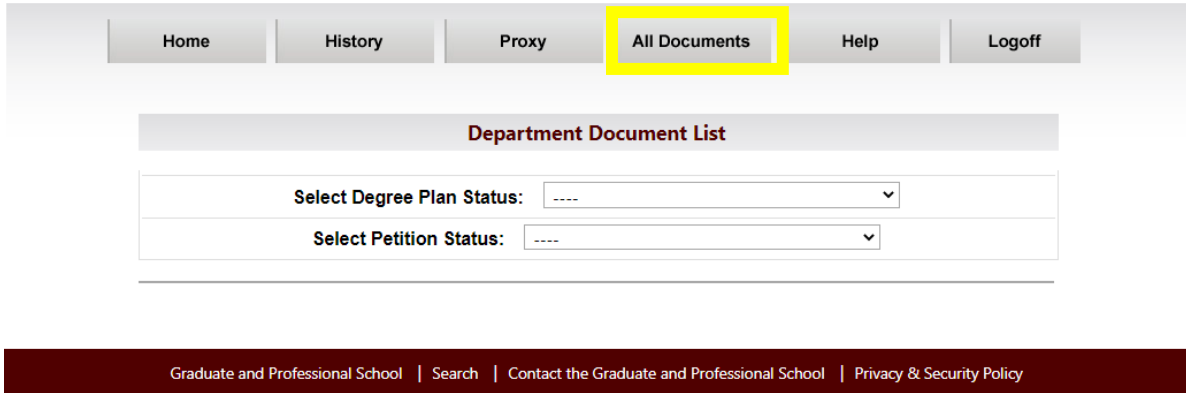
4.16.5 Additional Notes

- Select the “History” link to view all degree plans the user has approved.



NOTES:

- Audit rules in DPSS are based only on University-wide rules. If a program has specific requirements, they must be monitored at the program level (by the pre-committee staff, advisory committee, and departmental approvers) before a degree plan is approved and submitted to the Graduate and Professional School.
- Faculty or staff who are part of a program workflow can select “All Documents” to view all degree plans and petitions created by students in their department since the user joined the program workflow.



4.16.6 Transfer Course Work

- Course(s) must be completed at an accredited U.S. institution or approved international institution with a grade of A or B and must be graduate level or upper level undergraduate courses.
- The maximum number of credit hours which may be considered for master’s students to transfer is the greater 12 hours or one-third (1/3) of the total hours of the degree plan with the approval of their graduate committee, department, and the Graduate and Professional School. Students should refer to the Graduate and Professional Catalog for specific transfer limitations by degree (<https://catalog.tamu.edu>).
- A final official transcript (with grades) must be received by the Office of Admissions for all transfer work listed on the degree plan. A degree plan listing transfer work ‘to be taken’ will be approved pending receipt of the final official transcript listing such work. Once the transcript has been received, it will be used to verify that the courses in question meet all eligibility criteria.
- Master’s students who are scheduling their final exam and are currently registered for transfer work must have confirmation of registration in the course from the attending university on file with the Graduate and Professional School prior to approval of the final examination. Notification may be in the form of an unofficial transcript or a copy of the student’s registration. Doctoral students are not eligible to transfer in course work during their last semester or the semester of their final examination.

4.16.7 Verifying Outdated Standardized Test Scores as Official

Graduate students who have been admitted to TAMU with outdated standardized test scores may request verification from the Graduate and Professional School of official scores one of the following ways:

- The test scores are listed on an official transcript from a previously attended university.
- The previously attended university certifies, in writing, that they received official scores with the scores listed.

NOTES:

- The student may bring their copy of the score report from the testing center to the Graduate and Professional School for verification.

4.16.8 Petitions

Graduate students may use petitions to (a) request a change of major, degree, or department; (b) request changes to the coursework or committee membership as established by the degree plan; (c) request extension to time-limits; or (d) request exceptions to published rules. Each petition will be considered on its own merit by the Associate Provost and Dean of the Graduate and Professional School. The student should make such requests by submitting either a Major, Degree, or Department petition (MDD) or a Long Form petition through DPSS. The petition will be routed for the required approval by the members of the student’s advisory committee, if appointed, and the department head, or his or her designee (or chair of the intercollegiate faculty, if appropriate).

4.16.9 Degree Plan Blocking Criteria

Each College sets its own deadlines for filing a degree plan, with different criteria for Master’s and Doctoral students. If a student does not meet these deadlines, the Graduate and Professional School will enact a block on the student’s registration for the next academic term per the College-specific timelines listed below.

NOTES:

COLLEGE	MASTER'S		DOCTORAL
AGRICULTURE	During 2nd Regular Semester		During 4th Regular Semester
ARCHITECTURE	Block after 18 completed hours		Block after 30 completed hours
BUSH SCHOOL	During 3rd Regular Semester		N/A
BUSINESS	MS Block after 24 completed hours	MBA Block after 36 completed hours	Block after 48 completed hours PPA Students NOT blocked
DENTISTRY	3 rd Semester		5 th Semester
EDUCATION	Block after 15 completed hours		Block after 36 completed hours
ENGINEERING	Block after 9 completed hours		Block after 36 completed hours
GEOSCIENCES	Before the start of the 3rd Regular Semester		Before the start of the 4th Regular Semester
LAW	MJ – block after 23 hours LLM – block after 18 hours		N/A
LIBERAL ARTS	Must file a degree plan before registration in the term following the term in which the student has registered for 20 or more hours.		Must file a degree plan in the term following the term in which the student has registered for 66 or more hours.
MEDICINE	At the conclusion of the 5th semester (spring semester of their second year)		At the conclusion of the 5th semester (spring semester of their second year)
NURSING	During second regular semester		N/A
PUBLIC HEALTH	After completing (9) semester credit hours		After completing (30) semester credit hours

NOTES:

SCIENCE	18 completed hours MS-STAT-XDE students only = 30 hours	During 4th Regular Semester
VET. MEDICINE	No later than the end of the 2nd regular semester	No later than the end of the 4 th regular semester

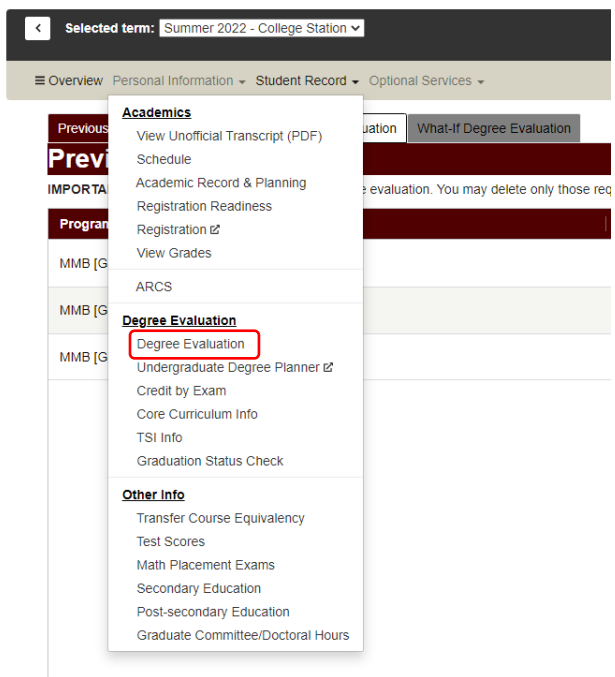
All eligible hours are used in the count:

- 300/400, 600, 700, 900 level hours.
- Up to 12 hours of non-degree course work.
- Nothing older than 10 years for doctoral, nothing older than 7 years for master’s.
- Hours not used for previous grad degrees.

4.17 VIEWING DEGREE EVALUATIONS – GRADUATE ADVISORS

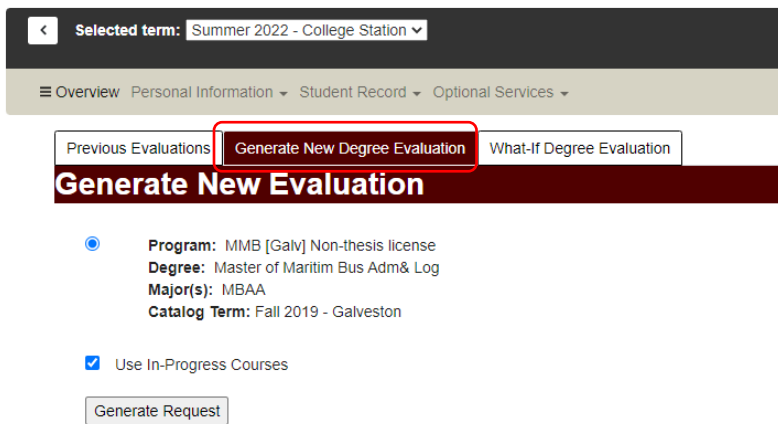
Graduate advisors are encouraged to run degree evaluations on students in the department to monitor degree progress and prior to submitting the request for final exam to the Graduate and Professional School (in order to verify eligibility to take the exam). To run a degree evaluation, follow these steps:

1. Log onto your Howdy account at howdy.tamu.edu.
2. Click on the “Howdy Dashboard” tab.
3. Enter the student’s UIN and click Submit.
4. Click the “Student Record” dropdown.
5. Under the Degree Evaluation Section, select “Degree Evaluation”.



NOTES:

- Click “Generate New Degree Evaluation”.
- You will need to select the current term and select the appropriate curriculum option then click “generate request”.



- On the evaluation, you can view the student’s required courses and GPA information. Note: This screen will display the courses listed on the student’s degree plan, completed courses not applied to the student’s current degree plan, the cumulative graduate GPA (listed as Program GPA), and the degree plan GPA (listed under “Overall GPA” under program requirements).
- You can also view the student’s examinations and non-course degree requirements. Note: This screen will display non-course requirements such as the graduate degree plan, preliminary exam, proposal, residency, admission to candidacy, final exam/defense, and thesis/dissertation/record of study, etc. Other information such as course and exam time extensions may also be displayed on this screen.

Program Non-Course Requirements - Met ✔

Met	Description	Year Limit	Status	Status Date
✔	Doctoral Degree Plan		Approved	Jun 11, 2019
✔	Preliminary Examination	4	Passed	Apr 27, 2020
✔	Doctoral Research Proposal		Approved	Mar 29, 2022
✔	Doctoral Residence Req		Completed	May 8, 2020
✔	Admission to Candidacy		Completed	Mar 30, 2022
✔	Doctoral Defense	1	Passed	May 2, 2022
✔	Dissertatn/Rec of Study		Thesis/Dissertation Cleared	May 25, 2022

4.18 VIEWING DEGREE EVALUATIONS – COMMITTEE CHAIRS

Graduate committee chairs and co-chairs are encouraged to run regular degree evaluations on their student advisees in order to (1) verify student eligibility for funding (e.g., tuition waivers, assistantships, fellowships); (2) evaluate student

NOTES:

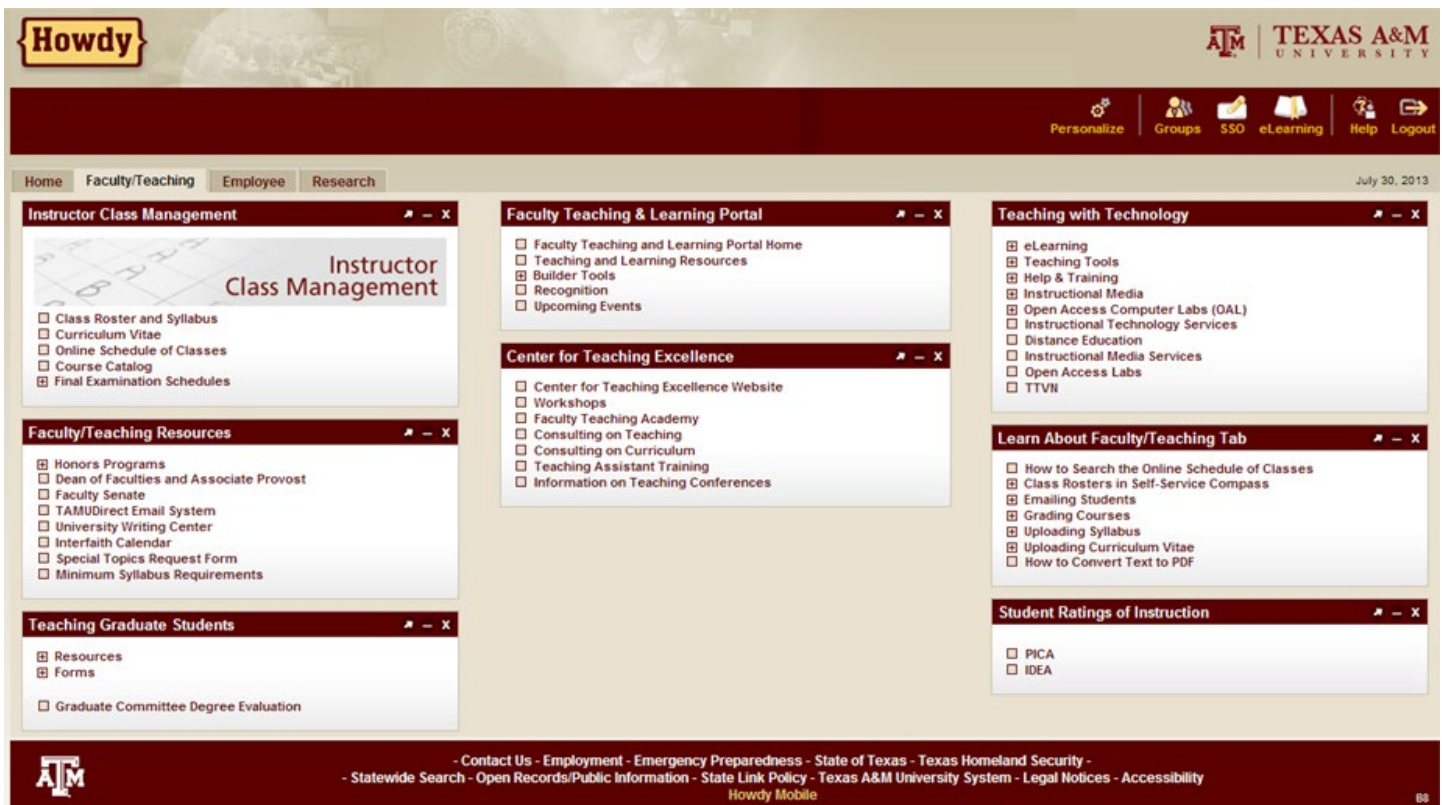
progress to degree; (3) review the courses a student takes each semester and individual course grades; (4) verify completion of non-course degree requirements; and/or (4) determine degree plan and cumulative GPA.

In order to be able to generate a degree evaluation, the faculty must first be listed as the chair or co-chair on the student’s Graduate and Professional School approved degree plan, and second, they must complete a one-time FERPA training via TrainTraq (if not previously completed).

This tool cannot be used for students who have not yet filed a degree plan; however, advisors and students have similar degree evaluation tools available in Howdy that are available for students who have not filed a degree plan. Information for students without a degree plan would be limited to courses taken and cumulative GPA.

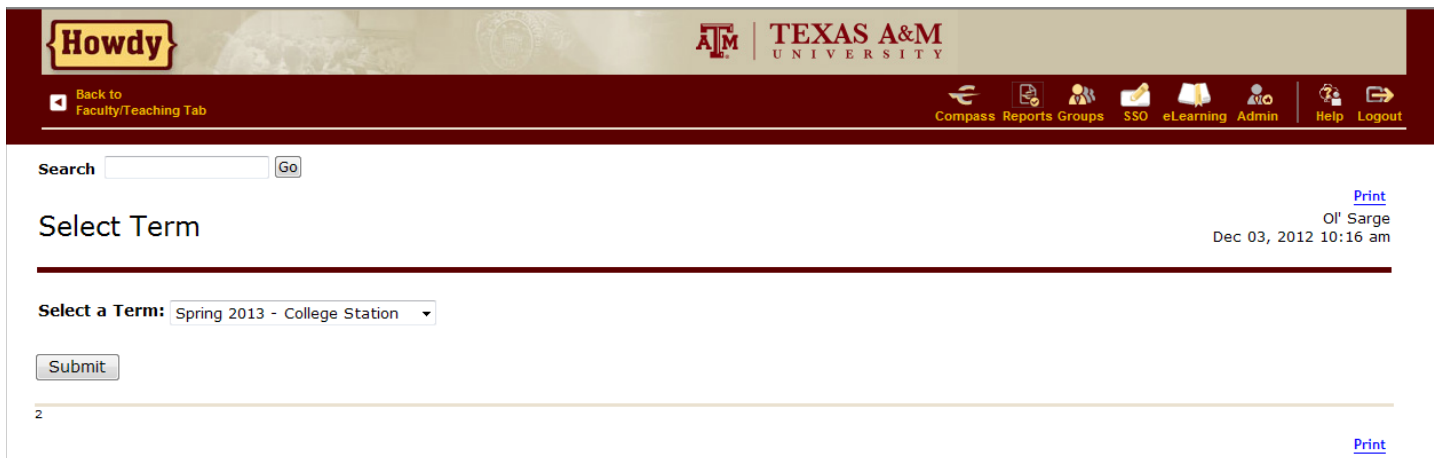
For questions regarding the Graduate Committee Degree Evaluation tool contact gradprocessing@tamu.edu. To run a degree evaluation, follow these steps:

1. Log onto your Howdy account at <http://howdy.tamu.edu>.
2. Click on the “Faculty/Teaching” tab.
3. Under the Teaching Graduate Students section, select “Graduate Committee Degree Evaluation.”

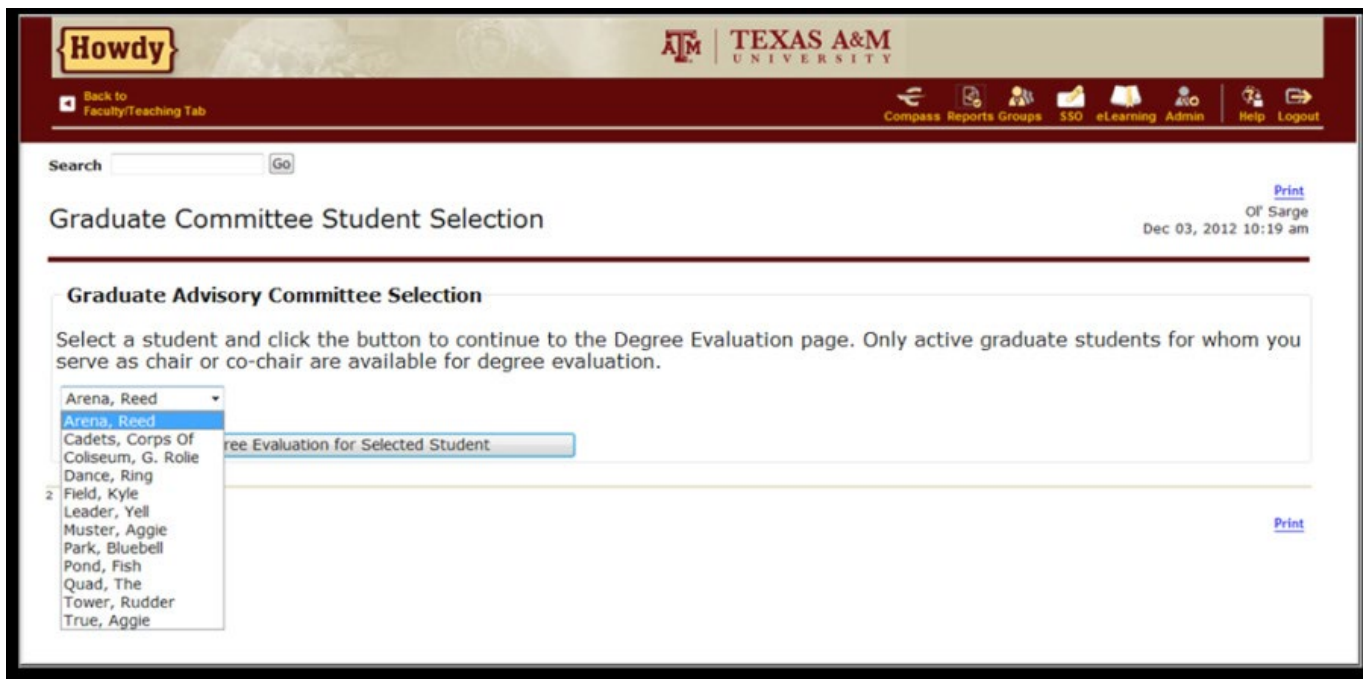


4. You will need to select the current term and then hit the submit button. Note: If you are directed to a screen which indicated you need to complete FERPA training, please refer to the FERPA Training Steps (in a separate guide).

NOTES:



5. Select a student from your list of active students/advisees. Note: Only students for whom the faculty member is a committee chair or co-chair (on a Graduate and Professional School approved degree plan) will be displayed.
6. Click the button to go to the “Degree Evaluation for Selected Student”.



7. The Degree Evaluation Record will appear, and you will need to select the “Generate New Evaluation” link at the bottom of the page.

NOTES:

Howdy | **ATM | TEXAS A&M UNIVERSITY**

Back to Faculty/Teaching Tab | Compass Reports Groups SSO eLearning Admin Help Logout

Search

Degree Evaluation

Print
Ol' Sarge
Dec 03, 2012 10:22 am

You are viewing True, Aggie
[Return to Graduate Committee Student Selection](#)

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

Curriculum Information

Primary Curriculum

Program: EDD [ED]
Catalog Term: Summer 2005 - College Station
Level: Graduate
Campus: College Station
College: Education & Human Development
Degree: Doctor of Education

First Major: Educational Administration
Department: Educ Admn & Human Resource Dev

E-mail [Aggie True](#)

[Previous Evaluations](#) | [Generate New Evaluation](#)

8. The Generate New Evaluation section will appear, and you will need to select the student’s program. Make sure the correct term is selected and then select the generate request button. The evaluation may take a few seconds to generate.

NOTES:

Search

Generate New Evaluation

[Print](#)
Ol' Sarge
Dec 03, 2012 10:23 am

[Return to Graduate Committee Student Selection](#)
You are viewing True, Aggie

To generate a new degree evaluation, choose the button in front of the program you wish to evaluate, select the appropriate term, and then select Generate Request.

Program: EDD [ED]
Degree: Doctor of Education
Major: Educational Administration

Term: **Use In-Progress Courses**

[Previous Evaluations](#)

9. Once you generate the request, the three Degree Evaluation Options will appear: General Requirements, Detail Requirements, and Additional Information.

Degree Evaluation Options

Please select the desired display.

General Requirements - a brief view of completed coursework
****Detail Requirements** - recommended view, shows requirements completed, in progress and remaining
Additional Requirements - displays non-course requirements and rejected courses

General Requirements
 Detail Requirements
 Additional Information

10. Select "Detail Requirements" to view the student's required courses and GPA information. Note: This screen will display the courses listed on the student's degree plan, completed courses not applied to the student's current

NOTES:

degree plan, the cumulative graduate GPA (listed as Program GPA), and the degree plan GPA (listed under “Total Credits and GPA” in the “Courses for Degree Plan GPA” area). Both the cumulative and degree plan GPAs must be 3.0 or higher for a student to be in good academic standing.

	Met	Credits		Courses											
		Required	Used	Required	Used										
Total Required :	Yes		56.000		20										
Program GPA :	Yes	3.00	3.916	Cumulative graduate GPA											
Overall GPA :	Yes	.00	3.916												
Other Course Information															
Transfer :			0.000		0										
In Progress :			1.000		1										
This is NOT an official evaluation.															
Area : Courses for Degree Plan GPR (67.000 credits) - Not Met															
Description : A minimum degree plan GPR of 3.000 is required. Courses with grades of D, F or U are not acceptable for degree plan credit and must be repeated for a grade of C or better or Satisfactory (S).															
Met	Condition	Rule	Subject	Attribute	Low High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes			EDAD		613	3.000	200611	EDAD	613	EDUC FACILITIES PLANNING		3.000	A	H	
Yes	AND		EDAD		615	3.000	200621	EDAD	615	SCHOOL SUPERINTENDENCY		3.000	A	H	
Yes	AND		EDAD		622	3.000	200631	EDAD	622	DSN & MNG QUAL ED SYS		3.000	A	H	
Yes	AND		EDAD		623	3.000	200711	EDAD	623	ADVANCED FIELD METHODS		3.000	B	H	
Yes	AND		EDCI		659	3.000	200621	EDCI	659	HISTORY OF AMERICAN ED		3.000	A	H	
Yes	AND		EDCI		685	3.000	200731	EDCI	685	DIRECTED STUDIES		3.000	A	H	
Yes	AND		EHRD		651	3.000	200521	EHRD	651	MOLS EPIST & INQY EHRD		3.000	A	H	
												Total Credits and GPA 54.000 3.916			
Area : Courses Not Applied - Met															
Description : See Graduate Committee Chair or Graduate Advisor for acceptable changes to degree plan coursework.															
Met	Condition	Rule	Subject	Attribute	Low High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes		A.	Additional Unused Courses						200931	EDAD	691	RESEARCH	1.000	I	H
								201011	EDAD	691	RESEARCH: IN ABSENTIA	1.000	I	H	
								201111	EDAD	691	RESEARCH: IN ABSENTIA	1.000	I	H	

- Select “Additional Information” to view the student’s examinations and non-course degree requirements. Note: This screen will display non-course requirements such as the graduate degree plan, preliminary exam, proposal, residency, admission to candidacy, final exam/defense, and thesis/dissertation/record of study. Other information, such as course and exam time extensions, may also be displayed on this screen.

Howdy

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Additional Information

[Return to Graduate Committee Student Selection](#)
 You are viewing True, Aggie

Program : EDD [ED]

Program Non-Course Requirements - Not Met

Met	Description	Year Limit	Status	Status Date	Action
Yes	Doctoral Degree Plan		Approved	Mar 23, 2006	
Yes	Preliminary Examination	4	Passed	Mar 26, 2008	
Yes	Doctoral Research Proposal		Approved	Feb 25, 2011	
Yes	Doctoral Residence Req		Completed	Apr 03, 2008	
Yes	Admission to Candidacy		Completed	Mar 02, 2011	
No	Doctoral Defense	1			
No	Dissertatn/Rec of Study				

NOTES:

12. If a degree evaluation needs to be generated for another student, select “Return to Graduate Committee Student Selection” in the top right-hand corner of the browser window, and repeat the previous steps

4.19 PRELIMINARY AND FINAL EXAMINATIONS

4.19.1 Preliminary Examination for Doctoral Students

The student’s major department (or chair of the interdisciplinary degree program faculty, if applicable) and their advisory committee may require qualifying, cumulative, or other types of examinations at any time deemed desirable. These examinations are entirely at the discretion of the department and the student’s advisory committee.

The preliminary examination is required. The preliminary examination for a doctoral student shall be given no earlier than a date at which the student is within 6 credit hours of completion of the formal coursework on the degree plan (i.e., all coursework on the degree plan except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.

PRELIMINARY EXAMINATION FORMAT

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The objective of preliminary examination is to evaluate whether the student has demonstrated the following qualifications:

1. A mastery of the subject matter of all fields in the program,
2. An adequate knowledge of the literature in these fields and an ability to carry out bibliographical research, and
3. An understanding of the research problem and the appropriate methodological approaches.

The format of the preliminary examination shall be determined by the student’s department (or interdisciplinary degree program, if applicable) and advisory committee, and communicated to the student in advance of the examination. The exam may consist of a written component, oral component, or combination of written and oral components.

The preliminary exam may be administered by the advisory committee or a departmental committee; herein, referred to as the examination committee.

Regardless of exam format, a student will receive an overall preliminary exam result of pass or fail. The department (or interdisciplinary degree program, if applicable) will determine how the overall pass or fail result is determined based on the exam structure and internal department procedures. If the exam is administered by the advisory committee, each advisory committee member will provide a pass or fail evaluation decision.

Only one advisory committee substitution may provide an evaluation decision for a student’s preliminary exam, and it cannot be the committee chair. Substituting faculty members must meet the same graduate faculty eligibility requirements as the member they replace.

If a student is required to take, as a part of the preliminary examination, a written component administered by a department or interdisciplinary degree program, the department or interdisciplinary degree program faculty must:

- a. Offer the examination at least once every six (6) months. The departmental or interdisciplinary degree program examination should be announced at least 30 days prior to the scheduled examination date.
- b. Assume the responsibility for marking the examination satisfactory or unsatisfactory, or otherwise graded, and in the case of unsatisfactory, stating specifically the reasons for such a mark.
- c. Forward the marked examination to the chair of the student’s advisory committee within one week after the examination.

PRELIMINARY EXAMINATION SCHEDULING

Prior to commencing any component of the preliminary examination, a departmental representative or the advisory committee chair will review the eligibility criteria with the student, using the Preliminary Examination Checklist to ensure the student is eligible for the preliminary examination. The following list of eligibility requirements applies.

- Student is registered at Texas A&M University for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, then the student must be registered for the term immediately preceding the examination.

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- An approved degree plan is on file with the Graduate and Professional School prior to commencing the first component of the examination.
- Student's cumulative GPA is at least 3.000.
- Student's degree plan GPA is at least 3.000.
- All English Language Proficiency requirements are satisfied.
- At the end of the semester in which at least the first component of the exam is given, there are no more than 6 hours of coursework remaining on the degree plan (except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The head of the student's department (or chair of the interdisciplinary degree program, if applicable) has the authority to approve a waiver of this criterion.

REPORT OF PRELIMINARY EXAM

Credit for the preliminary examination is not transferable in cases where a student changes degree programs after passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student's examination committee is responsible for making all written examinations available to all members of the committee. A positive evaluation of the preliminary exam by all members of a student's examination committee with at most one dissension is required to pass a student on their preliminary exam.

The student's department will promptly report the results of the Preliminary Examination to the Graduate and Professional School via the Report of Doctoral Preliminary Examination form. The Preliminary Examination checklist form must also be submitted. These forms should be submitted to the Graduate and Professional School within 10 working days of completion of the preliminary examination.

The Report of the Preliminary Examination form must be submitted via DocuSign. If an approved examination committee member substitution (one only) has been made, that signature must also be included, in place of the committee member, on the DocuSign form submitted to the Graduate and Professional School. The signature of the department head is also required on the form in DocuSign.

After passing the required preliminary examination for the doctoral degree, the student must complete the final examination for the degree within four (4) calendar years. Otherwise, the student will be required to repeat the preliminary examination.

RETAKE OF FAILED PRELIMINARY EXAMINATION

Upon approval of the student's examination committee, with no more than one member dissenting, and approval of the Graduate and Professional School, a student who has failed the preliminary examination may be given one (1) re-examination. Adequate time must be given to permit the student to address the inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate in writing to the student, an adequate timeframe from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and the committee should jointly negotiate a mutually

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acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the timeframe and feedback within 10 working days of the exam that was not passed.

After passing the required preliminary examination for the doctoral degree, the student must complete all remaining requirements within four (4) calendar years. Otherwise, the student will be required to repeat the preliminary examination. With the approval of the advisory committee and department head or chair of the interdisciplinary program, the student may request an extension of the four (4) year time limit with the submission of a Petition for Extension of Time Limits to the Graduate and Professional School.

Please refer to the Graduate and Professional Catalog (<http://catalog.tamu.edu>) for additional information.

4.19.2 Final Examination/Final Defense

Final Examination for Doctoral Students

The candidate for the doctoral degree must pass a final examination by deadline dates announced in the “Graduate and Professional School Calendar” each semester. The doctoral student is allowed only one opportunity to take the final examination.

Grades of D, F, or U for any course cannot be listed on the degree plan. The student must be registered for any remaining hours of 681, 684, 690, 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog during the semester of the final exam. No student may be given a final examination until they have been admitted to candidacy and their current official cumulative and degree plan GPAs are 3.00 or better.

To be admitted to candidacy for a doctoral degree, a student must have:

- Completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690 and 691, 692 (Professional Study), or 791 hours,
- A 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
- Passed the preliminary examination,
- Submitted an approved dissertation proposal, and
- Met the residence requirements.

The request to hold and announce the final examination must be submitted to the Graduate and Professional School a minimum of 10 working days in advance of the scheduled date. Any changes to the degree plan must be approved by the Graduate and Professional School prior to the submission of the request for final examination.

The student’s advisory committee will conduct this examination. The final examination is not to be administered until the dissertation or record of study is available in substantially final form to the student’s advisory committee, and all concerned have had adequate time to review the document. Whereas the final examination may cover the broad field of the candidate’s training, it is presumed that the major portion of the time will be devoted to the dissertation and

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closely allied topics. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the chair of the advisory committee, be invited to attend a final examination for an advanced degree. A positive vote by all members of the graduate committee with at most one (1) dissension is required to pass a student on their exam. A department can have a stricter requirement provided there is consistency within all degree programs within a department. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

Final Examination for Master’s Students

A positive evaluation by all members of the graduate committee with at most one (1) dissension is required to pass a student on their exam. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

A student shall be given only one (1) opportunity to repeat the final examination for the master’s degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded). A department can have a stricter requirement provided there is consistency among all degree programs within a department.

The Report of the Final Examination Form must be submitted via DocuSign with original signatures of only the committee members approved by the Graduate and Professional School. If an approved committee member substitution (one only) has been made, their signature must also be submitted to the Graduate and Professional School.

Thesis Option

For thesis option students, the final examination may cover the thesis and all work taken on the degree plan. At the option of the committee, it may be written, oral, or both. The final examination may not be administered before the thesis is available to all members of the student’s advisory committee in substantially final form and all members have had adequate time to review the document. The examination is conducted by the student’s advisory committee. A thesis option student must be registered at the university in the semester or summer term in which the final examination is taken.

Thesis option candidates may request to be exempt from their final examination provided their degree plan GPA is 3.500 or greater and they have approval of the advisory committee, the head of the student’s department, and the Graduate and Professional School. It is recommended that the request for exemption be submitted the same semester the student intends to submit the thesis. The Request for Exemption of the Final Examination is submitted through DocuSign.

Non-Thesis Option

For non-thesis option students, a final comprehensive examination may be required. The final exam cannot be held prior to the mid-point of the semester if questions on the exam are based on courses in which the student is currently enrolled. If a student has completed all required degree plan coursework, the student is not required to be registered for classes in the semester the final examination is administered (unless they hold an assistantship). For specific final examination requirements, students should check the program requirements for the degree they are pursuing.

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REPORT OF FINAL EXAM

The student's department/committee will promptly report the results of the Final Examination to the Graduate and Professional School via the Report of Final Examination form through DocuSign. This form is initiated by the Graduate School and should be returned within 10 working days of completion of the final examination. The Graduate and Professional School must be notified in writing of any cancellations.

A positive evaluation of the final exam by all members of a student's advisory committee with at most one (1) dissension is required to pass a student on his or her final exam. The Report of the Final Examination Form must be submitted via DocuSign with original signatures of only the committee members approved by the Graduate and Professional School. If an approved committee member substitution (1 only) has been made, their signature must be included on the DocuSign form submitted to the Graduate and Professional School.

Thesis-option and doctoral students have one (1) year from successfully completing the final examination to clear Thesis and Dissertation Services and graduate. Otherwise, the student will be required to repeat the final examination. With the approval of the advisory committee and department head or chair of the interdisciplinary program, the student may request an extension of the one-year time limit with the submission of a Petition for Extension of Time Limits to the Graduate and Professional School.

4.20 THESES, DISSERTATIONS, AND RECORDS OF STUDY

- Texas A&M University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master's candidates. The dissertation, record of study, or thesis should be presented in a scholarly, well-integrated, and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.
- Thesis and Dissertation Services provides a number of resources to assist with manuscript preparation, including a Thesis and Dissertation Manual, manuscript templates (Microsoft Word and LaTeX), pre-submittal conferences, access to Turnitin.com for academic integrity reviews, information seminars, and workshops. Resources can be found online at <http://grad.tamu.edu>. Students are encouraged to participate in a pre-submittal conference (either face-to-face or online) prior to their final exam (defense).
- Prior to submitting the thesis, dissertation, or record of study, the student must successfully pass the final exam (defense) or be approved for a waiver of the final exam. The student must also complete any corrections requested by the committee and ensure the document is in final format and prepared according to Thesis and Dissertation Services guidelines.
- To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed, Written Thesis/Dissertation Approval Form and (2) the thesis, dissertation, or record of study in final form as a PDF file. The final document is submitted by the student at <http://etd.tamu.edu>. This date, along with other dates of interest, is posted on the Graduate and Professional School dates and deadlines. Students should only submit their PDF document in the semester they are intending to graduate. The thesis/dissertation submittal site is shut down for over one month following the submittal deadline. Students

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wanting to submit a thesis/dissertation for the next semester may consult the Graduate and Professional School dates and deadlines calendar for information about the next semester’s first day for submission.

- Thesis and Dissertation Services will contact the student via email after the review of the manuscript. The student will carefully make all requested corrections in the original Word (or other) file, convert the revised document to a new PDF file, and upload the new PDF to the ETD Submittal System, Vireo (<http://etd.tamu.edu>).
- Students may make only those corrections required by Thesis and Dissertation Services after the manuscript is submitted electronically. Additional corrections requested by the student will not be accepted.
- All corrections must be made promptly and thoroughly. Students may require several rounds of review in order to meet Texas A&M University standards for quality. It is important that students provide a high quality manuscript, which closely adheres to Thesis and Dissertation Services guidelines, upon initial submission.
- Manuscripts are reviewed in the order received.
- In addition to making corrections, students must fulfill other requirements for Thesis and Dissertation Services clearance, including:
 - Registering for the semester.
 - Applying for graduation in the semester graduating through the Howdy portal.
 - Submitting the Copyright and Availability Form: complete and have form signed by student and committee chair/co-chair.
 - Submitting the Survey of Earned Doctorates and AAUDE Survey completion certificate via email (Doctoral students).
- Students cannot receive a Letter of Completion or the diploma until all requirements have been met. Graduation will be postponed if all requirements are not met by the dates outlined in the Graduate and Professional School dates and deadlines calendar.

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5 FINANCIAL PROCESSING

5.1 FELLOWSHIP PAYMENTS

5.1.1 Fellowship Payment

Students must be registered fulltime (9 hours each fall and spring, any combination totaling 6 hours for summer) to receive their stipends. Stipend and tuition and fee payments are posted to the student's account via Compass. Financial Aid provides the deadlines for posting fall and spring funds. The amounts are based on the payment options (9- or 12-month disbursement) departments select on their financial commitment forms.

Departments approved to give a scholarship (instead of an assistantship) to Dr. Dionel Avilés '53 and Dr. James Johnson '67 Fellowship students are responsible for providing a payment for health insurance from the graduate student health plan each year for the duration of the fellowship.

5.1.2 NSF GRFP Fellowship and Other National Fellowship Payments

Stipend and scholarship payments are posted to the student's account via Compass. Tuition payments are posted to the TWAPMTS report in Compass. The Compass system will adjust payments if students add classes.

- Upon tenure notice from NSF, the Graduate and Professional School posts \$14,166.66 for fall and \$11,333.34 for spring and \$8,500 for summer. This will post as a fellowship so that the students will receive a stipend of approximately \$2,833.33 at the end of each month for the following month.

5.2 PAYMENT OF TUITION AND UNIVERSITY REQUIRED FEES FOR GRADUATE ASSISTANTS

Resident Tuition and Required Fee Payment Guidelines:

- Effective FY21 (fall 2020), resident tuition and required fees will be paid for PhD students in Graduate Assistant Teaching (GAT), Graduate Assistant Lecturer (GAL), and Graduate Assistant Research (GAR) titles. This mandate applies for all Texas A&M University and Texas A&M University at Galveston PhD students employed in these positions sourced from any account or award of Texas A&M University or Texas A&M agency.
 - Resident tuition and required university and college fees will be paid at least through the 5th year of study for PhD students admitted without a master's degree and initial PhD enrollment in fall 2016 forward.
 - Resident tuition and required university and college fees will be paid at least through the 4th year of study for PhD students admitted with a master's degree and initial PhD enrollment in fall 2017 forward.
 - Payment of resident tuition and required fees for PhD graduate assistants employed in different positions than those listed above will be determined on a student by student basis by the employer. This includes PhD Graduate Assistant Non-Teaching (GANT) positions.
- Payment of resident tuition and/or required fees for master's students employed as a graduate assistant will be at the discretion of the employing department or faculty member.

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- The tuition and fee payment guidelines do not change any processes related to or eligibility for non-resident tuition waivers on the basis of receiving a competitive scholarship of \$1,000 or more, or employment as a graduate assistant in an eligible title code.
- Students receiving fellowships (from either the University or outside sources) should check with the fellowship program or the Graduate and Professional School to determine if they are eligible for the tuition and fee payment program.

5.3 STANDARD OPERATING PROCEDURE (SOP) FOR ASSISTANTSHIP NON-RESIDENT TUITION WAIVERS FOR GRADUATE STUDENTS

Graduate assistants qualify for an Assistantship Non-Resident Tuition Waiver that allows payment of tuition at the in-state rate. The purpose of the following Standard Operating Procedure (SOP) for Assistantship Non-Resident Tuition Waivers is to establish consistent policies and procedures across Texas A&M University for the awarding and processing of Assistantship Non-Resident Tuition Waivers.

Texas A&M University Established 99-Hour Cap on Doctoral Degrees

In Texas, public colleges and universities are funded by the state according to the number of students enrolled. In accordance with legislation passed by the Texas Legislature, the number of hours for which state universities may receive subvention funding at the doctoral rate for any individual is limited to 99 hours. Texas A&M University and other universities will not receive subvention for hours in excess of the limit.

Institutions of higher education may charge the equivalent of nonresident tuition to a resident doctoral student who has enrolled in 100 or more semester credit hours of doctoral coursework.

Doctoral students at Texas A&M have seven (7) years to complete his/her degree before being charged out-of-state tuition. A doctoral student who, after seven years of study, has accumulated 100 or more doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition. Please note that the tuition increases will apply to Texas residents as well as students from other states and countries who currently are charged tuition at the resident rate. This includes those doctoral students who hold GAT, GANT, GAL, and GAR appointments of 20 or more hours and recipients of competitive fellowships who receive more than \$1,000 per year. Doctoral students who have not accumulated 100 hours after seven years of study are eligible to pay in-state tuition if otherwise eligible.

For count purposes, a year is counted as three (3) semesters - normally fall, spring and summer. Using this system, a student is allowed 21 semesters as a G8 student to complete the doctoral degree before being penalized with the higher tuition rate. Any semester in which a G8 student is enrolled for a doctoral level course is counted.

Doctoral students who exceed the credit limit will receive notification from the Graduate and Professional School during the semester in which they are enrolled and exceeding the limit in their current degree program. The notification will explain that the State of Texas does not provide funding for any additional hours in which a student is enrolled in excess of 99 hours. Texas A&M University will recover the lost funds by requiring students in excess of 99 hours to pay tuition at the non-funded, non-resident rate. This non-funded, non-resident tuition rate status will be updated for the following

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semester and in all subsequent semesters until receipt of a doctoral degree. Please see the [Tuition Calculator](#) at the non-resident rate for an example of potential charges.

The following majors are exempt from the 99-hour Cap on Doctoral Degrees and have a limit of 130 doctoral hours:

- Biochemistry
- Biomedical Sciences
- Clinical Psychology
- Counseling Psychology
- Epidemiology and Environmental Health
- Genetics and Genomics
- Health Services Research
- Medical Sciences
- Microbiology
- Neurosciences (College of Medicine)
- Nutrition
- Oral Craniofacial Biomedical Sciences
- Pharmaceutical Sciences
- Public Health Sciences
- School Psychology
- Toxicology

Procedure

A. Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in academic units should be approved and entered into TWAPMTS by the employing academic unit before the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester. For waivers that need to be entered after the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester please refer to the subsection below on “Late Assistantship Non-Resident Tuition Waivers”. Assistantship Non-Resident Tuition Waivers should not be entered into TWAPMTS by an academic department if the student is not employed by that department.

B. Non-Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in non-academic units will be approved and entered into TWAPMTS by the Graduate and Professional School. Tuition waiver request forms must be submitted to the Graduate and Professional School before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester.

C. Health Science Center Units

NOTES:

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in Health Science Center units but enrolled in College Station or Galveston courses must be sent to the Graduate and Professional School for approval and will be entered into TWAPMTS by Student Business Services. Tuition waiver request forms must be submitted to the Graduate and Professional School before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester. For waivers that need to be entered after the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester, please refer to the subsection below on “Late Assistantship Non-Resident Tuition Waivers”.

D. Spouse and Dependents of Graduate Assistants

Spouses and dependents of eligible graduate assistants also qualify for resident tuition. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by academic units will be approved and entered into TWAPMTS by the academic units. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by non-academic units will be approved and entered into TWAPMTS by the Graduate and Professional School. The Spouse Waiver form along with legal proof of marriage/dependency must be submitted to the Graduate and Professional School before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester. Assistantship Non-Resident Tuition Waivers for spouses and dependents for eligible graduate students employed at other institution should be submitted to Student Business Services directly.

E. Late Assistantship Non-Resident Tuition Waivers

All Assistantship Non-Resident Tuition Waivers requested after TWAPMTS closes must be submitted to the Graduate and Professional School for approval. The Non-Resident Tuition Waiver request form, the Electronic Payroll Action documents, and a memo from the employing department stating the reason the waiver is being submitted late. Also include an outline of the department/unit procedures to prevent late waivers in the future.

Academic Eligibility

- A. Full-time registration. Must be enrolled in 9* credit hours in the fall and spring semester.
- B. See Chart 1 in section 5.3.2 for summer semester hour requirements.
- C. Student must meet residency status requirements as a non-resident or international student who is not being charged for excess credit hours.
- D. Student must be making satisfactory academic progress as per the policies outlined by Scholarships and Financial Aid (<http://financialaid.tamu.edu/Graduate/Maintaining-Eligibility#0-SatisfactoryAcademicProgressPolicies>)

*Students employed in the GAL title only need to register for 1 credit hour and be employed at 50% effort in any semester to be eligible for the non-resident tuition waiver. Students in the Advanced Dental Education programs may be considered full-time with fewer hours per Student Rule 1.8.1.

Employment Eligibility

NOTES:

A. Texas Education Code 54.212

Sec. 54.212. TEACHING OR RESEARCH ASSISTANT

A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.

- A. For Graduate Assistants Employed in Non-Academic Departments and graduate assistants employed in Health Science Center units but enrolled in College Station or Galveston courses:
 - The Non-Resident Tuition Waiver request form (found at <http://grad.tamu.edu>)
- B. For Spouse/Dependents of Graduate Assistant:
 - The Non-Resident Tuition Spouse or Dependant request form (found at <http://grad.tamu.edu>);
 - Legal proof of marriage/dependency
- C. For Late Waiver Request for Graduate Assistants Employed in Academic Departments, Graduate Assistants Employed in Non-Academic Departments, and Graduate Assistants employed in Health Science Center units but enrolled in College Station or Galveston courses:
 - The Non-Resident Tuition Waiver request or Non-Resident Tuition Spouse or Dependant request form (found at <http://grad.tamu.edu>);
 - The Electronic Payroll Action documents verifying employment date;
 - A memo from the employing department stating the reason the waiver is being submitted late and an outline of the department/unit procedures to prevent late waivers in the future

Required Documentation

The following documents are required when submitting Assistantship Non-Resident Tuition Waiver requests to the Graduate and Professional School:

- D. For Graduate Assistants Employed in Non-Academic Departments or Late Waiver Request for Students Employed in Academic Departments please visit: <http://grad.tamu.edu>
- E. For Spouse/Dependents of Graduate Assistant please visit: <http://grad.tamu.edu>.

Student Business Services Auditing

- A. After the official census date for the semester, Student Business Services will audit the Assistantship Non-Resident Tuition Waivers using enrollment data and payroll data to verify eligibility.
- B. Student Business Services will work with departments to obtain documentation of eligibility if data in the student system and the payroll system does not show that all requirements have been met.

NOTES:

- C. Student Business Services will remove Assistantship Non-Resident Tuition Waivers for students who have not met all eligibility requirements.
- D. Additional information for the Assistantship Non-Resident Tuition Waiver audit process can be found at sbs.tamu.edu.

5.3.1 Enrollment Issues

- A full course waiver does not qualify a student for a tuition waiver – there could also be ISS (International Student Services) issues
- Check Compass reports SZAREGS or SGASTDN for residency for tuition – sometimes TX residents turn in waiver in error.

5.3.2 Registration Requirements Graduate Assistantships

Graduate Students employed in a Graduate Assistant Teaching, Graduate Assistant Research or Graduate Assistant Non-Teaching title must be registered full-time which is equivalent to a minimum of 9 semester credit hours in fall and 9 semester credit hours in spring terms. Graduate Students employed in a **Graduate Assistant Lecturer** title must be registered a minimum of 1 semester credit hour in fall and 1 semester credit hour in spring terms.

Summer registration fulfillment may be achieved in any of the sessions as noted below.

Registration Fulfillment Options
Summer Session I
Summer Session II
10-Week Only
Summer Session I and II
10-Week, Summer Session I, and Summer Session II
Summer Session I and 10-Week
Summer Session II and 10-Week

The table below defines the minimum number of registered hours required, as determined by the summer enrollment session and the associated GA position title.

Graduate Assistant Title	Summer Employment Session	Minimum Registered Hours Required
Graduate Assistant Lecturer [GAL]	Employed ANY portion of the summer semester	1
Graduate Assistant Teaching [GAT]	Employed ONLY Summer Session I or II	3
Graduate Assistant Teaching [GAT]	Employed (Summer I AND II) or (10-week session)	6
Graduate Assistant Research [GAR]	Employed ANY portion of the summer semester	6
Graduate Assistant Non-Teaching [GANT]	Employed ANY portion of the summer semester	6

NOTES:

5.3.3 Maximum Allowed Graduate Assistant Work Hours Per Term

1. Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT), Graduate Assistant Research (GAR), and Graduate Assistant Lecturer (GAL) are normally required to work 20 hours per week (50% FTE). * The information in items 2, 3, and 4 outlines allowed work hours per term. Visit the [graduate assistant registration requirements page](#) for additional requirements regarding minimum enrolled semester credit hours.
2. **Maximum Additional Hours During Fall and Spring when Classes are in Session:** Students employed in GAT, GANT, GAR, and GAL positions are not allowed to work beyond 20 hours (50% FTE) without the approval of the Graduate and Professional School. This also applies to processing one-time payments for graduate assistants.
 - **Domestic:** Domestic students may request approval to work up to 29 hours per week (72.5% FTE) in all combined jobs.
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
 - **International:** International students may not exceed 20 hours per week (50% FTE) in Fall or Spring in all combined jobs and in accordance with the [Department of Homeland Security Regulation 8 C.F.R. §214, paragraph \(f\)\(9\)\(i\)](#).
3. **Maximum Additional Hours During Summer Session:**
 - **Domestic:** Domestic students may request approval to work up to 40 hours (100% FTE) in all combined jobs.
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
 - **International:** International students may request approval to work up to 40 hours (100% FTE) in all combined jobs.
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
4. **Maximum Additional Hours During Break Periods and When Classes are Not in Session** (Thanksgiving, Winter Break, Spring Break, Intercession periods between fall and spring, spring and summer, and summer and fall):

NOTES:

- **Domestic:** Domestic students may request approval to work up to 40 hours (100% FTE) in all combined jobs.
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
 - **International:** International students may request approval to work up to 40 hours (100% FTE) in all combined jobs
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
5. **Submitting a Request to Work Additional Hours:** Additional jobs can only be submitted for the current semester for registration verification purposes.
- A completed Academic Department Request of Graduate Assistant >50% Effort form must be attached to the Workday payroll action requesting an increase in % effort or "Start Additional Job" function for graduate assistant.
 - The College of Engineering, AgriLife, and Galveston Campus will submit completed Academic Department Request of Graduate Assistant >50% Effort form (*link requires use of campus internet or TAMU VPN when off campus*) and the following additional information: 1) a screenshot of student's **Workday Summary** tab and 2) a screenshot of the **All Jobs-TAMUS** tab (under the Workday overview tab) for all current positions. This information is required for verification purposes and the Grad Partner cannot view this information in WorkDay. Contact the [PITO Service Desk Portal](#) for technical troubleshooting.
6. **One-time Payments:** One-time payments are considered additional work. A one-time payment for extra work outside of the scope of an employee's primary graduate assistant duties (not recurring) is processed in Workday using the **Request One-Time Payment** business process. **Employers must check with the Graduate and Professional School/HROE before processing to confirm a one-time payment is appropriate.** If approved, the employer will submit an Academic Department Request of Graduate Assistant > 50% Effort form for approval stamp and attach it to the Workday process.

Graduate Employment Resources

- [33.99.08.M0.01 Student Employment](#)
- [31.01.99.M0.02 Supplemental Compensation and Dual Employment](#)
- [Graduate Student Employment and Benefits](#)
- [Graduate Assistant Position Requirements/Benefits table](#)

International Students

NOTES:

- [33.99.09.M0.01 Employment of Foreign Nationals](#)
- [F-1 On and Off Campus Employment](#)
- [J-1 On and Off-Campus Employment](#)

5.4 GRADUATE STUDENT HEALTH INSURANCE

5.4.1 Student Insurance

Students who are not on assistantships are responsible for finding a health plan that is suitable for them.

All students who are on assistantships (at least 50% FTE) are entitled to benefits as a graduate student employee. Texas A&M Human Resources and Organizational Effectiveness (HROE) benefits office can assist the student employee with enrollment in a graduate student employee health plan through the university. Beginning in fall 2020, all Texas A&M University (TAMU-02, HSC-23) new hires may choose one of the following options:

1. Immediately enroll in a Texas A&M University System sponsored insurance plan on their date; or
2. Defer enrollment until the first of the month following their hire date; or
3. Defer enrollment until the first of the month following a 60-day waiting period

Employees must send an email to benefits@tamu.edu (or for relevant A&M health departments) within 5 days of their hire date to request on of the first two enrollment date options. Until the first day of the month following 60 days of employment, employees will have the full cost of premiums deducted from their paycheck on a pre-tax basis, but Texas A&M will provide a reimbursement of the employer contribution, minus applicable taxes.

5.4.2 Avilés '53 and Dr. James Johnson '67 Fellowship Students

Students on Avilés-Johnson fellowships who are not eligible for TAMU insurance because of an assistantship appointment of less than 50% effort are eligible to participate in a Texas A&M University System (TAMUS) insurance program as a graduate student fellow. Effective fall 2021, the Graduate and Professional School will reimburse fellows participating in a TAMUS insurance program for medical insurance at an amount equivalent to the cost of the employer contribution for grad students employed at 50% FTE for the same plan type on the A&M Grad Plan. Students must submit receipts and their plan coverage showing payments and expenses to the Graduate and Professional School.

Departments approved to award scholarships (instead of assistantships) to Avilés-Johnson fellows must also provide payment for the student health insurance plan each year.

5.4.3 Dissertation Fellowship Students

Students on Dissertation fellowships are eligible to participate in a TAMUS insurance program as a graduate student fellow. Effective fall 2021, the Graduate and Professional School will reimburse fellows participating in a TAMUS insurance program for medical insurance at an amount equivalent to the cost of the employer contribution for grad students employed at 50% FTE for the same premium category on the A&M Grad Plan. Students must submit receipts and their plan coverage showing payments and expenses to the Graduate and Professional School.

NOTES:

5.4.4 National Science Foundation – Graduate Research Fellowship Program Students

Students on NSF-GRFP fellowships are eligible to participate in a TAMUS insurance program as a graduate student fellow. Effective fall 2021, the Graduate and Professional School will reimburse fellows participating in a TAMUS insurance program for medical insurance at an amount equivalent to the cost of the employer contribution for grad students employed at 50% FTE for the same premium category on the A&M Grad Plan. Students must submit receipts and their plan coverage showing payments expenses to the Graduate and Professional School.

5.5 GRADUATE ASSISTANTSHIP TITLES AND CHECKLIST

There are four types of graduate assistantships (GA) available through the academic departments, colleges, Texas A&M University System (TAMUS) agencies and administrative offices:

- Teaching (GAT)
- Research (GAR)
- Lecturer (GAL)
- Non-teaching activities (GANT)

Most of these positions require employment of 20 hours per week. Although individual colleges may have higher requirements, graduate students holding assistantships must meet the GA registration requirements by the census date (see Section 5.3.2). The university does not mandate assistantships be terminated upon failure to maintain enrollment requirements after the census date. However, assistantships may be terminated by the employer upon failure to maintain the minimum enrollment requirement. Students serving in the four aforementioned GA titles are eligible for insurance benefits. Non-resident students may also qualify to pay tuition and fees at the in-state rate. More information can be viewed in the Assistantship Non-Resident Tuition Waivers section 5.3.

Graduate assistant checklist and position requirements below. *NOTE: International Students employed at ANY percentage of graduate student title code GAT or GAL requires English Language Proficiency Certification.

NOTES:

POC	Overview	Graduate Assistant Non-Teaching (GANT)	Graduate Assistant Research (GAR)	Graduate Assistant Teaching (GAT)	Graduate Assistant Lecturer (GAL)
Graduate and Professional School and Employing Unit	Position Description GANT: Graduate students whose work does not involve instructional assignments or support of teaching or academic programs, and whose work is primarily assisting with research. GANT responsibilities vary greatly and may include, but are not limited to: - High-precision, computer-aided - Performance of complex programmatic duties in non-academic units. - Assisting with administrative duties in a variety of settings and - Conducting activities that do not generally fall within GAT or GAR job responsibilities.	Position descriptions on the web department GANT: Graduate students whose work involves assisting with research. GARs are not independent researchers. They assist research supervisors or principal investigator (PI) with their research. GAT responsibilities are defined by any number, but are not limited to: - Conducting literature, theory, laboratory or other forms of reviews or research. - Collection, coding, abstracting or analyzing data. - Preparation materials for submission to human agencies and fundations. - Preparation materials for IRB, IACUC, or IBC review, and - Designing, generating, or writing reports, presentations and publications.	Position descriptions on the web department GAT: Graduate students whose work involves assisting with research. GARs are not independent researchers. They assist research supervisors or principal investigator (PI) with their research. GAT responsibilities are defined by any number, but are not limited to: - Conducting literature, theory, laboratory or other forms of reviews or research. - Collection, coding, abstracting or analyzing data. - Preparation materials for submission to human agencies and fundations. - Preparation materials for IRB, IACUC, or IBC review, and - Designing, generating, or writing reports, presentations and publications.	Position descriptions on the web department GAT: Graduate students whose work involves assisting with research. GARs are not independent researchers. They assist research supervisors or principal investigator (PI) with their research. GAT responsibilities are defined by any number, but are not limited to: - Conducting literature, theory, laboratory or other forms of reviews or research. - Collection, coding, abstracting or analyzing data. - Preparation materials for submission to human agencies and fundations. - Preparation materials for IRB, IACUC, or IBC review, and - Designing, generating, or writing reports, presentations and publications.	Position descriptions on the web department GAL: Doctoral graduate students whose credentials allow them to serve as instructors of undergraduate courses. GALS are typically in the final years of their graduate program and report to the department head or the supervisor of instructors. GAT responsibilities may include, but are not limited to: - Full classroom instruction of courses. - Grading, proctoring and evaluating assignments and examinations. - Student performance evaluation and assignment of grades. - Office hours and student consultation, and - All other duties associated with instruction as assigned by the supervisor.
Registration Requirements	Registration Requirements (Fall & Spring 9 hours) (Summer 5 hours) ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng
Employment Start Dates	Graduate Assistantship (Fall & Spring 9 hours) (Summer 5 hours) ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	Graduate Assistantship (Fall & Spring 9 hours) (Summer 5 hours) ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	Graduate Assistantship (Fall & Spring 9 hours) (Summer 5 hours) ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	Graduate Assistantship (Fall & Spring 9 hours) (Summer 5 hours) ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng	Graduate Assistantship (Fall & Spring 9 hours) (Summer 5 hours) ENRTE English Proficiency Language Proficiency in Teaching TALTEP Trng
FLSA	Non-employment from FLSA regulations - mandatory compensation time and overtime Non-employment positions must be paid for all hours worked, must receive overtime pay or compensatory time, at time and a half for hours worked over 40 in a workweek, and must complete timesheets to record actual hours worked to comply with federal regulations.	Exempt from FLSA regulations Charter 10 of the U.S. Department of Labor's Field Operations Handbook provides some guidance on this subject. In section 1001, the manual states the following: "Research in the course of certain advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment..." Monthly rate of pay - FTE 12 month No overtime pay required	Exempt from FLSA regulations Charter 10 of the U.S. Department of Labor's Field Operations Handbook provides some guidance on this subject. In section 1001, the manual states the following: "Research in the course of certain advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment..." Monthly rate of pay - FTE 12 month No overtime pay required	Exempt from FLSA regulations Charter 10 of the U.S. Department of Labor's Field Operations Handbook provides some guidance on this subject. In section 1001, the manual states the following: "Research in the course of certain advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment..." Monthly rate of pay - FTE 12 month No overtime pay required	Exempt from FLSA regulations Charter 10 of the U.S. Department of Labor's Field Operations Handbook provides some guidance on this subject. In section 1001, the manual states the following: "Research in the course of certain advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment..." Monthly rate of pay - FTE 12 month No overtime pay required
Human Resources	Compensation Time/benefits Benefits Maximum Hours Additional hours depend on term and status as domestic or international See Request to Work Additional Hours for further details.	Compensation Time/benefits Benefits Maximum Hours Additional hours depend on term and status as domestic or international See Request to Work Additional Hours for further details.	Compensation Time/benefits Benefits Maximum Hours Additional hours depend on term and status as domestic or international See Request to Work Additional Hours for further details.	Compensation Time/benefits Benefits Maximum Hours Additional hours depend on term and status as domestic or international See Request to Work Additional Hours for further details.	Compensation Time/benefits Benefits Maximum Hours Additional hours depend on term and status as domestic or international See Request to Work Additional Hours for further details.
Employing Unit	Required of Tuition and Fees Employment Resources	Required of Tuition and Fees Employment Resources	Required of Tuition and Fees Employment Resources	Required of Tuition and Fees Employment Resources	Required of Tuition and Fees Employment Resources

Changes to the position description of GANT and GAT are effective 2/1/2021.

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This Graduate Assistant Position Requirements/Benefits table can be found at <http://grad.tamu.edu>.

NOTES:

NOTES:

6 GRADUATE ADMISSIONS PROCESSING

6.1 DIRECTORY

Mailing Addresses

Office of Graduate Admissions
Texas A&M University
P.O. Box 40001
College Station, TX 77842-4001

Physical Address for Express Mail

Office of Admissions – Texas A&M University
General Services Complex
750 Agronomy Road, Suite 1601
0200 TAMU
College Station, TX 77843-0200

Physical Location

The General Services Complex is on the corner of Agronomy Rd and F & B, just down from the Physical Plant.

General Phone

(979) 845-1060

Graduate program staff are encouraged to contact their Admissions liaison for more efficient assistance.

General Website

URL: <http://admissions.tamu.edu>

6.2 ITEMS REQUIRED BY ADMISSIONS OFFICE

Application form – Centralized Application Services:

Texas A&M University GraduateCAS (UniCAS)	NursingCAS
EngineeringCAS	TMDSAS
BusinessCAS	AMCAS
SOPHAS/SOPHAS Express	LSAC
HAMPCAS	LLM CAS
PharmCAS	

NOTES:

Applicants may apply to one program per college per entry term.

Application fee – Academic programs: \$90 for international students and \$65 for U.S. citizens, permanent residents and applicants who qualify for Texas residency under Senate Bill 1528 *plus* applicable CAS processing fees. Application fees for professional programs vary.

Official transcripts – from every senior level college/university attended (not required from community colleges unless requested by the specific program). Transcripts issued in a language other than English must be accompanied by an official English translation. Academic credentials from China must be verified by the Center for Student Services and Development (CSSD) and the China Academic Degree and Graduate Information Center (CDGDC).

Official test scores – GRE, GMAT, TOEFL, IELTS must be reported directly to TAMU by the testing agency.

TAMU's ETS code for GRE is 6003 for the TAMU GradCAS and 4119 for EngineeringCAS.

TAMU's ETS code for TOEFL is 6003 for the TAMU GradCAS, B887 for EngineeringCAS and B888 for BusinessCAS.

IELTS scores must be sent to Texas A&M University (College Station and Galveston).

6.2.1 Applicants Who Are Citizens of the Following Countries Do Not Need to Submit Proof of English Proficiency:

- American Samoa
- Anguilla
- Antigua and Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- British Virgin Islands
- Canada (except Quebec)
- Cayman Islands
- Dominica
- Federated States of Micronesia
- Gambia
- Ghana
- Gibraltar
- Grenada
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- Nigeria
- Saint Kitts and Nevis

NOTES:

Saint Lucia
 Trinidad/Tobago
 Turks and Caicos Islands
 United Kingdom

6.3 GRADUATE CONFIRMATION PROCESS

Beginning with summer/fall 2022 admission, graduate applicants to academic programs (excluding Law, Nursing, and Public Health) must accept an offer of admission in Howdy to enable registration. Admission decisions provided in WebAdMIT will display in the Manage Applications channel on the Applicant tab in Howdy. Admitted applicants must accept an offer of admission to receive a letter of admission and populate a SGASTDN record for registration. Offers of admission that are not accepted by the start of the admission term will be cancelled. Professional program applicants do not need to accept an offer through the Office of Admissions.

College/Dept	Analyst Contact	Secondary Contact
<p style="text-align: center;">Architecture Fine Arts, Performance, Viz Engineering</p> <p>AERO ECEN OCEN CHEN ISEN PETE CSCE MEEN CVEN MSEN</p>	<p style="text-align: center;">Alice Brown mary-a-brown@tamu.edu 458-5136</p> <p style="text-align: center;">Linda Klimple lindaklimple@tamu.edu 458-5160</p>	<p style="text-align: center;">Crystal Little crystal-little@tamu.edu 458-5128</p>
<p style="text-align: center;">Agriculture Arts & Science Engineering</p> <p>BMEN ETID CLEN NUEN</p>	<p style="text-align: center;">Jennifer Cox Jennifercox@tamu.edu 458-5137</p>	<p style="text-align: center;">Crystal Little crystal-little@tamu.edu 458-5128</p>
<p style="text-align: center;">Bush School Vet Med Education TAMU Health</p>	<p style="text-align: center;">Gwen Phillips gphillips@tamu.edu 458-5132</p> <p style="text-align: center;">Verna Davis Davi_1@tamu.edu 458-5122</p>	<p style="text-align: center;">Crystal Little crystal-little@tamu.edu 458-5128</p>
<p style="text-align: center;">Qatar SSP Business Galveston</p>	<p style="text-align: center;">Crystal Little crystal-little@tamu.edu 458-5128</p>	<p style="text-align: center;">Howard Nelson Howard.h.nelson@tamu.edu 458-5125</p>

NOTES:

6.4 EVALUATION AND ADMISSION TOOLS

6.4.1 WebAdMIT

WebAdMIT is the application review portal provided within the respective CAS and includes functions such as customizable review assignments, scoring models, and email templates. Admission decisions are provided in WebAdMIT and downloaded to Compass by EIS. WebAdMIT is integrated with the Texas A&M's Central Authentication Service, and users may access production (current) WebAdMIT via the Employee tab in Howdy using their NetID. Access to prelaunch WebAdMIT requires a separate log in and password. Email your Graduate Admissions Liaison to gain access to WebAdMIT.

Current WebAdMIT: <https://current.webadmit.org>

Prelaunch WebAdMIT: <https://prelaunch.webadmit.org>

Admissions hosts a monthly meeting for the TAMU GradCAS Department Admins on the first Thursday of the month. Minutes from prior meetings and recordings of previous WebAdMIT trainings can be found in the TAMU Google Shared Drive. Email your Graduate Admissions Liaison for access.

6.4.2 Graduate Tracking Report and Decision Codes

The Graduate Tracking Report is a useful tool for your admission process. This report will provide a comprehensive list by program of all applicants who have received an admission decision within WebAdMIT. Please refer to these decision codes to learn which applicants have accepted the offer of admission:

- RF = applicant has not accepted the offer OR Admissions has not yet processed the acceptance (CONF)
- AF = offer has been accepted and applicant is admitted
- CF = offer/admission is cancelled
- DG = applicant was denied admission
- SD = applicant should contact the Office of Admissions to resolve an issue preventing admission

An updated report is available in both PDF and CSV format every day through Compass Reports on the Employee Tab of the Howdy Portal. This report will display the admission decision, test scores, and international and/or sponsored status. Please contact your liaison in the Admissions Office if you have any questions about this report or do not see it in Compass Reports.

6.4.3 TAMUDocs (<http://tamudocs.tamu.edu>)

TAMUDocs is the admission document database. Application documents (excluding letters of recommendation) for admitted students will be imported to TAMUDocs from WebAdMIT. The Training Manual for TAMUDocs can be found at <https://tamudocs.tamu.edu> under the Training tab.

To request access to TAMUDocs, send an email to tamudocs-admissions@tamu.edu with the following information:

- Last Name:
- First Name:

NOTES:

- College:
- Department(s):
- Title:
- Email address:
- Phone number:
- NetID:
- UIN:

6.4.4 Uploaded Transcripts

Graduate applicants may upload transcripts in the CAS they are utilizing for admission, or via the Applicant Information System (AIS) after an admission decision has been provided. **Admitted applicants must submit official transcripts to replace uploaded transcripts prior to initial registration.**

6.4.5 Applicant Information System (AIS)

The Applicant Information System (<https://applicant.tamu.edu>) is the primary method of communication between the Office of Admissions and applicants. Application data is populated in AIS the day after SAAADMS is created and a UIN is assigned. AIS generates the Application Acknowledgment letter with UIN and instructions on creating a NetID to access Howdy and view the admission decisions. AIS will send the App Ack letter (by email) every three days for two weeks if the applicant does not log in to AIS. After two weeks, emails will cease and a paper version is mailed.

6.5 SPECIAL CIRCUMSTANCES

6.5.1 TAMU Undergraduates Admitted to Graduate and Professional School

TAMU undergraduates who have been admitted to graduate study will be dropped from their graduate courses the week prior to the start of the term of admission if they have not graduated with their undergraduate degree.

6.5.2 Admission without Final Transcript or Diploma

Applicants admitted with a final transcript or diploma (degree statement) pending will be required to submit the missing credential during their first semester of enrollment. Failure to submit the required credential to the Admissions Office during the first semester of enrollment will result in a registration hold for subsequent semesters. However, registration holds for initial registration will not be removed until official transcripts (not uploaded) are provided to the Admissions Office. These do not need to be final transcripts but should replace the uploaded transcripts used to review for admission.

6.5.3 Readmission to Graduate and Professional School

(Students who have previously enrolled in graduate and professional studies at Texas A&M University)

Returning graduate students (G6, G7, G8) who have attended Texas A&M University within the past 12 months will not have to apply for readmission.

NOTES:

Applications from returning graduate students (G6, G7, G8) who have not attended Texas A&M University for a period of one year or more will be sent to the department for approval before the students are readmitted.

6.5.4 Admission Deferrals

The process to defer admission from one term to another is labor-intensive. In addition to building a completely new application on SAAADMS and adjusting the checklist, the Admissions Office must also make corrections to SGASTDN and/or SZAREGS and SZASSTD. The Admissions Office asks that you please confirm the appropriate deferral term before requesting a change of term through the Admissions Office. Deferral requests must be made before the beginning of the term of original application.

6.6 GRADUATE ADMISSIONS COMPASS FORMS GUIDE

This guide will provide basic information about the admission-related forms and offer some hints and tips about navigating in Compass.

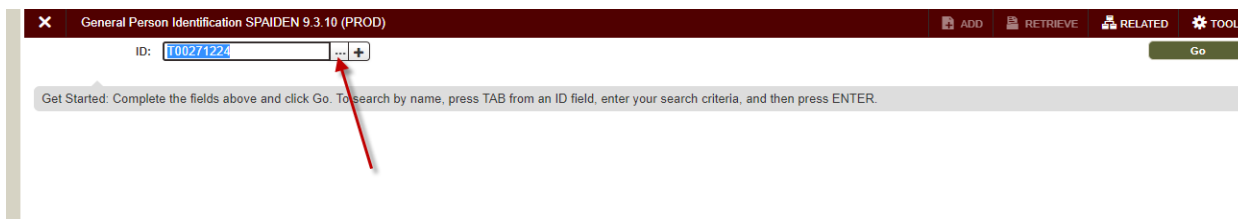
6.6.1 SPAIDEN- General Person Identification

- Contains Compass ID, Alternate Identification, Address, Telephone, Biographical, Email, Emergency Contact.
- Alternate ID Tab includes the CAS ID as last name so that it is a searchable field.
- SP denotes the permanent address. SM denotes local/current mailing address.
- Several email address types may be present. The Texas A&M University email address will be marked as priority.

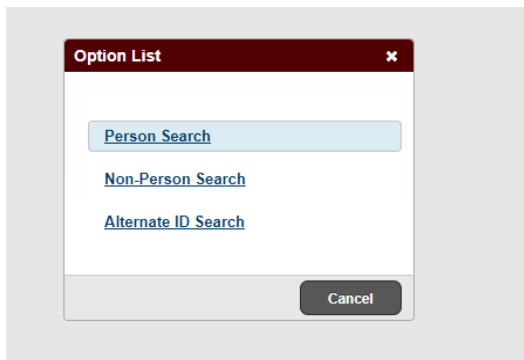
6.6.2 SOAIDEN – Name search form

Click the three dots between the ID and the + on SPAIDEN:

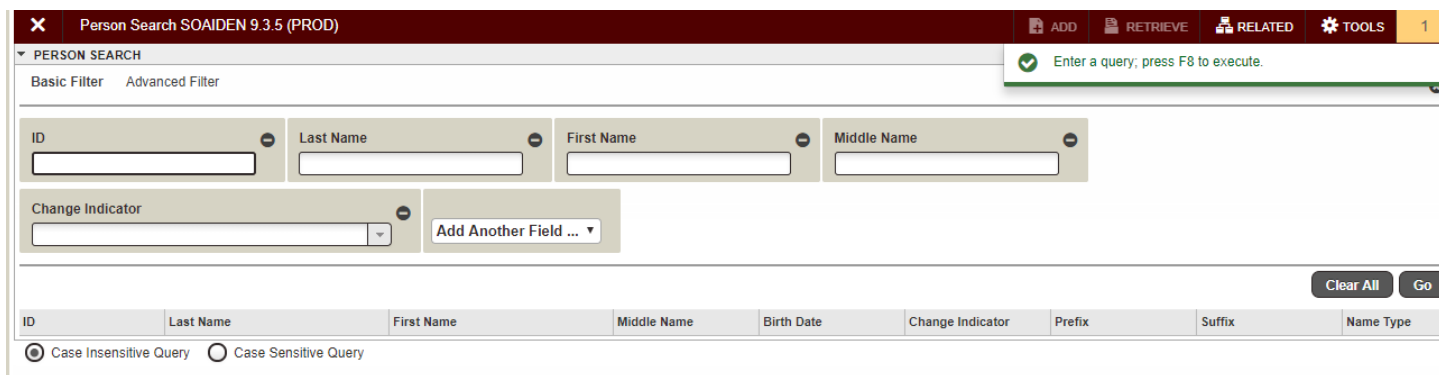
NOTES:



This opens a dialog box. Click Person Search.



This opens SOAIDEN:



Enter the applicant’s last name and first name. Hit F8 to execute the search. You may also search by CAS ID (followed by %) in the Last Name field. *Example:* 123456789% for the Last Name, then search.

6.6.3 SAASUMI – Admissions Application Summary

- Shows summary of all applications, application number, Admission Type, Student Type, Residence Type, Status, Status Date, Decision, Decision Date, Curricula.
- Leave elements in Key block to view all applications submitted in Summary block.
- Enter term and/or Program code to filter to only see apps of a particular type.
- Information in Curricula Summary and Field of Study is related to the application highlighted in the Summary block.

NOTES:

Admissions Application Summary SAASUMI 9.3.5 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App, Burundi N. Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code: Start Over

ADMISSIONS APPLICATION SUMMARY Insert Delete Copy Filter

Entry Term	Application Number	Application Preference	Admission Type	Student Type	Residence	Outstanding Requirements	Status	Status Date	Decision	Decision Date
201911	70		GR	G	N	<input checked="" type="checkbox"/>	D	27-MAR-2...	WD	27-MAR-2018
201831	69		GR	M	N	<input checked="" type="checkbox"/>	D	21-JUN-2018	AF	21-JUN-2018
201831	67		GR	M	R	<input checked="" type="checkbox"/>	I	27-FEB-2018		
201831	66		GR	M	R	<input checked="" type="checkbox"/>	I	06-OCT-2016		
201821	71		GR	G	N	<input checked="" type="checkbox"/>	I	09-MAY-2018		
201821	68		IG	M	I	<input checked="" type="checkbox"/>	I	05-MAR-2...		
201731	64		GR	M	R	<input checked="" type="checkbox"/>	D	02-OCT-2017	XT	02-OCT-2017
201731	63		IG	M	I	<input checked="" type="checkbox"/>	D	27-FEB-2018	WD	27-FEB-2018
201731	62		IG	D	I	<input checked="" type="checkbox"/>	I	05-OCT-2016		
201731	61		IG	M	I	<input checked="" type="checkbox"/>	I	05-OCT-2016		

10 Per Page Record 1 of 64

CURRICULA SUMMARY - PRIMARY Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201911	GR Non-degree seeking [C...	201911	Graduate	College Station	Public Health	Non-Degree Seeking

1 Per Page Record 1 of 1

FIELD OF STUDY SUMMARY Insert Delete Copy Filter

[Attached to Major Details](#)

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201911	Major	Public Health	School of Public Health	
1	201911	Minimum Hrs for Doctorate	64hrs, Minimum Major		

3 Per Page Record 1 of 2

NOTES:

6.6.4 SAAACKL - Admission Application/Checklist Summary

- Items marked as Mandatory are required for completion prior to a decision.
- Other items may be required later, sometimes requiring a hold to be placed on the applicant.
- Use of term in Key block will filter to only show applications for that term. Leave blank to view all terms.
- Use scroll bar in Application Summary block to select a specific term. Information in the checklist will reflect requirements for the selected term.

Admission Application/Checklist Summary SAAACKL 9.3.9 (PROD)
ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App. Burundi N. Term:

APPLICATION SUMMARY Insert Delete Copy Filter

Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description	Session
201831			I	I - Incomplete	27-FEB-2018	67	GR	GR - Graduate	

Record 3 of 64

CURRICULUM Insert Delete Copy Filter

Priority	Program	Level	College	Campus	Degree	Catalog Term
1	MS-EN	GR	EN	CS	MS	201831

Record 1 of 1

FIELD OF STUDY Insert Delete Copy Filter

Type	Code	Department
MAJOR	ELEN	ECEN

Record 1 of 1

APPLICATION CHECKLIST Insert Delete Copy Filter

Admission Request *	Admission Request Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator	First Request	Last Request
APPR	Application Processed				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
BCMN	Bacterial Meningitis <small>Application Processed</small>	07-AUG-2013	30	IMMUN DATE: 07-AUG-2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
CT01	College Transcript 1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTB4	Final Trm 4 year Bachelors 1		CCH508	University In China	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTF1	College Trms Final Grades 1		CSW240	Jonkoping Intl Business School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTFG	College Trans w/ Final Grades		CCH330	Peking Univ (Beijing Univ)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTUB	Final Trans w/Bach Degr US 1				<input type="checkbox"/>	<input checked="" type="checkbox"/>		
CTUM	Final Trans w/Master Degr US 1		C03645	Texas Wesleyan University	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
GRTS	Graduate Test Score				<input type="checkbox"/>	<input checked="" type="checkbox"/>		
HST1	High School Transcript 1	13-AUG-2015	421015	Riggs High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PERM	Permanent Resident Card				<input type="checkbox"/>	<input type="checkbox"/>		
UGTS	Unofficial Graduate Test Score	29-OCT-2014	PG3V	Test Date 21-AUG-2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
YFCG	\$65 Grad Application Fee CS	12-MAR-2018		65.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
YPC1	CS Payment	12-MAR-2018		65.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Record 1 of 14

NOTES:

6.6.5 SOAPCOQ- Prior College and Degree

- Prior college, Transcript Received Date, Degree, Attendance Dates, Prior College Address.
- Degree date is entered when proof of award of degree is received.

Prior College Summary SOAPCOQ 9.3 (PROD)										
ID: T00271224 Test App, Burundi N.										
PRIOR COLLEGE SUMMARY										
Prior College	Prior college Description	Degree *	Degree Description	College	Honor	Degree Date	Year	Attendance Dates From	Attendance Dates To	Transfer Hours
C03645	Texas Wesleyan University	MS	Master of Science					05-JAN-2015	01-MAY-2017	
CAS030	University of Melbourne	BS	Bachelor of Science					01-SEP-2001	01-MAY-2005	
CAS030	University of Melbourne	MS	Master of Science					01-SEP-2005	01-MAY-2007	
CCH330	Peking Univ (Beijing Univ)	000000	Undeclared					01-SEP-2013	01-MAY-2014	
CSW240	Jonkoping Intl Business School	000000	Undeclared					01-AUG-2008	01-JUL-2009	
CXX999	GCE Advanced	000000	Undeclared							

6.6.6 SOATEST- Test Score Information

- Test Code, Test Score, Test Date, Admissions Request, and Source.
- Test Codes that begin with a "P" are student-reported and not official.

Test Score Information SOATEST 9.3.6 (PROD)			
ID: T00271224 Test App, Burundi N.			
TEST SCORE INFORMATION			
Test Code *	Description	Test Score *	Test Date *
TFIR	TOFLI Reading	28	02-MAY-2015
PG3Q	Prospect GRE Revised Quant	150	21-AUG-2014
PG3V	Prospect GRE Revised Verbal	149	21-AUG-2014
PG3W	Prospect GRE Revised Writing	5.0	21-AUG-2014
PIL5	Prospect IELTS Overall Band	6.5	11-NOV-2012
AP10	AP - English Lang & Comp	4	31-JAN-2011
AP17	AP - Comp Gov & Politics	5	31-JAN-2011
FLSP	HS Foreign Language-Spanish	2.0	31-JAN-2011
GR01	GRE Verbal Code	160	08-JAN-2009
GR03	GRE Analytical Code	172	08-JAN-2009
GR05	GRE Writing Assessment	5.0	08-JAN-2009

Admission Request	Source	Equivalency Indicator	Revised or Recentered
	UNOF Unofficial Source	<input type="checkbox"/>	

Percentile	Percentile Type	Description	Percentile Date

Percentiles are for test score	TFIR	taken on	02-MAY-2015
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DETAILS			
GR05	Scores can be a maximum of	3	- NUMERIC characters in range of 0.0 - 6.0

NOTES:

6.6.7 SOAHOLD/WOAHOLD- Hold Information

- Staff who place holds will need access defined by Hold Type and Originator code. Contact your Compass PAA for access.

Hold Type *	Hold Type Description	Reason	Amount	From *	To *	Origination Code *	Origination Code Description	Created User
AA	Incomplete ADM file			09-NOV-2016	31-DEC-2099	ADMI	Admissions	
AA	Perm Resident Card Reqrd	PR Card		25-APR-2016	31-DEC-2099	ADMI	Admissions	
IC	Check-In at ISS Required			25-JAN-2016	31-DEC-2099	ISSX	International Student Services	
AH	Final High School Transcript	Contact ADMI at 979-845-1060		15-SEP-2015	15-SEP-2099	ADMI	Admissions	
BA	Advising Required	didn't attend Dean's Meeting		18-JUL-2013	31-DEC-2099	CLEN	College of Engineering	
IC	Check-In at ISS Required	201331		07-MAY-2012	31-DEC-2099	ISSX	International Student Services	
IM	Tuberculosis Screening Needed	Incomplete Immunization		23-SEP-2011	31-DEC-2099	STHX	Student Health 979-458-8310	
XR	Converted Registration Hold	CHECK-IN AT INTERNATIONAL S...	0.00	21-MAR-20...	31-DEC-2099	ISSX	International Student Services	
BX	Missing Documents	ADMISSION FILE INCOMPLETE	0.00	07-JAN-2008	31-DEC-2099	ISSX	International Student Services	

6.6.8 SPACMNT- Person Comment

- Comments related to student.

Person Comment SPACMNT 9.3.9 (PROD)		ADD	RETRIEVE	RELATED	TOOLS
ID: T00271224 Test App, Burundi N					
PERSON COMMENT					
Comment Type *	ADM Admissions Comment	To Time			
Originator	ADMI Admissions	Add Date	24-APR-2015		
Contact		Activity Date	24-APR-2015		
Contact Date	24-APR-2015	Last Updated by	CATHERINERH		
From Time					
Comments	Test comment - CRH				
Narrative Comments					

NOTES:

6.6.9 SOASUPL- Application Supplemental Information

- Information used for Texas Higher Education Coordinating Board reports.
- User defined flags and fields.

6.6.10 SUAMAIL- Student Mail

- Where Admissions letters are tracked.
- Click “Clear All” to remove the search filters.
- Use the F8 key to query the form for any entries.

NOTES:

Graduate Admissions Processing † Graduate Admissions Compass Forms Guide

Student Mail SUAMAIL 9.3.10 (PROD)									
ID: T00271224 Test App. Burundi N									
STUDENT MAIL									
System *	Term	Module	Admin ID	Material	Letter	Letter Description	Initiated Date	Print Date	Source
S	201831	Admissions	69	GC03	ADC_GR_A	Graduate Admit	21-JUN-2018	21-JUN-2018	Gen
S	201641	Admissions	59	GC19	ADC_SBS_WF_DF	SBS Wells Fargo Data Feed	11-FEB-2016	11-FEB-2016	Gen
S	201641	Admissions	59		ADH_RESLIFE_DF	HSC Residence Life Data Feed	11-FEB-2016	11-FEB-2016	Gen
S	201641	Admissions	59		HSA_UIN_EMAIL	HSC UIN Email	11-FEB-2016	11-FEB-2016	Gen
S	201631	Admissions			CSA_HB4046_EML	Email opting in directory info	20-NOV-2015	20-NOV-2015	Gen
S	201631	Admissions			CSA_HB4046_EML	Email opting in directory info	12-NOV-2015	12-NOV-2015	Gen
S	201611	Admissions			CSA_HB4046_EML	Email opting in directory info	20-NOV-2015	20-NOV-2015	Gen
S	201611	Admissions			CSA_HB4046_EML	Email opting in directory info	12-NOV-2015	12-NOV-2015	Gen
S	201531	Admissions	47	UC09	ADC_FR_A	Freshmen Admit	10-FEB-2015	10-FEB-2015	Gen
S	201531	Admissions	52	GC02	ADC_IG_D	Intl Graduate Deny	30-OCT-2014	30-OCT-2014	Gen

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NOTES:

6.6.11 GOAINTL- International Information

- Visa Information-Admissions will enter Permanent Resident (PR-Visa Type) info.
- Document Information.
- Passport Information.
- Certificate of Eligibility.
- Nationality-Admissions will enter nation of birth, nation of citizenship.

International Information GOAINTL 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Burundi N Test App Start Over

Visa Passport Certification of Eligibility Nationality

VISA INFORMATION

Visa Type: F1 Academic Student
 Visa Number:
 Nation of Issue:
 Issuing Authority:
 Port of Entry:

Sequence Number: 1 Entry
 Number of Entries:
 Date Requested:
 Date Issued:
 Start Date:
 End Date: 15-FEB-2016

1 of 1 Per Page Record 1 of 1

DOCUMENT INFORMATION

Document	Description	Source	Description	Date Requested	Disposition *	Date Received
RFINDO	Financial Documents	I	Incomplete	23-SEP-2011	Pending	
RIQUES	Immigration Info Questionnaire			23-SEP-2011	Pending	
SREVSW	Documents under review			19-FEB-2016	Pending	

1 of 1 Per Page Record 1 of 3

International Information GOAINTL 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Burundi N Test App Start Over

Visa Passport Certification of Eligibility Nationality

NATIONALITY/FAMILY INFORMATION

Nationality

Nation of Birth: FM Federated States of Micronesia
 Nation of Citizen: US United States
 Native Language:

Sponsor:
 Employment Type:
 Foreign Tax ID:

Family

Spouse: Not Reported
 Accompanying Person To Country:
 Number of Children:
 Accompanying Person:
 Signature for: Not Reported
 Availability of Funds:

NOTES:

7 INTERNATIONAL STUDENT SERVICES

7.1 DIRECTORY

International Student Services
(979) 845-1824

Pavilion Room 110
1226 TAMU, College Station, TX 77843-1226

Fax: (979) 862-4633

<http://iss.tamu.edu>

7.2 OVERVIEW OF INTERNATIONAL STUDENT SERVICES

International Student Services (ISS) supports international students and their families as they navigate the U.S. immigration system. ISS educates on policies and regulations and provides programs to enhance the student experience. ISS assists students in complying with the Department of State and Department of Homeland Security regulations and updates the Student Exchange Visitor Information System (SEVIS). Annually, ISS supports approximately 6,000 currently enrolled international students from over 120 countries, 2,000 incoming students who need documentation from ISS prior to enrolling, and 2,000 former students who are still in the U.S. with work authorization through an immigration status that is monitored by ISS. ISS supports international students at the College Station campus, Galveston campus, Health Science Center locations, McAllen Higher Education Center, Bush School D.C. Teaching Site, Houston City Centre, and the School of Law. ISS provides resources to students on adjusting to life in the United States and the local community, coordinates and presents workshops on various subjects such as work authorization and taxes, and manages compliance with the Texas A&M System mandatory health insurance requirement for F-1 and J-1 students.

Texas A&M University defines an international student as any individual who is not a U.S. Citizen or U.S. Lawful Permanent Resident. While most international students have F-1 or J-1 immigration status, there are international students enrolled at Texas A&M in many other immigration statuses as well. All international students, regardless of immigration status, are **required** to complete an online check-in with ISS prior to their first academic term of enrollment at Texas A&M. Additional information about the ISS check-in requirement can be found at <https://iss.tamu.edu/> under New Students. All international students are **strongly encouraged** to review the ISS online New International Student Orientation at <https://iss.tamu.edu/Events-and-Programs/NISO> to learn about the various Texas A&M campuses, F-1 and J-1 immigration status requirements and benefits, health and safety tips, numerous campus and community resources, and even the Aggie Network.

NOTES:

7.3 INFORMATION ABOUT F-1 AND J-1 STATUS

Steps after Admission to the University

After international students are admitted to the University and have accepted their offer of admission, they will need to follow the instructions on the ISS website at <https://iss.tamu.edu/New-Students>. At minimum, all international students must complete a mandatory online check-in.

If the student will need a U.S. F-1 or J-1 visa to enter the United States, the student will then apply for a Form I-20 (F-1 status) or the Form DS-2019 (J-1 status). After obtaining the I-20 or DS-2019, the student can then schedule an appointment with a U.S. embassy or consulate to apply for the visa. New incoming students may enter the United States no earlier than 30 days prior to the program start date on the I-20 or DS-2019. Which should correspond with the first day of classes. After arriving in the U.S., the student must complete the mandatory online check-in with ISS.

If the student is already in the U.S. in F-1 or J-1 status and wants to maintain that status at Texas A&M, they will first need to transfer their SEVIS record from their current U.S. school to Texas A&M University and then apply for a Form I-20 or DS-2019 from ISS. After receiving the Form I-20 or DS-2019 from ISS, then the student must complete the mandatory online check-in.

Maintaining F-1 or J-1 Status

It is important for F-1 and J-1 students to maintain their immigration status while pursuing their academic program. Here are the main ways an F-1 or J-1 student can maintain status:

1. Keep their documents up-to-date.
 - a. I-20/DS-2019: Students should not let their I-20 or DS-2019 expire prior to graduation.
 - b. Passport: Students should never let their passport expire.
 - c. Visa: It is okay if the F-1 or J-1 visa stamp in the student's passport expires while they are in the U.S. F-1 and J-1 students can continue to maintain status and remain eligible for all benefits of their F-1/J-1 status even if the visa stamp in the passport has expired. If the student travels internationally, they will likely have to renew the visa in order to return to the U.S.
2. Maintain full-time enrollment.
 - a. Fall and Spring: Graduate F-1 and J-1 international students are required to enroll in a minimum of 9 credit hours during fall and spring terms.
 - b. Summer: If the summer term is a student's first or last term of enrollment in a new academic program or with a new F-1 or J-1 status, the graduate student must enroll in a minimum of 6 credit hours during the summer term.

NOTES:

- c. **Reduced Course Load (RCL):** If an F-1 or J-1 international student needs to drop below full-time enrollment, then they must first receive an approved Reduced Course Load (RCL) from ISS. If a student drops below full-time enrollment without ISS permission, then the student may lose legal status.
 - d. **Distance Learning:** Only 3 hours of distance learning courses may count toward the full-time enrollment immigration requirement for F-1 students. No distance learning courses may count towards the full-time enrollment immigration requirement for J-1 students.
3. Obtain work authorization.
- a. **On-Campus Work:** F-1 students are automatically eligible to work on campus while they are in legal status. J-1 students need to apply for ISS authorization prior working on campus and must receive annual renewal of the work authorization.
 - b. **Off-Campus Work:** Both F-1 and J-1 students need ISS authorization and possibly also federal government authorization to work off-campus. It can take months for the student to receive the appropriate work authorization.
 - c. Working without authorization is considered a serious violation of status and will result in significant financial and other costs to the student. If you believe a student has worked without authorization, advise the student to consult with ISS right away.

Mandatory Health Insurance

Texas A&M University System rules require students with F-1 or J-1 status to be automatically enrolled in and billed for the System Student Health Insurance Plan. The Department of State also requires all exchange visitors in J-1 status as well as their dependents in J-2 status to always maintain acceptable health insurance coverage. Visit the ISS Health Insurance webpage for more information: <https://iss.tamu.edu/Health-Insurance>.

Travelling Inside and Outside the United States

International students should carry their passports, I-20s or DS-2019s and a copy of their I-94 record while travelling inside the United States. They will need a travel signature from ISS on their I-20 or DS-2019 to re-enter the United States after travel abroad. It is strongly recommended that students obtain the travel signature prior to departing from the U.S. For currently enrolled students, a travel signature is valid for one (1) year, or the I-20/DS-2019 program end date, or the student's graduation date, whichever comes first. Travel signatures for F-1 students with authorization for Post-Completion Optional Practical Training (OPT) are valid for 6 months.

7.4 ACADEMIC DEPARTMENTS AND ISS

Each academic term, ISS must report to the U.S. government that F-1 students are continuing to make progress toward completing their academic program and that they are maintaining F-1 status. Many of the ISS processes for international

NOTES:

students involve the academic departments. Academic departments provide ISS with valuable information regarding the students' academic status and progress.

Common ISS Processes that involve Academic Departments

- Reduced Course Loads – permission to drop below full-time enrollment
- Extensions – permission to extend the I-20 or DS-2019 expiration date for academic purposes
- Curricular Practical Training (CPT) – U.S. work authorization for F-1 students to participate in an internship that is a required part of the academic program
- Optional Practical Training (OPT) – U.S. work authorization for F-1 students to apply the skills learned in their academic program through U.S. employment typically after completion of the program
- Academic Training – U.S. work authorization for J-1 students to participate in either an internship during an academic program or employment after completion of an academic program
- On Campus Employment for J-1 students – U.S. work authorization for J-1 students to engage in on-campus employment while completing their academic program

International Student On-Campus Employment

Students on F-1 or J-1 status are limited to 20 hours per week of on-campus employment during the fall and spring semesters. Students may work more than 20 hours per week in the summer, winter, or spring break periods. Eligibility for on-campus employment automatically ends if a student graduates, if their I-20/DS-2019 expires, or if they violate their status. If a student exceeds 20 hours per week of on-campus employment during a fall or spring semester, or if a student continues to work on-campus after their eligibility to do so expires, they may lose legal status.

Texas A&M University Funding Offer Letters

F-1 and J-1 students must submit evidence of financial resources to ISS in order to receive an I-20 or DS-2019. If the student is offered a Texas A&M assistantship, fellowship, scholarship, or grant, they are strongly encouraged to use that funding offer for the purpose of I-20 or DS-2019 issuance. This will significantly reduce (or fully eliminate) their requirement to show personal or third-party funding and University funding is viewed more favorably by the U.S. government for the purpose of showing reliable financial resources. The following information about the content of award letters is important, not only when the letters are prepared for newly admitted students, but also whenever federal regulations require currently enrolled international students to obtain letters proving financial support.

The financial offer letter must be printed on department letterhead and must include the following:

- The student's name.
- The date of issuance of the offer letter, which must be within the 6 months prior to the date the document is being reviewed by ISS.
- The contact information for the employing/awarding department or office.

NOTES:

- The applicable date(s) or academic term(s) of the offer. ISS cannot accept financial documentation for past terms as evidence of financial support for current or future terms. To calculate the financial benefit, the funding offer must apply to current or future dates/terms.
- The specific dollar amount(s) being awarded, including any applicable salary or pay rate.
- The frequency by which the financial support will be distributed (e.g., once, each semester, monthly, bi-weekly).
- The benefits (i.e., insurance), if any, that accompany the financial offer. If the letter does not specify insurance or any other benefit, ISS cannot assume they are included.
- Any waivers or contributions toward the cost of the student’s tuition and/or fees. It is best to be very specific with wording in the letter. Some examples include:
 - The student is receiving a waiver of the out-of-state tuition only and they can pay tuition at the in-state rate.
 - The student’s tuition is being paid but they are still responsible for fees.
 - All the student’s tuition and fees will be paid.

Students who receive funding assistance from Texas A&M University are urged to work with their departments to better understand their aid package. In some cases, University funding does not fully cover the ISS estimated cost of attendance for at least 1 year. If that is the case, the student will be required to show additional financial resources to make up the difference. This could include personal funding, third-party funding, or sponsored student funding. For additional information about ISS estimated cost of attendance and the financial documentation that can be accepted, visit <https://iss.tamu.edu/New-Students/Estimated-Cost-of-Attendance>.

7.5 FINANCIALLY SPONSORED STUDENTS

Some international students are financially sponsored by government agencies, major corporations, or other sponsoring organizations. ISS refers to these students as sponsored students. ISS serves as a liaison among the Office of Admissions, academic departments, financial sponsors, and students regarding matters related to their immigration status and sponsorship. If the sponsor is paying the University directly, then Student Business Services (SBS) processes the third-party billing. All invoices are issued by SBS.

7.5.1 Identifying a Sponsored International Student

A Texas A&M sponsored student is a student who, in pursuing his or her educational objective in the United States, seeks admission to TAMU under any of the following conditions:

- The student’s educational program is the result of a written agreement between the United States government and a foreign government or a written agreement between an American and foreign educational institution, or
- The student receives primary financial support from a source other than personal or family funds or a Texas A&M academic department, or

NOTES:

- The student’s educational objective has been agreed to by both prospective student and sponsor and may not be changed without the written approval of the sponsor.

Financial support for a sponsored student may be provided by the United States government, the government of the prospective student’s home country, an international organization, or other private or public entities. Most sponsored students are selected to study in the U.S. under programs designed to enhance the development of their country and are required to return to their home country following the completion of the academic objective. As a result, their educational objectives are clearly delineated in agreements (contracts) the students sign prior to receiving funds for academic study. Each sponsor and/or agency representing sponsors who fund students to pursue academic degrees will have a unique set of requirements.

7.5.2 Restrictions

In addition to federal regulations governing all international students, sponsors may impose their own, such as:

- **Course Selection and Full Course of Study**

Whereas sponsored students must enroll in required University classes as stipulated by Texas A&M regulations and departmental requirements, students who drop courses or elect to enroll in courses not considered required or related to their sponsor’s academic objectives must obtain their sponsor’s permission.

- **Employment/Payment of Tuition**

Advisors should inquire whether a sponsored student is permitted by their sponsor to seek or accept employment in the U.S. In some cases, sponsors permit employment without a penalty; in other cases, sponsors may authorize employment but reduce their financial contribution to the student. All questions on such matters should be directed to the student. Furthermore, all sponsored students must comply with federal employment regulations. Departments offering assistantships should bear in mind that many sponsored students receive stipends for living expenses that may be tax free.

Sponsored students whose sponsors pay tuition and fees may not be eligible for departmental/grant Graduate and Professional School payment of tuition unless there are special circumstances involved. The student should check with their sponsor should there be questions regarding sponsorship conditions related to payment of tuition and fees.

- **Additional Degrees and/or Practical/Academic Training**

Advisors should not assume a student may remain in the U.S. and/or is authorized to pursue degrees and/or training beyond that which was funded by a sponsor. Permission from the sponsoring agency should be secured prior to offering assistance to a sponsored student for pursuing an additional degree and/or encouraging a sponsored student to obtain practical training authorization.

7.5.3 Sponsor Visits

Sponsors or their representatives may schedule visits to Texas A&M. These visits are coordinated through ISS.

NOTES:

8 RESOURCES AND SERVICES FOR A&M STUDENTS GOING ABROAD

8.1 DIRECTORY

Education Abroad

(979) 845-0544

112 Pavilion
3262 TAMU, College Station, TX 77843-3262

Fax: (979) 458-3623

<http://abroad.tamu.edu>

Holly Hudson, Ed.D. – Executive Director

Education Abroad is committed to meeting the goals of all Texas A&M University graduate students through various transformational, international opportunities including research, internship, academic and volunteer programs abroad. Specific services available to graduate students include identifying programs, applying for or renewing your passport, obtaining international health insurance, information about available scholarships, 24/7 emergency support as needed when you are abroad, and help locating courses or appropriate programs that will enrich your graduate degree. Please visit <http://abroad.tamu.edu> for additional international opportunities, policies, insurance, health and safety, and education abroad fees.

8.2 PASSPORT SERVICES

Education Abroad is also a Passport Acceptance Facility. This provides students, faculty, and staff with a convenient location for all their passport needs, including photo services for U.S. Passports, international passports, and visa applications. The office is open to the public and parking is available nearby. For information on passport processing fees please visit the U.S. State Department website at travel.state.gov. For information on facility hours and fees please visit the Education Abroad website at <https://passports.tamu.edu>.

8.3 INTERNATIONAL MEDICAL INSURANCE

Graduate students studying, interning, volunteering, conducting research, or presenting at a conference overseas can purchase a comprehensive, and very affordable, health insurance plan through Cultural Insurance Services International (CISI). Since 1992, CISI has insured over 1 million students worldwide. The plan available to Texas A&M graduate students includes a comprehensive medical plan with no deductible, 24-hour emergency support, medical evacuation, repatriation, and affordable premiums. For more information, contact Education Abroad at abroad@tamu.edu or (979) 845-0544.

NOTES:

8.4 TEXAS A&M EDUCATION ABROAD PROGRAMS

8.4.1 Texas A&M Faculty-Led Programs

Every year Texas A&M faculty teach courses abroad during the fall, spring, and summer sessions. A number of Texas A&M University faculty-led programs provide stacked graduate – undergraduate coursework. Some courses are designed specifically for graduate students only and combine both research and classroom experiences. Graduate students can work with their advisors to develop an opportunity that incorporates one or both of these elements.

It is also possible for graduate students to accompany an undergraduate or graduate program abroad as an assistant to a faculty leader; just as they would assist with an on-campus course. In such cases, graduate students can be added to a program either in a dual role (50% student and 50% employee) or in a full work role (100% employee). Graduate students interested in these opportunities should contact their graduate advisor of Education Abroad.

8.4.2 Exchange Programs

Exchange Programs are student exchanges authorized by the Texas legislature and governed by special regulations. Exchanges provide students the opportunity to study and live at an international university for either a semester or an academic year. Exchange programs are established through a Memoranda of Agreement between Education Abroad or an academic department at Texas A&M and an international institution. Parity for such exchanges must take place over a five-year period. Participating students pay Texas A&M tuition and fees while enrolled at the foreign institution, typically for one semester.

8.4.3 Non-Degree Programs

Many foreign universities will accept non-degree-seeking students to take courses at their institution or to pursue research for academic credit. Graduate students who wish to spend some time at a foreign university should write directly to the school or schools of choice, requesting admission as a non-degree student. To receive credit for this coursework, graduate students will have to work with their department, advisory committee and Education Abroad to facilitate the credit transfer.

8.4.4 Independent Research Abroad

Conducting thesis or dissertation research outside of the United States requires registration with Education Abroad as an Independent Traveler. This provides students access to resources including health and safety information, international insurance, and Education Abroad's 24/7 emergency support. Arrangements for research hours should be made directly between the student and his/her department. For more information, call (979) 845-0544 or visit abroad.tamu.edu.

8.4.5 Internships

Graduate students who would like to complete an international internship may find opportunities through Education Abroad, Career Center Work Abroad Programs, or the Graduate Student Career Services. For more information, contact Education Abroad or the Texas A&M University Career Center at careercenter.tamu.edu, or (979) 845-5139. The Career Center is located in Koldus 209.

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8.5 SCHOLARSHIPS AVAILABLE FOR STUDENTS

Graduate students engaged in education abroad programs are eligible for special scholarships. More details about these and other funding opportunities for international education are available on the Education Abroad website at abroad.tamu.edu.

8.5.1 Junior Fulbright

The Fulbright is a prestigious national competition. If awarded, students live in a selected country and conduct research, teach, or attend school and are funded by both the U.S. and the host country. The opportunities available depend upon the particular country. The likelihood of receiving a Junior Fulbright increases if the graduate student applies for a country that is identified by the Fulbright committee as highly desirable. Information about applying for the Junior Fulbright is available on the L.A.U.N.C.H. office website at launch.tamu.edu. You can also visit the Fulbright site at www.cies.org.

8.5.2 British Marshall

This program is for a master's degree at a British institution. Recipients may be married but must be under the age of 26 by October 1 of the year of the award. The student must also have a Bachelor's degree with an overall GPA of 3.7 by the date of the receipt of the award. For more information, go to launch.tamu.edu.

8.5.3 Rhodes

This award is available to graduate students and graduating seniors for two (2) years of study at Oxford University. An applicant must be a U.S. citizen between the age of 18 and 24 and have at least a 3.75 GPA. For more information, go to launch.tamu.edu.

8.5.4 Rotary Foundation Ambassadorial Scholarship

This scholarship provides graduate, undergraduate, vocational students, teachers of the handicapped, and journalists, with funds to conduct studies and research abroad. Students must be proficient in the language of the host country. The applicant must be a citizen of a county in which there is a Rotary Club. For further information, contact the Bryan/College Station Rotary Club at <https://portal.clubrunner.ca/3795>.

8.5.5 National Security Education Program (NSEP) – Boren Fellowship

This program awards fellowships to American graduate students to study in foreign countries and world regions critical to U.S. national security. NSEP awards are available for a maximum of \$8,000 per semester or \$16,000 per academic year. The competition is merit-based. Students may apply for study in summer, fall, and spring. The application deadline is February. For more information, visit <http://www.borenawards.org>.

8.5.6 Study Abroad Fellowship

This is a need-based scholarship, furnishing up to \$2,000 to full time undergraduate and graduate Texas A&M University students for participating in Texas A&M Education Abroad programs. At the time of scholarship application, graduate

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students must be enrolled for at least 9 hours with a cumulative GPA of 3.0. Applications are available on the university Scholarships and Financial Aid website at uwide.tamu.edu.

8.5.7 International Education Fee Scholarship – Graduate and Professional

This is a merit- and need-based scholarship program. At the time of the scholarship application, graduate students must be enrolled for at least 9 hours with a cumulative GPA of 3.0 and all students must be enrolled in a credit-bearing education abroad experience (i.e., study abroad program, co-op, internship or international practicum). International students studying in the United States are eligible to apply. Applications are available online at uwide.tamu.edu. All students who paid the international education fee are eligible to apply based on financial need, academic qualifications, and international activities.

8.5.8 International Education Fee Study Grant – Graduate and Professional

All students who paid the international education fee are eligible to apply for up to \$500. The award may be used towards the expenses in presenting a paper at or attending a recognized conference. For more information, visit the International Student Services website at: iss.tamu.edu

8.5.9 Patti and Weldon Kruger '53 scholarship

This scholarship supports up to a semester long academic experience in international locations. The scholarship supports travel for graduate students to participate in academic programs, research, attendance at international conferences, seminars, or short courses in international locations. There is a strong preference for students who have not previously traveled outside of the United States. The Application is available on the university Scholarships and Financial Aid website at scholarships.tamu.edu.

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9 OFFICE OF THE REGISTRAR - STUDENT SERVICES AREA

9.1 DIRECTORY

For the most up-to-date staff directory:

- [Student Records Services Staff Directory](#)
- [Administrative Services Staff Directory](#)
- [Office of the Registrar Directory](#) (all staff)

Office of the Registrar Listserv

Contents of this section are subject to change as we continue to evaluate processes. New or improved initiatives may be implemented after this publication. It is strongly encouraged to subscribe to the Office of the Registrar listserv in order to receive general information, updates, and reminders from our office. See Office of the Registrar Listserv (<http://registrar.tamu.edu/About-Us/Office-of-the-Registrar-Listserv>) for more information about how to join.

9.2 REGISTRATION INFORMATION

The following registration information should assist you with determining what forms, if any, are required to make registration requests during various stages of the registration process.

Registration Access

Students & many advisors have registration access to drop and/or add courses to their schedule through the end of the Add/Drop registration period as published in the Academic Calendar. Effective with the first day of the term, students wanting to drop all classes are considered to be withdrawing and cannot drop all classes via Add/Drop. Students are to be advised to submit their withdrawal request in Howdy. After the Add/Drop registration period, only the dean (or dean designees) have registration access to drop and/or add courses through the official census date for the term. It is encouraged that all registration schedule adjustments be made prior to the official census date to avoid any unintended implications that may arise due to changes made after this time (i.e., state and federal enrollment reporting issues, financial aid adjustments, international student status changes, student-athlete eligibility, etc.).

If registration changes are needed after the official census date for the term, these must be requested using the appropriate request methods before being submitted to the Office of the Registrar for processing.

Please reference Student Rules 1.18 to 1.20 for more information about Registration and Change in Schedule (<http://student-rules.tamu.edu/rule01>).

Registration-Related Forms

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Request/Form	Circumstances for When to Use or Submit:	Time Frame When to Submit
<p>Add/Drop Requests online</p> <p>*January 2019, an online Add/Drop request system was implemented to replace the paper Add/Drop form.</p>	<p>Student already has enrollment and needing to make changes to existing enrollment. NOTE: Adding classes to an existing schedule after census resulting in a net increase in hours will result in a \$50 late add fee.</p> <p>Do NOT use this form to drop all classes (i.e. withdraw) unless dropping all as a no record. (with appropriate documentation). For withdrawals, students initiate online in Howdy.</p> <p>The online request system would be able to be used to submit the same types of requests that were submitted using the paper forms.</p> <p>An online processing guide is available to view to assist with using the online request system as follows:</p> <p>Employee tab > Compass User Training > Records, Registration, and Advising > Registration > Online Course Change Submission</p>	<p>The online Add/Drop request system is to submit requests after a term's census date.</p> <p>It is not intended to be used to submit current term requests made prior to the current term census date as Deans and Dean's designees are given registration access to manage add/drop requests before census.</p>
<p>Request for Registration After Census Form</p> <p>Use to add classes after the official census date.</p> <p><i>Form is in the Howdy portal and can be downloaded from the Advising tab in the Advising Resources channel or the Office of Registrar website under "Forms & Reports".</i></p>	<p>The student is not enrolled in any courses as of the official census date. This form must be used to add courses to a student's schedule who was not enrolled in any classes as of census.</p> <p>NOTE: Adding courses any day after census for the term, if not enrolled in courses as of census, will result in a \$200 late registration fee.</p>	<p>Submit these forms to the Office of the Registrar.</p> <p>Forms can be submitted to the Office of the Registrar via:</p> <ul style="list-style-type: none"> • Fax: 979-845-1086 • In Person: GSC Bldg, Suite 1501 <p>Forms can NOT be emailed.</p>

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Late Registration/Add Penalties (Student Business Services – sbs.tamu.edu)

Students who add classes after the Census Date (12th class day for fall and spring term and 4th class day for summer sessions) that result in a net increase in hours enrolled are assessed a \$50 registration after census fee.

Students who were not enrolled as of 1st class day, and who register on or after the first day of classes, but before the thirteenth day of classes (before the 5th class day for summer sessions) are assessed a \$100 late registration fee.

Students who were not enrolled as of the 12th class day, and who register on or after the twelfth class day are assessed a \$200 registration after census fee (4th class day for summer sessions).

Note: The University reserves the right to cancel registrations not paid by their due date, or by the official census date for semester or summer term, to comply with state laws requiring payment of tuition and fees. The late registration fee and late add fee will be applied to student accounts that are required to reenroll because their registrations were cancelled for non-payment. Registrations are subject to cancellation and/or financial penalties if sufficient payment is not received before 5:00 p.m. on the last business day before classes begin and on the Census Date (12th class day for fall and spring term and 4th class day for summer sessions), to free the classroom spaces for other students, and to ensure the most efficient use of University resources.

Add/Drop Request:

- Always include a reason for the request being made as a comment or upload a document (i.e. memo). This is important backup documentation if there is ever a question about why a schedule change was made.
- The Academic Dean’s approval is the only approval required by the Office of the Registrar. Some academic deans may require an advisor to vet the request and submit documentation to them before they will review and/or approve the request.
- Drops- When dropping a course, keep in mind that students dropping individual courses while remaining enrolled in other courses, may have their courses dropped and not kept on their record dropped during the first twelve (12) class days of a fall/spring term, or first five (5) class days of summer. Drops during this time result in the course not appearing on the student’s transcript, do not reflect a grade, and does not have charges* associated with these drops.

*This only applies if the student is still enrolled in other courses and dropping during the first twelve (12) class days of a fall/spring term, or first five (5) class days of summer.

- NR Drop Type (No Record) – No record drops prior to census are expected as a means to correct student registration so records are accurately maintained on the student’s record and can be reported accurately according to state and federal rules and regulations. No record drops are NOT intended to be used after the official census date except in extenuating circumstances where an administrative error has been detected and is necessary to correct the student’s enrollment record(s). NR drop type removes a course from the student’s permanent record as if they were never in the course and results in

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no charges associated with the course. **No Record drop requests made after census must be accompanied by a memo from the academic dean providing further explanation of the extenuating circumstances for why the no record is being requested and further support why it was not able to be addressed in a timely manner on or before census. In general, courses in which a student has attended/participated, would not be eligible for a no record request. No record requests must be approved by the Office of the Registrar.**

- “W” Drop Type - generally used to drop a course with a “W” grade for extenuating, non-academic reasons, anytime during the term. Requires a dean’s approval. W-drops will be retained on the student’s record with a “W” grade and do not generate any refund. Deadline for a W drop is on or before the last day of class for the term as indicated on the Academic Calendar. Drops for prior terms, in general, will not be considered. See NG drop type, for situations where extenuating circumstances exists and considering a course drop from a prior term.
- NG (No Grade) requests- See Grade Changes Section for more information.
- Changing number of Credit Hours – These should be made on or before census. To change the number of hours of a **variable credit course** in which a student is enrolled, **all hours for that course** in which the student is **currently** enrolled should be listed in the DROP section of the add/drop form with an “NR” drop type and the **correct number of hours** the student is to be enrolled in should be listed in the ADD section of the form with the grade mode specified. *Generally, when the number of hours is lowered, tuition and fees are adjusted and may result in a refund; when the number of hours is increased, tuition and fees are adjusted and may result in additional charges. There may also be additional late fees and/or non-fund as well as a late add fee of \$50 on hours added after the census date. A change of this nature could also have financial aid implications which may also impact the overall financial costs associated with the changes made.*
- Changing a grade mode BEFORE grades are posted (whether S/U to letter grade or letter grade to S/U) – To change the grade mode of an eligible course in which a student is enrolled, all hours for that course in which the student is currently enrolled should be listed in the DROP section of the add/drop form with an “NR” drop type*; and the same course information should be listed in the ADD section of the form with the new grade mode specified. *NR drop indication in this situation is permissible, to accommodate a grade mode change.
 - *Once final grades have been posted, however, a Grade Change Report form must accompany the add/drop form if the course has a S/U grade mode and changing to a GR (letter grade) mode. The Records Office does not know what letter grade the instructor intended to award. Additionally, best practice is to submit both forms together.*

Withdrawals (drop all classes)

- Beginning with the 1st day of classes each term, a student wishing to drop all courses is to be considered withdrawing from the term.
- Add/Drop forms are not used to withdraw a student.
- Beginning with the first day of classes, students wishing to withdraw must initiate their request online in the Howdy portal.

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- If a student is withdrawing during the first twelve (12) class days of a fall/spring term, or first four (4) class days of summer, the student’s courses will not appear on the student’s transcript and do not reflect a grade.
 - Students who withdraw during this time period will have some financial obligation in accordance with the State’s withdrawal refund calendar published on the Student Business Services website.
 - Withdrawals made after census will result in the courses and grades of “W” appearing on the student’s official transcript.

Late Registration Form

- Beginning with Fall 2018, there will no longer be a late registration form. Departments and colleges may process requests during late registration and do not need to complete a form for the Office of the Registrar to do so.

Request Registration after Census Form

- This form is to be used only AFTER census date for students with no course enrollment. Do not use this to add hours to an existing schedule.
 - \$200 late registration penalty will be assessed.
- The form must be filled out completely, including UIN or T-number, name, major, classification, term, year, and all parts of the course information. Please include a “Reason for Request.”
- Must be signed by BOTH the student’s major Department Head & the student’s Dean (or their designees) on file with the Office of the Registrar.
- Completed forms must be submitted to the Office of the Registrar for processing.

9.3 GRADE CHANGES

Online Grade Change System (Howdy)

Beginning in December 2016, an electronic online grade change system became available to authorized users* and enables a majority of grade change requests to be submitted, approved, and updated automatically by routing requests and approvals electronically through an online workflow within Howdy. See **Grade Change Report** form section below for instances when paper forms may be required.

The process will allow primary instructors to access and initiate a grade change request electronically from their Class Roster in Howdy (for courses with grades already posted), as well as allowing department heads and deans (if needed) to review and submit required approvals electronically. The final approval submission will result in the student’s new grade being reflected within minutes!

Grade change approval authority is based on departmental and dean signature cards on file within the Office of the Registrar.

**Authorized users include primary instructors of record, department and dean’s designees authorized as grade change approvers on signature cards AND who already have Compass Access.*

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Grade Change Report form (paper form)

Paper Grade Change Report forms will still be required if one or more of the following applies:

- Grade change request is for a grade earned prior to Fall 2009.
- If the primary instructor of record or required departmental or dean approvers are unable to access or use the online system.
- If dean’s signature and memo justification is required due to absence of the primary Instructor of Record being able to submit the grade change request.
 - Only the primary instructor of record is eligible to sign a grade change form for their course. Additional graders for courses are NOT able to submit grade change requests, nor sign grade change report forms.
- Courses with grade mode changes from S/U to a letter grade must be on paper grade change form. Also requires an approved Add/Drop form.
 - Grade mode changes from a letter grade to a S/U grade ONLY requires an approved Add/Drop form (*grade change report form not required*).
- No Grade (NG) is requested. These can only be submitted on paper grade change report forms and only requires the signature of the student’s Dean.

If submitting a paper form, be sure the information entered on the Grade Change Report form by the instructor (i.e., the complete UIN or T-number, the course/section numbers or CRN, and the “assigned grade” you are requesting to be changed) agrees with what is currently reported in Compass. The academic department is responsible for checking for completeness and accuracy before the form is submitted to the Student Services staff in the Office of the Registrar for processing. Incomplete and/or inaccurate forms will be returned to the department. When a correction is made to the form, the individual making the change must initial and date each correction.

Instructor of Record not available for signature: If the individual initiating the grade change is not the instructor of record, the dean of the college, in addition to the department head in which the course is taught, must sign the Grade Change Report form. The form will also need to have an accompanying dean’s memo explaining why the instructor of record did not sign the form. In the case of a Grade Change Report form not signed by the instructor of record for a Military Science, Naval Science, or Aerospace Studies course, the Commandant must sign the form and submit the memo to the Registrar.

Changing Grade Mode: An Add/Drop form is required to change a grade mode for a course (i.e. letter grade to S/U, or vice versa). In addition, a Grade Change Report form must accompany the Add/Drop form when changing the grade type from S/U to a letter grade. A Grade Change Report form is NOT required if changing from a letter grade (A, B, C, D, F) to a Satisfactory/Unsatisfactory grade (S or U). The Office of Registrar will change to the appropriate S/U grade designation in accordance with the Student Rules.

No-Grade (NG) Requests: Beginning in August 2016, the Grade Change Report is used to change a previously graded course grade to No-Grade (NG). No-Grade (NG) is generally used to change a grade from a course for extenuating, non-

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academic reasons, in a previously graded term. A NG requires extensive documentation of the extraordinary circumstances justifying the No Grade and must be approved by the dean of the student's academic college at the time the student was enrolled in the course being NG. The student's grade will reflect a "NG" grade on their official record and does not generate any refund. This could be an appropriate consideration for a prior term course that was not dropped on or before the drop deadline for the prior term, due to extenuating circumstances.

Submit Paper Grade Change Report forms to the Office of the Registrar as follows:

- Fax: 979-845-1086 (is routed directly into registrar staff workflows and routed to student's record).
- In Person*: GSC Bldg, Suite 1501.
- **Forms can NOT be emailed.**

***If submitting in person or via campus mail**, the Grade Change Report forms MUST be submitted to the Office of the Registrar in a SEALED departmental envelope. Grade Change Report forms not delivered (by hand or campus mail) in a sealed departmental envelope will be returned to the appropriate office for resubmission.

Students Handling Grade Change Forms: Under no circumstances should students handle Grade Change Report forms once they are initiated. This includes forms being routed for signatures and completed forms being delivered for processing.

Obtaining Blank Grade Change Forms: Grade change forms are no longer in triplicate (white, yellow, pink copy) format. These forms should be downloaded in the Howdy portal as in the following location as needed:

- Faculty/Teaching tab in Howdy portal.
- Advising Resources channel on the Advising tab in Howdy.

Additional Grade Change Guidelines

Signature Authority: Make certain the individuals signing the form (i.e. department head and, if required, the dean) have signature authority to sign for grade changes. Signature(s) must agree with the signature cards on file in the Office of the Registrar or the form will be returned to the department.

Grades more than one year old and lowering grades: Grade changes for grades more than one year old and those lowering the student's grade must have the approval and signature of the dean of the student's academic major at the time the student was enrolled in the course in addition to the signatures of the instructor and department head.

Missed Grading Deadline: Grades cannot be submitted online in Howdy after the grading deadline. Grades not entered by the deadline will have temporary grades of "X" populated and will require the instructor to submit a grade change for each student registered in the section. The online grade change system can be utilized once the 'X' grades have been posted.

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9.4 FULL-TIME CLASSIFICATION FOR INTERNSHIPS/CO-OP EXPERIENCE

- The internship/co-op experience must satisfy degree requirements and represent the equivalent of a full-time load.
- Only full-time classification for co-op experience can be used to qualify for Federal Financial Aid. Full-time classification for internships is not used to qualify for Federal Financial Aid.
- The student’s academic dean must submit or sign a memo from the department containing ALL of the following information:
 - Description of the internship/co-op program.
 - Name(s) and UIN(s) or T-number(s) of participating student(s).
 - Course number, section number, and total number of hours for which student(s) must be enrolled to qualify as full-time.
 - A statement indicating that the internship/co-op fulfills degree requirements.
- Full-time enrollment time-status will not be set until the student is enrolled in the specified course(s) for the correct number of hours according to the information provided in the memo. Spring internships should be on a memo by themselves. Summer and fall can be combined into one memo as the student may be registering for both semesters at the same time, however, fall requests may not be able to be processed until fall (in the event registration changes may be needed).
- Minimum and maximum hours required for the student to be enrolled will be set to the number of hours required for the internship according to the information provided in the memo. This will prevent the student from being able to make schedule changes (i.e. adding or dropping) the required course without permission and appropriate documentation.
- Departments who have an approved internship course (usually 684), should use this course for the student’s enrollment whenever possible.

9.5 GRADUATE CERTIFICATES (ADMINISTRATIVE SERVICES/ DEGREE AUDIT)

- Certificate programs will appear on each student’s record as a separate curriculum record.
- There are three types of certificates:

Major Dependent	A student is admitted to the program through the offering department. <u>Admission to the program requires the student to be pursuing a specific degree/major at Texas A&M University.</u> This type of certificate program typically serves as a track within a degree program. The certificate and degree are awarded simultaneously.
Degree Dependent	A student is admitted to the program through the offering department. <u>Admission to the program requires the student to be pursuing a degree at Texas A&M University.</u> The certificate is

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	awarded upon completion of the requirements independent of a degree.
Stand-Alone	A student is admitted to the program through the Office of Admissions. The student may pursue the certificate without being enrolled in a degree program. The certificate may be awarded upon completion of requirements.

- A list of approved certificate programs can be found [here](#).
- If a student is admitted to a Major or Degree Dependent certificate, the new curriculum record is added through the [University Adjustment System \(UAS\)](#) using an Additional Curriculum Request.
 - Students can also be admitted into Stand-Alone certificates through the UAS if they are currently pursuing a degree, degree-dependent certificate, or another stand-alone certificate at Texas A&M
 - If the student is not pursuing one of these programs, they would have to be admitted to the stand-alone program through the Office of Admissions
 - Requests can be initiated by the student’s primary advisor, or the advisor over the certificate program (secondary advisor).
 - The UAS will route each request through an approval workflow and after all necessary approvals are granted, Degree Audit will add the certificate program as a new curriculum record for the student.
 - After the curriculum record is added, a degree evaluation is available for the certificate program to allow the student and advisor(s) to track the student’s progress towards certificate completion.
- Other UAS Requests related to Graduate Certificates
 - Other than an Additional Curriculum Request to add a certificate, all remaining UAS requests type related to a specific certificate program can only be initiated by the certificate advisor.

Request:	Purpose:
Adjustment	Substitute a course for a specific certificate requirement.
Graduate Exception	Mark the completion of a non-course requirement; update the catalog term for the certificate program; change the certificate program option (distance vs. non-distance).
Additional Curriculum Request - Remove	Used to remove a certificate from the student’s record if they no longer wish to pursue the program.

- Other Certificate Information
 - It’s best to have a certificate added as soon as the student expresses interest in the program.
 - The program can always be removed later if the student does not plan to complete it.
 - Doing this early gives the student and advisor access to the certificate degree evaluation which allows them and their certificate advisor to track their completion progress.

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- The student will not be able to apply for graduation for the certificate program until it is added through the UAS. Adding this early allows for a seamless transition when it comes time to apply to graduation for the certificate program.
- Distance vs. Non-Distance
 - If a certificate has been approved as a distance program, the program code will end in -XDE.
 - In Non-Distance Certificates (program code does not contain XDE) no more than 50% of the courses required for the degree plan can be taken as Distance Education courses.
 - Example: in a 12-hour certificate program only 6 of those hours can be distance courses.
- Certificate Clearance Reports
 - Each semester a nightly report runs for students that have submitted a certificate graduation application. This report will provide a snapshot of the student’s certificate progress/completion to assist advisors in clearing unmet requirements.
 - Report Name: SRC_CS_DC_CLEAR_CT_XX_CSV.
 - XX = your college code.
- Certificate Awarding Schedule
 - Monthly Awarding: Degree Dependent and Stand-Alone certificates can be awarded at the end of each month if the student has applied to graduate with the certificate and is meeting all certificate requirements (all courses are graded and rolled to history).
 - All certificate types can also be added at the end of a semester along with degrees.
 - Awarding Schedule:
 - Fall Semester: September 30th, October 31st, November 30th, December conferral date.
 - Spring Semester: January 30th, February 28th/29th, March 31st, April 30th, May conferral date.
 - Summer Term: June 30th, July 31st, August conferral date.
- Once a certificate is awarded, the student will be sent a physical certificate. These should only be issued by the Office of the Registrar.

9.6 GRADUATE APPLICATION (ADMINISTRATIVE SERVICES/ DEGREE AUDIT)

- Graduation applications for graduate degrees and certificates are submitted through Howdy.
 - Applications open the first Wednesday after the prior terms graduation (Spring applications will open the first Wednesday of January).
 - A single graduation application must be submitted for each credential the student will be awarded (one per degree and one per certificate).
- Deadlines and Submission Time Frame – Graduate Degrees
 - Student Rule 14.1

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- Fall/Spring Semester: graduation applications should be submitted no later than the Friday of the fifth week of the semester.
- Summer Term: graduation applications should be submitted no later than Friday of the first week of the second summer term.
- Applications are accepted after the initial deadlines, but a late fee (\$50) would be charged.
- The last day to submit a graduation application is the last day of classes for a semester/term.
- Online Application Submission Window.
 - Graduation applications for degrees are available in Howdy the day the application opens.
 - It will be available in Howdy through the 60th class day of Fall/Spring and the 15th class day of Summer 2.
 - Graduate degree applications submitted after this date (prior to the last class day) must be submitted through a [paper graduation application](#).
- Certificate Graduation Applications
 - Unlike degrees, Certificate Graduation Applications will be available in Howdy from the time the application opens until the last class day of the semester/term.
 - If a graduation application is not submitted for a certificate program, the credential will not be awarded when the student completes all certificate requirements.

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Graduate and Professional School

Student Forms

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10 GRADUATE AND PROFESSIONAL SCHOOL - STUDENT FORMS

10.1 SPECIAL REQUEST LETTER

1. Student must provide what they request the letter to state. NOTE: The Graduate and Professional School can only issue Special Request Letters stating information that is factual.
2. Student's name should be listed exactly as it appears in Compass. Include the UIN, phone number, TAMU email address, and signature of the student.
3. Check the appropriate box to indicate if letter is being picked up, emailed, or mailed to a physical address.
4. If letter is being emailed, list the email address where the letter should be emailed.
5. If letter is being mailed, list the address where the letter should be mailed.

Note: A Special Request Letter takes a **MINIMUM** of 5 workings days to be processed.

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ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES



Special Request Letter Form

Date: _____

Instructions: Use this form to request information NOT provided on the official University transcript. Only current or former graduate students can submit this form.

Note: The official University transcript includes degree conferral and courses taken toward degree. Students request letters providing verification of enrollment from the Registrar. The Office of Graduate and Professional Studies does not provide this information.

By signing below, I understand that this request is a courtesy service provided by the Office of Graduate and Professional Studies, and will take a minimum of five working days to process.

I request a letter with the following information:

- Courses taken, not applied to degree (*May only be requested to verify transfer coursework for another institution. Attach request from the institution*)
- GPA verification (*Includes degree plan and cumulative GPA only. Must provide documentation from requestor why transcript is not sufficient*) Please check the appropriate category below:
 - TAMU Graduate degree recipient
 - TAMU Current graduate student
- Completion of forms (*Please include forms to be completed, such as for background checks and loan deferrals from companies including LexisNexis, Direct Loans, Verifications Inc., etc.*)
- Other (*Must provide documentation from requestor why transcript is not sufficient*)
Description of requested information _____

The Office of Graduate and Professional Studies will contact all requestors to verify their identity.

Student Name	
Student UIN	
Student TAMU Email	
Student Phone Number	
Student Signature	

I wish to pick up my Special Request Letter from the Office of Graduate and Professional Studies. (*Must present identification when picking up*)

I consent to have my Special Request Letter emailed to the following address:

I consent to have my Special Request Letter mailed to the following address:

NOTES:

Revised: 3/22/2019

10.2 RESEARCH PROPOSAL FORM

1. This form is completed through the DocuSign electronic system.
2. Complete the Student Information section at the top of the form, including signature and date, acknowledging the certification statement.
3. Check the appropriate box for thesis, dissertation, or record of study and enter the tentative title.
4. Compliance requirements of research involving human subjects, animals, infectious biohazards, and recombinant DNA must be addressed prior to submission of the research proposal. **It is the department's responsibility to make sure this requirement has been met.**
5. Type or print full name at the top of page 2 in the space indicated.
6. All committee members, and a departmental authorized signer, must sign the form Note: All committee members' names must be typed or printed in the appropriate space below their signature.
7. The department head or chair of the interdisciplinary faculty signature must be included
8. The full pdf of the research proposal should be attached to the DocuSign form when submitted to the Graduate and Professional School for processing.
9. Copies of approved proposals are not sent to the student or department.

Note: Approval of the proposal may be viewed in Compass or through My Record.

Academic Advisors may run a degree evaluation and select "additional requirements" to review the approval date for this item.

DocuSign Research Proposal Approval form instructions provided in link below

[Research Proposal Approval Form](#)

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



**RESEARCH PROPOSAL APPROVAL FORM FOR
THESIS, DISSERTATION, OR RECORD OF STUDY**

Full proposal should be attached.

Questions or concerns? Contact GPS via email at ogapsprocessing@tamu.edu.

For MS thesis students, it is important to note that this form must be submitted to GPS no later than 20 business days prior to submitting the Request and Announcement of Final Examination.

STUDENT INFORMATION

Name _____ Date _____
 UIN _____
 Major _____
 Email Address _____ Chair Name _____
 Mailing Address _____ Chair Email _____

*By completing and submitting this form, I certify that all research compliance requirements related to this proposal have been addressed prior to submission. I understand that if the research scope changes, those changes must be addressed with Research Compliance and Biosafety prior to implementation.

PROPOSAL INFORMATION

I submit for approval the following research proposal for my: Master's thesis PhD dissertation Record of Study
 Tentative Title: _____

Attach full proposal: _____

RESEARCH COMPLIANCE

Research activities involving the use of live animals (including euthanasia for tissue harvest), biohazards, or human subjects must be reviewed and approved by the appropriate TAMU regulatory research committee (i.e., IRB, IACUC, IBC) before the activity can commence. This requirement applies to activities conducted at TAMU and to activities conducted at non-TAMU facilities or institutions. In both cases, students are responsible for working with the relevant TAMU research compliance program to ensure and document that all TAMU compliance obligations are met before the study begins. Students are encouraged to reach out to the appropriate compliance office early.

For a list of activities that may require a compliance review, see the Red Flags in Research tool at <https://rcb.tamu.edu/more/resourcehub/faqsresources/RedFlagOnePage.pdf>

For research involving the use of human subjects, please contact IRB@tamu.edu.
 For research involving the use of biohazards, please contact IBC@tamu.edu.
 For research involving the use of animals, please contact animalcompliance@tamu.edu.

This is not an all-inclusive list of all possible required compliance approvals, so please check <https://rcb.tamu.edu> for full information.

It is strongly recommended that you complete TrainTraQ course 2112557: *Introduction to Research Compliance Requirements* and review *Copyright Basics for Graduate and Professional Students* before submitting the proposal. https://grad.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Copyright_Basics_for_Grad_Students-final-version-With-Certificate.pdf

Revised 01/08/2021

NOTES:

Name: _____ UIN: _____

**RESEARCH PROPOSAL APPROVAL FORM FOR THESIS, DISSERTATION, OR RECORD OF STUDY
COMMITTEE AND DEPARTMENTAL APPROVALS**

Please enter the requested information and sign where indicated.

Checked and approved by
Staff Graduate Advisor: _____

_____	_____	_____	Approved	_____
Chair – type and sign name	_____	Dept.	Not Approved	Date
_____	_____	_____	Approved	_____
Co-Chair – type and sign name	_____	Dept.	Not Approved	Date
_____	_____	_____	Approved	_____
Member – type and sign name	_____	Dept.	Not Approved	Date
_____	_____	_____	Approved	_____
Member – type and sign name	_____	Dept.	Not Approved	Date
_____	_____	_____	Approved	_____
Member – type and sign name	_____	Dept.	Not Approved	Date
_____	_____	_____	Approved	_____
Member – type and sign name	_____	Dept.	Not Approved	Date
_____	_____	_____	Approved	_____
Dept. Head OR Intercollegiate Faculty Chair - type and sign name	_____	Dept.	Not Approved	Date

*By completing and submitting this form, I certify that all research compliance requirements related to this proposal have been addressed prior to submission. I understand that if the research scope changes, those changes must be addressed with Research Compliance and Biosafety prior to implementation.

Research Proposal Approval Form is necessary to document the following:

- 1) The approval of the proposed research by the advisory committee and head of the department or chair of the interdisciplinary degree program.
- 2) The student's awareness and action to address any and all compliance issues for research involving human subjects, animals, infectious biohazards and recombinant DNA, with the office of Research Compliance and Biosafety while conducting research.

PLEASE NOTE: Approved copies of this document will not be sent to the student or committee members. Please view documentation of approval in My Record through www.howdy.tamu.edu.

Graduate & Professional School:

Revised 01/08/2021

NOTES:



RED FLAGS: Animals Use, Human Research, Biohazards/Select Agents, Export Controls, Good Laboratory Practices

Animals • <http://rcb.tamu.edu/animals> • 845.1828 • animalcompliance@tamu.edu

vertebrate animals
animal tissues or antibodies (polyclonal or monoclonal)
animal cell lines
genus or species (refer to species list in IRIS)
euthanasia or carcasses
field study or wild capture
feed lot/agriculture/livestock

Biohazards • <http://rcb.tamu.edu/biohazards> • 862.6439 • biosafety@tamu.edu

cloning genes, DNA or RNA
creation or use of transgenic animals or plants
use of biological agents (e.g. bacteria, rickettsia, fungi, viruses, protozoa, parasites, prions) that may cause disease in humans, animals, or plants and toxins of biologic or gene purchases from ATCC, AddGene
activities requiring the use of biosafety cabinet, autoclave, incubator, centrifuge
culture, decontamination, disinfection
use of viral vectors, plasmids
use of human cells, cell lines or non-human primate cells or cell lines
also check the list of agents in IRIS

Good Laboratory Practices • rcb.tamu.edu/glp • 845.1263 • glp@tamu.edu

FDA or EPA product approval
Product safety
Biocompatibility study
Pre-clinical trial
21 CFR Part 58 (FD&C) Food, Drug, and Cosmetics Act
40 CFR Part 160 (FIFRA) Federal Insecticide, Fungicide, and Rodenticide Act
40 CFR Part 792 (TSCA) Toxic Substances Control Act

Human Research • <http://rcb.tamu.edu/humansubjects> • 458.4067 • hrb@tamu.edu
 See HRP-093 for a more comprehensive list at <http://rcb.tamu.edu/humansubjects/forms/standard-operating-procedures-sops>

case report studies of 3 or more
classroom research conducted by faculty
clinical investigations (therapeutic or non-therapeutic)
interviews and focus groups about human experiences, opinions, behaviors, learning, needs
identifiable data or records
identifiable human biological specimens
innovative or novel procedures, treatment, or instructional methods that will be generalized
internet research involving humans
in vitro device studies
human factors evaluation
oral histories of 3 or more testing or confirming a hypothesis
pilot studies involving humans
professional recognition through research collaborations
quality assurance and quality improvement activities that will be generalized
self-experimentation
student research, thesis or dissertation that involves humans in one of the above activities


Export Controls • <http://export-controls.tamu.edu> • 862.6419 • exportcontrols@tamu.edu

Research is intended for military, nuclear, or space purposes
International collaboration
Encryption software
Use of the word[s]: controlled, export controlled, classified, proprietary
International travel or transfer of technology, items, chemicals, or biologicals abroad
Transactions involving embargoed countries (North Korea, Iran, Sudan, Syria, and Cuba) or individuals or entities in these countries
Restrictions against or approvals required for foreign national participation/access
Pre-approval rights over publications reserved by the sponsor of the research beyond that which is generally permitted
Contains a 7512 Controlled Unclassified Information (CUI) clause

This document provides a list of potential key words for activities that may require further compliance review. This list does not include all activities and is not intended to be exhaustive, but can be used as a compliance tool. It should not be relied upon exclusively.
 Questions should be directed to the appropriate research compliance and biosafety program.

July 2018

NOTES:

	SOP: Activities that Require IRB Review		
	NUMBER	DATE	PAGE
	HRP-093	5/30/17	Page 1 of 4

1 PURPOSE

- 1.1 This SOP establishes the process to determine which activities require Texas A&M University Institutional Review Board review.
- 1.2 The SOP begins when planning or preparing for any research activity or clinical investigation activity that involves human subjects.
- 1.3 The SOP ends when IRB involvement in the TAMU research or clinical investigation activity is determined.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 SOP STATEMENT

- 3.1 This SOP covers all human subjects' research including preparatory to research activities that involve interventions or interactions with living individuals (e.g. advertising, recruitment, and/or screening of potential subjects for research) and/or accessing or obtaining identifiable, private information from or about living individuals for the purpose of conducting research (e.g., review of existing records).
- 3.2 In this SOP, human research means any research or clinical investigation that involves human subjects as defined in *SOP: Definitions (HRP-001)*.
- 3.3 When there is any question about whether or not an activity is Human Research the investigator will send a request for a Human Subjects Determination. The request must be submitted through the electronic submission system, IRIS. Requests sent through other mechanisms (email, phone, fax) will not be processed.


4 RESPONSIBILITIES

- 4.1 Investigators perform these procedures.

5 PROCEDURE


- 5.1 Investigators should review guidance on whether an activity is human research. See *SOP: Definitions (HRP-001)* and *WORKSHEET: Human Research (HRP-310)*.
- 5.2 Investigators should submit their activities to the IRB for a determination whenever the activity involves human subjects or their identifiable private information.
- 5.3 Investigators should submit their activities to the IRB for a determination when they anticipate that correspondence from the IRB will be required to satisfy funding agency requirements or for presentation and publication purposes.
- 5.4 The following table is a general guide that provides a list of activities that may or may not require IRB review. Other activities not on the list may also represent human subjects research.
- 5.5 When unsure if the activity is or is not human subjects research, contact the IRB.

NOTES:

	SOP: Activities that Require IRB Review		
	NUMBER	DATE	PAGE
	HRP-093	5/30/17	Page 2 of 4


ACTIVITY	DESCRIPTION	IRB Determination Required
Cadaver or autopsy material or specimens	Research involving deceased individuals does not require IRB oversight.	NO
Case Report Studies	Retrospective review of a patient's medical record with intent to document a specific situation or the experience of an individual without intent to form a research hypothesis, draw conclusions or generalize findings. Data is de-identified.	NO if using only 1-2 records. YES if using 3 or more records.
	Prospective case study with clear intent, before recruiting or interacting with the participant, to use that data for publication or presentation.	YES
Classroom Assignments/Activities	Normal educational activities designed to teach students methods or demonstrate course concepts AND the activities are not designed to create new knowledge AND are not generalized or presented outside the classroom.	NO
Clinical Investigations	Experiments using a test article on one or more human subjects that are regulated by the Food and Drug Administration or support applications for research or marketing permits for products regulated by the Food and Drug Administration. Products regulated include foods (dietary supplements that bear a nutrient content claim or a health claim, infant formulas, food and color additives), drugs for human use, medical devices for human use, biological products for human use, and electronic products used on humans.	YES
Focus Groups and Interviews	When discussing personal experiences or opinions and/or the focus is on people (e.g. what do you think about your supervisor's communication skills)	YES
	When discussing non-human topics and the focus is on things instead of people (e.g. discussions on the differences between product A and product B)	NO
Innovative or Novel Procedures, Treatment, or Instructional Methods	Systematic investigation of innovations in diagnostic, therapeutic procedure or instructional method in multiple participants in order to compare to standard of care or normal procedure. The investigation is designed to test a hypothesis, permit conclusions to be drawn, thus to develop or contribute to generalizable knowledge.	YES
	The use of innovative interventions that are designed solely for therapeutic purposes to enhance the well-being of an individual patient with a reasonable expectation of success. The intent of the intervention is to provide diagnosis, preventive treatment, or therapy to an individual patient. Research is not involved.	NO

NOTES:

	SOP: Activities that Require IRB Review		
	NUMBER	DATE	PAGE
	HRP-093	5/30/17	Page 3 of 4

Internet Research	Online websites set up for the purposes of collecting data regarding a particular topic. This may include the completion of questionnaires/surveys, personal data, etc.	YES
In Vitro Device Studies	Current FDA guidance indicates that IRB review is required for any IVD study involving human specimens/samples, even when the research involves no identifiers and the biological materials cannot be linked to any identifying information.	YES
Literature Review	An assessment of a body of published research that addresses a research question. Identifies or summarizes what is already known about an area of study or may identify questions a body of research does not answer.	NO
Oral Histories	Oral histories represent a technique that usually involves a series of taped interviews with participants regarding a particular historical event or period. When the focus is a recollection of societal or institutional events rather than the interviewees subjective perceptions then the project is not usually human subjects research.	NO
	Oral histories that involve the testing or confirmation of a hypothesis or the subjective perceptions of the interviewees may be human subjects research.	YES
Pilot Studies	Pilot studies that meet the definition of human research, regardless of the number of subjects enrolled or the duration of the studies.	YES
Professional Recognition	Employees or agents of TAMU involved in human research projects carried out at other locations when the services performed merit professional recognition or publication privileges.	YES
Quality Assurance (QA) and Quality Improvement (QI) Activities	Systematic, data-guided activities designed to implement promising ways to improve outcomes, system performance or professional development - The activity usually occurs within standard of care or normal educational or business practices confined to the local setting. Guidance: Intent is only one element considered. The activity often involves an iterative process that may change over time in response to ongoing feedback. The plan may include mechanisms for assessment, intervention, analysis and implementation. One-time activities designed to meet personal educational requirements are generally not QA or QI. Since QI and research often overlap all investigator initiated QI/QA projects should be sent to the IRB for a determination.	YES – must have a determination
	Proposed QI/QA activities that may have research intent, address a specific deficit in scientific knowledge or are intended to be generalized beyond the local setting require submission to the IRB for a determination.	YES
Repositories, Registries or other specimen or record keeping mechanisms (e.g., data, specimens)	Proposed activity involves accessing a storage site, data bank, repository or mechanism by which identifiable human tissue, blood, genetic material, records or data will be obtained.	YES
	Proposed activity involves accessing stored human tissue, blood, genetic material or data that will be de-identified by study personnel at the time of collection or when the investigator will retain a code or link that enables re-identification of data or specimens.	YES
	Proposed activity involves accessing data or specimens from a commercial or IRB controlled repository where the investigator	NO

NOTES:

	SOP: Activities that Require IRB Review		
	NUMBER	DATE	PAGE
	HRP-093	5/30/17	Page 4 of 4

	does not receive under any circumstances identifiers or links to identifiers.	
	Proposed activity involves accessing publically available specimens or data.	NO
Self - Experimentation	Any research where the investigator is also a subject (investigator self-experimentation) requires IRB review and approval.	YES
Standard Diagnostic or Therapeutic procedures	The collection of data about established and accepted diagnostic, therapeutic procedures, or instructional methods is intended for dissemination or contribution to generalizable knowledge.	YES
	There is an alteration in patient care or assignment for research purposes or the alteration is in a way that standard diagnostic or therapeutic procedures are not completely up to the discretion of a practitioner.	YES
	A diagnostic procedure is added to a standard treatment for the purpose of research.	YES
	An established and accepted diagnostic, therapeutic procedure or instructional method is performed only for the benefit of a patient and not for research purposes.	NO
Student Conducted Research	Thesis or dissertation projects involving human participants conducted to meet the requirements of a graduate degree.	YES
Surveys	Interacting with participants directly or through third party survey administrators to answer a research question requires IRB review even if not collecting identifiable information.	YES

6 MATERIALS

- 6.1 SOP: Definitions (HRP-001).
- 6.2 *WORKSHEET: Human Research (HRP-310).*

7 REFERENCES

- 7.1 DHHS: 45 CFR §46.102
- 7.2 FDA: 21 CFR 50.3; 21 CFR §56.102 and 56.103; 21 CFR 312.3(b); 21 CFR 812.3(h)
- 7.3 AAHRPP I.1.A

NOTES:

10.3 REQUEST AND ANNOUNCEMENT OF THE FINAL EXAMINATION

1. This form is completed in the DocuSign electronic system.
2. Student's name should be listed exactly as it appears in Compass.
3. List the student's UIN
4. List the appropriate degree
5. Date, Time, & Location should be listed.
6. Signatures of the Chair and the department head/chair of the interdisciplinary faculty are required through DocuSign. If the student has both a Chair and a Co-Chairs, only one (1) signature is required. It is the student's/department's responsibility to notify the entire committee. Note: Names of the Chair, Co-Chair, and department head must be typed into DocuSign with their official TAMU email address.
7. List committee members by exact name, including a member or Co-Chair that will have a substitute.
8. A substitute for ONE committee member or Co-Chair is allowed. Print the full name of the substitute.
9. Include the name of the committee member that will be substituted.
10. Please use Graduate Advisor Checklist to ensure that the student is meeting all requirements needed to Request and Announce the Final Examination.

If the request is approved by the Graduate and Professional School, the Report of the Final Examination paperwork will be generated by a Graduate and Professional School processor through DocuSign. It will be routed to the departmental contact, committee, as well as the substitute (if needed). If the request is denied, it will be returned to the departmental contact.

Note: Following Graduate and Professional School approval, any changes to the date or committee substitutions should be emailed to the appropriate processor in the Graduate and Professional School by the chair or departmental advisor.

Requirements to be Met Prior to Approval of the Final Examination

1. All thesis option and doctoral students MUST be registered in the semester they take the final examination. If the defense is between semesters, they must have been registered in the semester immediately preceding the exam.
2. All students must have an approved degree plan on file with the Graduate and Professional School.
3. Master's non-thesis students currently enrolled in course work on their degree plan may not defend prior to mid-semester (date listed on the Graduate and Professional School calendar).
4. International students must have completed all ELPE requirements.
5. The residency requirement must be competed or previously waived by the Graduate and Professional School. Master's students may fulfill the requirement with the current semester of enrollment.
6. Both the cumulative and degree plan GPA must be at least 3.0. DEN degree requires 3.25.
7. An approved Research Proposal must be on file with the Graduate and Professional School for master's thesis option and doctoral students.

NOTES:

8. Doctoral students must have completed the preliminary examination and the final exam date must be within four (4) years of the preliminary exam.
9. Doctoral students must be admitted to candidacy.
10. Master's students must have completed all course work, or be enrolled in the final courses, on the degree plan. Doctoral students may be enrolled in final S/U hours on the degree plan.
11. Master's students may have incomplete grades on the degree plan but no grades of D or F on the degree plan are allowed.
12. All graded course work on the degree plan must carry grades of A, B, or C (including 685). The following courses must carry a grade of 'S': 681, 684, 690, 691, 692, 693 (except BUAD 693) and 695 (except AGEC 695, ALEC 695, GEOG 695, IBUS 692).
13. No course work may be remaining on the degree plan to be taken.
14. A final transcript for all transfer work must be on file with OAR. Master's students may defend while enrolled in a transfer course pending final approval.

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



Request and Announcement of the Final Examination

Questions or concerns? Contact GPS via email at ogapsprocessing@tamu.edu.

Please click on the following link to submit a Public Defense Announcement on the GPS website: <http://tx.ag/defense>
 (Note: The STUDENT must submit the Public Defense Announcement request themselves due to FERPA requirements. The student must authenticate in order to access the defense request and their identity will be verified before publishing.)

Permission is requested to hold final examination for _____
 (UIN) _____ for the degree of _____

All committee members have been consulted and have agreed to the following schedule:

Date: _____

Time: _____

Location: _____

Type and sign name below to indicate the student's academic records have been reviewed, and he/she is qualified to take the final examination.

Chair - type and sign

Co-Chair - type and sign

Dept. Head OR Intercollegiate Faculty Chair - type and sign

List committee member names (excluding co-/chair and dept. head) below; signatures are not required. Department and/or student should provide copies to committee members.

 Committee Member - type name

 Committee Member - type name

 Committee Member - type name

 Committee Member - type name

 Substitute (if applicable) - type name

 will substitute for

GRADUATE ADVISORS CHECKLIST:

Please complete the checklist below to confirm that the students is meeting all requirements to hold a final exam.

Applied/should apply for _____ graduation	Coursework completed _____
_____ Residency requirement	_____ Overall GPR
_____ Proposal	_____ Degree Plan GPR
_____ Admitted to Candidacy (Doctoral only)	Incompletes: _____
Checked and approved by	Registered: _____
Staff Graduate Advisor: _____	Prelims _____

Last Revised: 01/08/2021

NOTES:

NOTES:

10.4 REQUEST FOR EXEMPTION FROM THE FINAL EXAMINATION

Make sure the student is eligible for an exemption. MS-THO students must have a 3.5 overall GPA. Certain master's NTO programs allow an exemption, but most do not.

1. This form is completed in the DocuSign electronic system.
2. Student's name should be listed exactly as it appears in Compass, UIN (not SS#), and the appropriate degree.
3. Signatures of all committee members, or departmental authorized signer, are required. Note: All committee members' names must be included as well as their official TAMU email address in the appropriate space.
4. Signature of the department head/chair of the interdisciplinary faculty must be included.
5. Please use Graduate Advisor Checklist to ensure that the student is meeting all requirements needed to Request for Exemption from the Final Examination.

Upon approval of the Request for Exemption from the Final Examination, a copy will be sent to the student, chair, and department.

Note: If the student has incomplete in 691, 692, or 684, the Graduate and Professional School will send the chair of the committee a form authorizing all incompletes to be changed to satisfactory grades.

Master's students must meet all requirements as noted in the 'Requirements to be Met Prior to Approval of the Final Examination' listed under 'Request and Announcement of the Final Examination.'

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



Request for Exemption from the Final Examination

Questions or Concerns? Contact GPS via email at ogapsprocessing@tamu.edu.

Permission is requested to exempt the final examination for (Name) _____
(UIN # _____) for the degree of _____.

All committee members have been consulted and have agreed to the exemption:

The student's academic records have been reviewed, and he/she is qualified to be exempt from the final exam.

Chair - type and sign

Co-Chair - type and sign

Committee Member - type and sign

Committee Member - type and sign

Committee Member - type and sign

Committee Member - type and sign

Dept. Head or Intercollegiate Faculty Chair - type and sign

Graduate & Professional School Approval

GRADUATE ADVISORS CHECKLIST: Please complete the checklist below to confirm that the student is meeting all requirements to be exempt from the final exam.

Applied/should apply for _____ graduation	Coursework completed _____
_____ Residency requirement	_____ Overall GPR
_____ Proposal	_____ Degree Plan GPR
Checked and approved by _____	Incompletes: _____
Staff Graduate Advisor: _____	Registered: _____

Request for Exemption from Final Exam

xc: Thesis Office
Last Revised: 01/08/2021

NOTES:

10.5 PRELIMINARY EXAMINATION CHECKLIST

1. This form is completed in the DocuSign electronic system.
2. The student must sign his/her name and list the UIN.
3. The student should read and initial each statement to make sure they are eligible to take the preliminary examination. Failure to satisfy ALL requirements will result in the examination being voided and the student will be required to repeat the examination at a later time.
4. The department head (or chair of the interdisciplinary program) must sign if the student has more than 6 graded course work hours remaining on the degree plan to be taken.
5. The signature of the Advisory Committee Chair is required to confirm that the student is eligible to take the preliminary examination.
6. The signature of the department head (or chair of the interdisciplinary program) is required to confirm that the student is eligible to take the preliminary examination.
7. Enter the date of the department head signature.

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



PRELIMINARY EXAMINATION CHECKLIST

Questions or concerns? Contact GPS via email at ogapsprocessing@tamu.edu.

The student is responsible for completing this checklist before the preliminary exam is scheduled. This checklist must accompany the report of the exam results (using Graduate and Professional School (GPS) form, "Report of Preliminary Exam"). The student should initial each appropriate blank indicating that the specified criterion has been satisfied, or where appropriate, been waived. Failure to satisfy the listed criteria will result in the given exam being disallowed in which case it will need to be retaken.

Student's Name: _____ UIN: _____

Please initial each statement in the space provided below:

1. _____ Registered for semester or 5-week term during which the exam occurs. (If the entire exam is between semesters, then the student must have been registered for the preceding term.)
2. _____ Student has an approved degree plan on file with Graduate and Professional School.
3. _____ GPR over all eligible courses since beginning graduate work at Texas A&M is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy. (Includes 300 and 400 level courses taken while in a graduate program but does not include transfer courses.)
4. _____ GPR over all courses on the degree plan (excluding transfer courses) is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy.
5. _____ All committee members have determined the format, scheduled, and agreed to attend and/or administer the exam/s or found a substitute. Only one substitute is allowed; there may not be a substitute for the chair.
6. _____ At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s)

If no, waiver approved by Department Head: _____

Approved:

Advisory Committee Chair Name (print)	Advisory Committee Chair Signature	Date
Department Head OR Intercollegiate Faculty Chair Name (print)	Department Head OR Intercollegiate Faculty Chair Signature	Date

Preliminary Exam Report Form

Last Revised: 01/08/2021

NOTES:

10.6 PRELIMINARY EXAMINATION REPORT

1. This form is completed through the DocuSign electronic system.
2. Enter the student's name and list the UIN.
3. Record the number of Pass and No Pass votes as well as the date of the vote.
4. Include each signer's name and official TAMU email address. If needed use the drop-down menu to specify a co-chair, special appointment, or internship supervisor.

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



Report of the Preliminary Examination

The undersigned duly appointed examining committee has conducted the preliminary examination of _____. We have examined the candidate for a mastery of all fields in the program and for an adequate knowledge of the literature in these fields, and an understanding of the research problem and the appropriate methodological approaches.

Record of Vote for Pass or Failure: (*Votes are to be tallied, e.g., 3 pass; 1 no pass. A positive vote by all members of the graduate committee with at most one dissenting is required to pass.*)

_____ Number of Pass Votes _____ Number of No Pass Votes

If the exam was not passed: The examination committee, with no more than one member dissenting, **(does)** **(does not)** recommend that this student be given one re-examination, when adequate time has been given to permit the student to address the inadequacies emerging from this examination. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

Date: _____ This examination was conducted by (please indicate one):

The formally appointed Advisory Committee of the Student

An alternately appointed Examination Committee in the Department

- Name: _____ Signature: _____ **Chair**
- Name: _____ Signature: _____ **Co-Chair or Member**
- Name: _____ Signature: _____ **Member** (advisory or examination committee)
- Name: _____ Signature: _____ **Member** (advisory or examination committee)
- Name: _____ Signature: _____ **Member** (advisory or examination committee)
- Name: _____ Signature: _____ **Member** (advisory or examination committee)
- Name: _____ Signature: _____ **Substitute for** _____

Checked and approved by Staff Graduate Advisor (initial): _____

FOR GRADUATE AND PROFESSIONAL SCHOOL USE ONLY		
1. Residence requirement complete:	Yes ___	No ___
2. Research proposal approved:	Yes ___	No ___
3. Formal course work completed:	Yes ___	No ___
4. Other course work remaining: May be admitted to candidacy upon completion of item(s):		

In compliance with the Texas Open Records Law, the student will be allowed to review this form upon written request.

NOTES:

10.7 REQUEST FOR LETTER OF COMPLETION

Students must have completed ALL requirements for the degree before a Letter of Completion can be approved by the Graduate and Professional School. This includes being CLEARED by Thesis and Dissertation Services for master's THO and doctoral students, applying for graduation, and be cleared by the Office of Student Debt Management and cannot have any active holds that could withhold diploma. A Letter of Completion cannot be issued once the degree has been conferred.

1. This form is completed through the DocuSign electronic system.
2. Student's name should be listed exactly as it appears in Compass. Include the UIN, TAMU email address, and signature of the student.
3. Check the appropriate box to indicate if letter is being picked up, emailed, or mailed to a physical address.
4. If letter is being emailed, list the email address where the letter should be emailed.
5. If letter is being mailed, list the address where the letter should be mailed.

NOTES:

DocuSign Envelope ID: 1BC57362-FF00-443A-99CC-288A09A5BB95

GRADUATE AND PROFESSIONAL SCHOOL



Request for Letter of Completion

The Graduate and Professional School may issue a Letter of Completion in a student's final semester under the following conditions:

1. All requirements for the degree have been fulfilled.
2. The student has applied to graduate in the term that the letter is being requested.
3. The request for the letter is being made prior to the graduation date for the semester.

Degree conferral occurs only at the end of each fall, spring, and summer semester. This letter cannot be issued once the degree has been conferred.

Requests for Letter of Completion will take a **minimum of five working days** to process. If a student has not met the conditions stated above, their Letter of Completion request will not be processed until **all requirements** for the degree are fulfilled.

IMPORTANT

Students in F-1 and J-1 Non-Immigrant Status:

Before applying for a Letter of Completion, it is strongly recommended that you first consult with International Student Services (ISS) to clarify how the Letter of Completion will impact your immigration status. You can connect with ISS at <https://iss.tamu.edu/Connect-with-ISS>.

The Letter of Completion will include the student's name, degree, and the expected conferral date for that degree.

Student's Name

Student's UIN

Student's TAMU Email

Student's Signature Date 8/16/2022 | 8:43:22 CDT

I wish to pick up my Letter of Completion from the Graduate and Professional School (Note: You will be emailed at the TAMU email address above once the letter has been prepared) I understand that if I choose to pick up my Letter of Completion, I will be required to provide proper identification such as a valid driver's license or student ID card.

I wish to have my Letter of Completion emailed to the following email address:

I wish to have my Letter of Completion mailed to the following address:

Request for Letter of Completion

Last Revised: 4/29/2022

NOTES:

10.8 LETTER OF INTENT

A student completing a graduate degree who wants to continue for another graduate degree may request to do so by filing an approved letter of intent with the Graduate and Professional School if there is no break in enrollment, or if the break is less than one calendar year. A student who has an enrollment break of more than one calendar year or longer following graduation must re-apply through Graduate Admissions.

To complete the Letter of Intent form:

1. This form is completed in the DocuSign electronic system.
2. Enter the degree and semester of the completed degree, the proposed continuing degree, department, major and the semester to begin the proposed degree.
3. The student's signature is required along with including his/her name, student UIN, and mailing address.
4. The department head, or the Chair of the Intercollegiate Faculty, must sign indicating their acceptance of the student and date. The signer checks if the student must begin in the term listed only, or if they receive the one-year time frame to register.

Upon approval of the Graduate and Professional School, a copy will be sent to the student, department, the Office of the Registrar, the Office of Admissions, and ISS (if appropriate). The student will then be eligible to register for the new program during the normal registration period for continuing students.

This form may be signed and submitted to the Graduate and Professional School according to the timeframe considered appropriate for making departmental admissions decisions for the requested semester start date (a maximum of one year from the requested semester start date). In signing a Letter of Intent, the department is making an admission decision. Therefore, this process should be given the same level of scrutiny as an application for admission.

Students who are approved for a Letter of Intent that is semester specific, but do not begin study in the semester indicated, must file a new Letter of Intent with the new semester indicated (if within one year of graduation).

If the student does not successfully complete the current degree in the semester indicated, action will be taken by the Graduate and Professional School to place the student back in the original degree program. Unless the admission decision is valid for a future term, it will be removed from Compass.

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



Letter of Intent

Background. The purpose of this form is to enable a student completing a graduate degree at Texas A&M University to continue for another graduate degree without filing an admissions application through the Office of Admissions. Any break in enrollment (between the two programs) must be less than one calendar year. The admitting department's approval and signature is required before the form is submitted to the Graduate and Professional School (GPS). Submission should occur no earlier than one year from the requested semester start date.

Note. Programs may require all applicants, including students wishing to submit a Letter of Intent or applicants completing graduate degrees from outside the program, to submit a formal application through the Office of Admissions. Students wishing to submit a Letter of Intent should determine the existing policies of the admitting department/program.

Instructions. (1) The student should initiate the DocuSign form by completing the requested information. (2) The form then routes to the Staff Graduate Advisor, who will review the form to ensure the information is complete and correct. (3) The Department Head or Intercollegiate Faculty Chair of the admitting department/program should complete their information, indicate whether the request is approved, and sign the form. DocuSign will then send the completed form to Graduate and Professional School for processing.

If the Letter of Intent is approved, Graduate and Professional School will process the form. Only after this time are students eligible to register for courses during the scheduled enrollment period for continuing students. If the student fails to complete the first degree prior to the requested semester start date, admission to the new program will no longer be valid for that semester. The admission will be deferred, if specified by the department, for up to one year from the requested semester start date. Otherwise, a new Letter of Intent form must be submitted.

Current degree program (degree) Expected completion date (semester/year)

Proposed degree program (degree|major|department) Requested semester start date *

**The requested semester start date cannot be more than one calendar year following graduation from the current program (e.g., enrolling no later than Spring 2016 for students completing the current program in May 2015.)*

Student Name UIN Date

Mailing Address Email Address

Checked and approved by Staff Graduate Advisor: _____

We have reviewed the student's credentials and have accepted or declined him/her into the above named program.

If accepted, please choose beginning term option:
(please select one) the semester named above **only**
 up to one year after the semester named above

Department Head / Intercollegiate Faculty Chair - type and sign Date

Letter of Intent

Last Revised: 01/08/2021

NOTES:

10.9 GRADUATE STUDENT GRADUATION CANCELLATION FORM

1. Students should list their name exactly as it appears in Compass, along with their UIN, Degree and Major.
2. Student's signature required.
3. Committee Chair signature with date required.
4. Any graduation cancellations submitted fewer than 30 working days prior to the graduation ceremony or after the Q-drop date must include the signature of the Department head or Chair of the Interdisciplinary Program. The Dean of the College must approve a request to cancel graduation less than 30 working days prior to the graduation ceremony.

Note: All graduation cancellation forms are subject to Graduate and Professional School approval. If a student has met all degree requirements, the cancellation will not be approved. Students who are canceled receive a confirmation email.

NOTES:

10.10 NON-RESIDENT TUITION WAIVERS

1. Student's name should be listed exactly as it appears in Compass. Include the UIN of the student.
2. List the number of hours for which the student is currently registered. Please note that Graduate Assistants must be enrolled full time to hold an assistantship. No waivers will be processed until a student is enrolled in the required number of hours.
3. Indicate the semester for which the request is being made. Requests must be submitted every semester.
4. The student should sign and date the form, provide a contact phone number, and provide their TAMU email address.
5. Fill out the employing department name.
6. Indicate the Graduate Assistant's job title (Graduate Assistant Non-Teaching, Graduate Assistant Teaching, Graduate Assistant Research, etc.)
7. Indicate the assistantship hire date (must be before the official census date of the semester for which the request is being submitted), the student's FTE percentage, and the job title code.
8. Indicate the anticipated assistantship termination date and a telephone number for the student's supervisor.
9. Summarize the student's job duties and how they relate to the student's academic program (may be attached on departmental letterhead.)
10. An authorized signer from the employing department should sign section B verifying that the student is employed in an eligible position for the semester.
11. Fill out the academic department name and four-letter department code.
12. An authorized signer from the academic department should sign and date section C verifying that the student's job duties support his or her degree program.

The forms are submitted using [DocuSign](#).

Common reasons the form may be returned:

- Unauthorized signers from the Employing Academic Units
- Student is not meeting the minimum registration requirements
- NRTW request form is missing employment information such as pay title and position type

NOTES:

Non-Resident Tuition Waiver Request for Spouse/Dependents of Graduate Assistants

RULES OF ELIGIBILITY FOR WAIVER

Graduate Assistants who are employed in the Graduate Assistant Research (GAR), Graduate Assistant Teaching (GAT), Graduate Assistant Lecturer (GAL), and Graduate Assistant Non-Teaching (GANT) titles are eligible to pay tuition at the in state rate. Students must be employed at 50% effort in an eligible title code for the entire fall/spring semester beginning no later than the 12th class day. In summer sessions, student must be employed at 50% effort in an eligible title code no later than the 4th class day. In addition, students must be making satisfactory academic progress and must be registered full-time. Full-time registration is considered 9 hours in the fall and spring, and 6 hours in the summer. Exceptions to these hours include: 1) students employed in a GAT title for only summer session I or summer session II only need to register for 3 hours, and 2) students employed in a GAL title only need to register for 1 hour to be considered full-time. Students in the Advanced Dental Education programs may be considered full-time with fewer hours per Student Rule 1.8.1. Additionally, spouses and dependents of eligible graduate assistants also qualify for resident tuition. For Spouse/Dependent waivers, student must provide proof of legal marriage/dependency.

Texas Education Code, Sec. 54.212. TEACHING OR RESEARCH ASSISTANT.

A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.

Transferred and redesignated from Education Code, Section 54.063 by Acts 2011, 82nd Leg., R.S., Ch. 359, Sec. 1, eff. January 1, 2012.

Spouse/Dependent of Graduate Assistant:

Last Name: First Name: Middle Initial:

UIN: Number of hours currently registered: (Request must be submitted each semester)

Request for Semester: Fall 20 Spring 20 Summer I 20 Summer II 20 Summer 10-week 20

I certify that I am the spouse/dependent of an eligible Graduate Assistant. **Formal proof of marriage/dependency must be attached.**

Signature: Date: Telephone #: TAMU Email Address:

Graduate Assistant:

Name: UIN:

Number of hours currently registered: (Request must be submitted each semester)

I certify that I am, and will remain, enrolled for the minimum hours required to be eligible for an assistantship.

Signature: Date: Telephone #: TAMU Email Address:

FOR OGAPS USE ONLY:

Hours Registered:

GPA:

Employing Department of Graduate Assistant Information:

Employing Department Name: Job Title: GANT GAT GAR GAL

I certify that the above mentioned student is employed in a graduate assistant position for the current semester.

Printed Name of Authorized Signer: Signature: Date:

Approved By:

Associate Provost for Graduate Studies

Date

Last Revised: 8/26/2019

NOTES:

PowerForm Signer Information

--- Non-Resident Tuition Waiver for Graduate Assistants ---

This form should be completed by the student.

Before proceeding, we strongly recommend that you identify the names and TAMU emails for the designated Authorized Signers in a) your employing department and b) your home academic department. Ensuring that you collect the contact information for the correct persons will enable us to process your Non-Resident Tuition Waiver request without unnecessary delays. If you need help identifying the appropriate person(s), contact your academic advisor.

Each field listed below is required for the form to be considered complete. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Employing Department

Name: *

Email: *

Academic Department

NOTES:

NOTES:

10.11 THESIS / DISSERTATION – APPROVAL OF WRITTEN THESIS FORM

The Written Approval Form should be initiated by the student. Before proceeding, you must identify the name and TAMU email for the 1) Staff Graduate Advisor in the department, 2) the committee chair, 3) the committee members, and 4) the Department Head or Intercollegiate Faculty Chair (or their designee). Complete all of the applicable information, click “Begin Signing”, and complete all requested fields on the form. If you require assistance entering the requested information, please contact the Staff Graduate Advisor.

1. Log into DocuSign to link your TAMU account before submitting any forms. Logging in will automatically link the account with your NetID and will allow you to later check the status of documents which you have submitted, signed, or are awaiting your action.
2. With feedback from the Texas A&M Community, GPS has developed workflow processes for each form.
 - a. The Initiator (either student or Staff Graduate Advisor, depending on the form) starts the form and completed the requested information.
 - b. If you are in the Workflow, you will receive an email to your TAMU email account. Once you receive an email, respond to the prompts, provide your initials or signatures (whichever is requested), and then continue.
3. You can check the status of any forms submitted after you have linked your DocuSign account with your NetID by signing into DocuSign using your TAMU email. See the overview video and steps for more information.
4. Follow the “Using DocuSign” guide for your role:
 - a. Students
 - b. Department Staff
 - c. Faculty
5. DocuSign has a robust Support Center. You can watch a video to learn more about signing documents. There are also step-by-step instructions related to printing documents, accessing documents you previously signed, and other basic information.
6. You may also visit the GPS DocuSign Form FAQs page to view additional documentation, “How-To” videos, and answers to common questions.
7. If you have additional questions or comments:
 - a. If you have questions about what you are signing or programmatic elements of the DocuSign form, contact the Staff Graduate Advisor in your department.
 - b. If you have questions about how to sign the form or other technical aspects of DocuSign, check out the Support Center page.
 - c. Finally, if you think there is a mistake in the form or you need to make a correction related to the people included on the form, see the helpful videos and other tutorials that show you how, available here.

NOTES:

Note on Committee Signatures: This form should not be signed by your committee until you have passed your final defense and you have made all requested changes for your committee. The chair co-chair, all members of the advisory committee, the department head, or the

Intercollegiate faculty chair (if applicable), must sign on the appropriate lines on the 'Written Thesis/Dissertation Approval' form. They must also indicate whether they approve or disapprove the written thesis/dissertation/record of study. Substitutes present at the defense should not sign this form nor should special appointments. For additional information regarding thesis submittal and review, contact the Thesis and Dissertation Services team at 979-845-3631 or thesis@tamu.edu.

NOTES:

Graduate and Professional School - Student Forms ✦ Thesis / Dissertation – Approval of Written Thesis Form

GRADUATE AND PROFESSIONAL SCHOOL



WRITTEN THESIS APPROVAL FORM

Student's Name: _____
 (Name must match TAMU student records)

Degree (check one): M.S. M.A. MMR MSPH (Other) _____

Date of Defense (mm/dd/yy or Exempt): _____ Today's Date (mm/dd/yy): _____

Anticipated Date of Graduation (Month Year): _____

Major Subject: _____

Thesis Title: _____

We the undersigned duly appointed committee have read and examined this manuscript. We certify it is adequate in scope and quality as a thesis for this master's degree and indicate our approval of the content of the document to be submitted to GPS for processing and acceptance, OR we indicate our dissent below. A vote by all members of the committee with at most one dissension is required to pass. *Special Appointments are not required to sign this form.*

	Approve	Disapprove
_____	<input type="checkbox"/>	<input type="checkbox"/>
Chair	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Member	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Member	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Member	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Member	<input type="checkbox"/>	<input type="checkbox"/>

_____ Checked and approved by
 Dept. Head OR Intercollegiate Faculty Chair Staff Graduate Advisor: _____

Student Contact Information:

_____ UIN _____ Student's Email Address

The student must submit this signed approval form to Graduate and Professional School for approval and upload the final PDF version of the thesis to ctd.tamu.edu by the published deadline for the semester. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the thesis in final form. Students must clear Thesis and Dissertation Services within a year of their final defense. The Graduate and Professional School posts a calendar for each semester, and these dates must be observed.

NOTES:

NOTES:

10.12 THESIS / DISSERTATION – COPYRIGHT AND AVAILABILITY FORM

The Copyright and Availability Form should be initiated by the student. Before proceeding, you must identify the name and TAMU email for the committee chair. Complete all of the applicable information, click “Begin Signing”, and complete all requested fields on the form. If you require assistance entering the requested information, please contact the Staff Graduate Advisor.

1. The student must complete the student information section, including the student’s name, UIN, degree, and month/year of graduation.
2. The student should read and understand the Texas A&M University Copyright agreement.
3. The student should read and acknowledge his/her responsibility for the content found in this ETD, in regard to accuracy, copyright, Institutional Review Board, and other applicable laws/requirements.
4. After consulting with the committee chair and co-chair (if applicable), the student should select the appropriate availability option. Additional information about each option can be found on page 2 of the form.
5. If the Full Record Hold or Document Only Hold are chosen, the student will need to provide written justification for their selection.
6. The chair or co-chair should sign the form, indicating their acknowledgement of the availability option selected.
7. The student must sign the form agreeing to the Texas A&M University copyright license agreement, the acknowledgement of content statement, and availability option selected.

NOTE: This form must be received by Thesis and Dissertation Services in order for the student to receive clearance.

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



**THESIS, DISSERTATION, AND RECORD OF STUDY
COPYRIGHT AND AVAILABILITY FORM**

Student's Name: _____ Student's UIN: _____

Degree: (check one) Master's Doctoral Date of Graduation (Month Year): _____

TAMU COPYRIGHT AGREEMENT

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation, or record of study (hereafter referred to as ETD), allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my advisory committee.

I hereby grant to Texas A&M University or its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, dissertation, or record of study in whole or in part in all forms of media, now or hereafter known.

FERPA. To the extent this thesis, dissertation, or record of study is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the thesis, dissertation or record of study. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or record of study.

ACKNOWLEDGMENT OF CONTENT STATEMENT

I hereby acknowledge that it is my responsibility to ensure the data and information presented in the ETD are correct and accurate, complying with copyright, Institutional Review Board and other applicable laws/requirements. Any errors therein are acknowledged as my own. I further admit that any optional/personal information exposed in the ETD was included willingly and knowingly. I understand once my ETD has been released to the University Libraries and/or ProQuest, I will not have access to it for corrections of any nature.

AVAILABILITY OPTIONS (check one)

(Immediate Release) Release the ETD immediately for worldwide access on the Internet.

(Document Only Hold - Usually for future publication purposes) Restrict access to the ETD document for **two years** then release the ETD for worldwide access on the Internet. *(Metadata, including abstract, will be available during the embargo period).* **Please explain below.**

(Full Record Hold - Usually for patent considerations) Restrict all access to the ETD for **two years** and then release the ETD for worldwide access on the Internet. **Please explain below.**

Reason for requesting a Full Record Hold or Document Only Hold:

(attach additional pages if needed)

CHAIR/CO-CHAIR'S SIGNATURE

I have discussed the availability choices with my student, and I approve of the choice the student has made.

Chair or Co-Chair's Name: _____ Date _____

STUDENT AVAILABILITY & COPYRIGHT AGREEMENT

I have read and fully agree to the TAMU copyright agreement regarding my ETD. I agree to the ETD availability option I selected above and understand the ETD will be released immediately following the expiration of the embargo period unless a written request for extension has been submitted and approved. I understand that the availability option is my choice and that there are publishing consequences to my selection.

Student's Name: _____ Date _____

Last Revised: 01/08/2021

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



Texas A&M University
Electronic Theses and Dissertations (ETD)
How to Choose an Availability Option

Texas A&M University's Policy

All Texas A&M University Electronic Theses/Dissertations (ETDs) will be made available immediately after graduation worldwide on the Internet via Texas A&M University Libraries. Availability may be delayed temporarily for circumstances such as patent consideration, compliance with research contractual terms, publication issues, etc.

What comprises an ETD record?

An ETD record includes several elements, as noted below:

Metadata – Data which describe the ETD record. These include, but are not limited to, the title, abstract, author, committee, keywords, etc.

Document – The ETD primary document which describes the independent research study that was undertaken to partially fulfill requirements for the degree sought – generally a single PDF file.

Supplemental files – Files which accompany the ETD document, are intended for public access, and provide additional details of the research (e.g., data sets, movie clips, etc.).

License files – Files which describe the license signed by the student author at the time of submission, granting Texas A&M University (or other parties) certain, limited rights for use.

Administrative files – Files provided to the Graduate and Professional School for administrative processing purposes and/or for purposes of being included as part of the graduate student record (e.g., Written Thesis/Dissertation Approval Form, Copyright & Availability Form, etc.). These files are not made available to the public along with the ETD record.

What is a "Full Record Hold," and when would I choose it?

Any research that would preclude worldwide release for an extended period of time or permanently (e.g., sponsored research, national security, personal risk) to comply with research contractual terms or patent considerations requires the "Full Record Hold." The ETD record (not including administrative files) will be released immediately two years after the graduation date unless an extension is requested and approved.

What is a "Document Only Hold" and when would I choose it?

If you are submitting material to a publisher who has restrictive pre- or post-publication policies (e.g., restricts Internet access to material prior to publication), select the "Document Only Hold." The ETD metadata will be made available for open access immediately following graduation via the Texas A&M University Libraries and ProQuest (for dissertations), but the document and supplemental files will be restricted during the embargo period. The ETD document and supplemental files will be released immediately after two years unless an extension is requested and approved.

How do I extend a hold?

A hold may be extended for up to two years (for the first extension) and then one year at a time for any additional extensions. The request must be made prior to expiration and appropriate justification must be included. Each request for extension will be reviewed on a case-by-case basis.

Graduate students and faculty (as research sponsors) bear responsibility for requesting extensions. A timely request is important in order to extend any hold periods. Please complete and submit the "Request for Extension of Thesis/Dissertation Hold" form found at grad.tamu.edu.

For additional questions or concerns regarding availability options, please contact Thesis & Dissertation Services at thesis@tamu.edu or 979-845-3631.

NOTES:

10.13 GRADUATE STUDENT TRAVEL AWARD APPLICATION

1. Submit the application with original signatures only; all applications must be typed. All parts of the application need to be submitted as ONE (1) pdf document.
2. Attach an itemized budget justification.
3. List any other funding sources you have applied to.
4. Provide all travel information.
5. Provide location of travel.
6. Provide dates of travel.
7. Provide all additional requirements including screen shot of submitted G.R.A.D. Aggies reflection and Conference Presentation Acceptance (if applying for conference).
8. Make sure all signatures are original.
9. Submit to grad-award-admin@tamu.edu or bring to the office in person.

10.14 GRADUATE STUDENT RESEARCH AND PRESENTATION TRAVEL AWARD REIMBURSEMENT FORM

The Graduate Student Research and Presentation Travel Award Reimbursement Form is now an online process through the Graduate and Professional School Award Portal, ogapsportal.tamu.edu. Information on the reimbursement process, including instructions, Frequently Asked Questions and access to the Graduate and Professional School Award Portal can be found at <https://grad.tamu.edu/knowledge-center/general-faqs>. Please email grad-travel-award@tamu.edu with any questions.

1. Complete and submit the Reimbursement Form through the online portal at ogapsportal.tamu.edu. Reimbursement Forms must be submitted within 30 days of the travel return date.
2. Required information includes:
 - a. Itemized Expense Report that includes all travel expenses associated with the trip
 - b. Total amount of other funds received to support the travel
 - c. Uploaded PDF that includes:
 - i. Itemized receipts for each expense
 - ii. Two-page summary/reflection of the trip that includes the statement *"I verify that this is an accurate representation of my accomplishments using these travel funds."* and the applicant's signature.

NOTES:

10.15 REQUEST FOR FELLOWSHIP DEFERMENT

1. Submit a completed form to the Graduate and Professional School by email: grad-award-admin@tamu.edu
2. Students must have approval from their department for their deferment.
3. To reactivate your fellowship, you must submit a Request for Reinstatement form.

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



Request for Fellowship Deferment

Submit this form to the Graduate and Professional School by email: grad-award-admin@tamu.edu

Name: _____
UIN: _____ TAMU Email: _____

Reason for Request:

- | | |
|---------------------------------------------------|------------------------------------------------------|
| <input type="radio"/> Co-op | <input type="radio"/> Medical Withdrawal |
| <input type="radio"/> Study Abroad | <input type="radio"/> Another Scholarship/Fellowship |
| <input type="radio"/> Military leave | <input type="radio"/> Deferred Admission* |
| <input type="radio"/> Internship/Student Teaching | <input type="radio"/> Other (specify below) |

Notes: _____

**can only defer for a maximum of one academic semester*

Check Fellowship(s):

- | | |
|-----------------------------------------------------|------------------------------------------------------------|
| <input type="radio"/> Dissertation Fellowship | <input type="radio"/> NSF-BTD |
| <input type="radio"/> Graduate Diversity Fellowship | <input type="radio"/> Pathways to the Doctorate Fellowship |
| <input type="radio"/> Graduate Merit Fellowship | <input type="radio"/> Other |
| <input type="checkbox"/> NSF-GRFP | |

Please contact the Grad School at 979.845.3631 or by email at grad-award-admin@tamu.edu if you have any questions.

I am requesting deferment of my fellowship funding from _____ (semester) of _____ (year)
until _____ (semester) of _____ (year).

Signature: _____ Date: _____

NOTE:

- To reactivate your fellowship funding you must submit a Request for Reinstatement Form.
- If circumstances change that would result in the modification of these previously agreed upon terms of deferment, you must notify the Graduate and Professional School at 979-845-3631 immediately.
- During the deferment period a student MAY NOT attend another four-year degree granting University. This will result in the termination of your fellowships. The only exception is participation in a Texas A&M University approved Study Abroad Program or National Student Exchange.

Notes: _____

Internal Approval
Approved By: _____ Date: _____

NOTES:

10.16 REQUEST FOR FELLOWSHIP REINSTATEMENT

1. Submit this form to the Graduate and Professional School by email: grad-award-admin@tamu.edu
2. Students returning from an approved leave of absence should submit this form preferably six (6) weeks before the start of the semester in which they wish to return.
3. Students need to communicate with their department about their plans for reinstating their fellowship to make sure any departmental funding is in place.
4. Students who have decided not to return from a leave of absence should select the appropriate box, indicating that they intend to withdraw from the University.

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



Request for Fellowship Reinstatement

Submit this form to the Graduate and Professional School by email: grad-award-admin@tamu.edu Students returning from an approved leave of absence should submit this form preferably six weeks before the start of the semester in which they wish to return. Students who have decided not to return from a leave of absence should select the appropriate box below, indicating that they intend to withdraw from the University.

Name: _____

UIN: _____ TAMU Email: _____

Check Fellowship:

- | | |
|-----------------------------------------------------|------------------------------------------------------------|
| <input type="radio"/> Dissertation Fellowship | <input type="radio"/> NSF-BTD |
| <input type="radio"/> Graduate Diversity Fellowship | <input type="radio"/> Pathways to the Doctorate Fellowship |
| <input type="radio"/> Graduate Merit Fellowship | <input type="radio"/> Other |
| <input type="radio"/> NSF-GRFP | |

Department/Program: _____

INFORMATION ON LEAVE OF ABSENCE

Reason for Leave:

- | | |
|---------------------------------------------------|------------------------------------------------------|
| <input type="radio"/> Co-op | <input type="radio"/> Medical Withdrawal |
| <input type="radio"/> Study Abroad | <input type="radio"/> Another Scholarship/Fellowship |
| <input type="radio"/> Military leave | <input type="radio"/> Deferred Admission |
| <input type="radio"/> Internship/Student Teaching | <input type="radio"/> Other (specify below) |

Notes: _____

Semester and Year of Proposed Return: _____

OR:

I have decided not to return from my leave of absence; please withdraw me from my program.*

*Please note that the decision to withdraw is final. By selecting this option, you are notifying the Graduate and Professional School that you are withdrawing from your program and hence you forfeit your funding. Other actions may need to be taken by you, at the department and/or University level, to officially confirm your withdrawal.

FOR STUDENTS ON MEDICAL LEAVE: Please submit documentation from your health care provider that confirms that you are capable of returning to graduate study.

Additional Information/Comments: _____

Student Signature: _____ Date: _____

Internal Approval
Approved By: _____ Date: _____

Please contact the Graduate and Professional School at 979.845.3631 or by email at grad-award-admin@tamu.edu if you have any questions.

NOTES:

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Graduate and Professional School

Faculty and Staff Forms

NOTES:

11 GRADUATE AND PROFESSIONAL SCHOOL - FACULTY/STAFF FORMS

11.1 SPECIAL TOPICS (689) COURSE REQUESTS

Special Topics (689) course requests are now submitted via the Registrar’s online Section Request System at <https://sectionrequest.tamu.edu/>. For access to or questions about the system, please contact the Scheduling Office in the Office of the Registrar. All course requests should be approved by the college at least five (5) working days prior to the class schedule inclusion registration deadline published by the Office of the Registrar each semester.

According to the Rule FS.15.013 for Special Topics Courses (<https://u.tamu.edu/FS-15-013>), a new graduate course may be taught under the designation of Special Topics (689) two times. The course should then be given a regular course number and submitted for approval as a new course. A Special Topics course may not be receive approval for a third time, unless a new permanent course request has been initiated in the Curricular Approval Request System (CARS) for consideration.

Contact: Graduate and Professional School – grad@tamu.edu or 979-845-3631
Office of the Registrar, Scheduling Office – scheduling@tamu.edu or 979-458-4950

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NOTES:

11.2 AUTHORIZED SIGNERS FOR COLLEGES OR SCHOOLS, DEPARTMENTS, AND INTERDISCIPLINARY DEGREE PROGRAMS (IDPs)

Each college or school, department, and interdisciplinary degree program (IDP) must have an Authorized Signers Form on file with the Graduate and Professional School. These forms are used to verify who is authorized to approve graduate and professional student documents in the Document Processing Submission System (DPSS) across the University.

The Authorized Signers Form is also used to designate approvers and nominators for the Graduate Committee Faculty (GradCom) and give access to view student documents in ImageNow and the Doctoral Student Profile System.

11.2.1 Authorized Signers Form

Each college or school, department, and IDP will need to include the following information in their Authorized Signers Form:

- Name of the College or School/Department/IDP
- The full names of all the unit’s faculty leadership and position titles (Dean, Department Head, or Program Chair; Associate Dean(s), Assistant Department Head(s), Program Co-Chair(s); Graduate Instruction Committee Chair; Graduate Operations Committee Dean; etc.)
- The full names of all the unit’s staff and position titles (Administrative Assistant(s), Program Coordinator(s), Graduate Advisor(s), etc.)
- The TAMU email addresses of all authorized faculty signers and staff
- The University Identification Number (UIN) of all authorized faculty signers and staff
- The NetID of all authorized faculty signers and staff
- The phone number of all authorized faculty signers and staff
- Designate faculty and/or staff authorized to enter nominations in GradCom and InfoReady
- Designate authorized faculty approvers for nominations in GradCom and InfoReady (for Fellowships and Awards)
- Designate Pre-Committee Staff Approvers for student documents in DPSS
- Designate authorized faculty approvers for student documents in DPSS
- Designate faculty and staff approvers in DocuSign
- Select if the user(s) will need access to view student documents in ImageNow and the Doctoral Student Profile System

NOTES:

- Indicate designated staff contact persons for graduate document correspondence and the unit’s human resources liaison for non-resident tuition waivers

11.2.2 For DPSS

The Pre-Committee Staff Approver is the departmental “pre-check” to ensure that degree plans and petitions all students submitted follow the program’s rules before submission to the students’ committee members.

The faculty member(s) designated as the College or School/Department/Program Approver will be *required* to approve *all* degree plans and petitions for *all* students submitted in DPSS for their unit. (The Graduate and Professional School strongly recommends only *one* approver for each college or school, department, and IDP.) Other designees on the forms will be able (but not required) to **Proxy Approve** in the event the College or School/Department/Program Approver or advisory committee members are unable to do so. (The Graduate and Professional School recommends at least two Proxy Approvers for each college or school, department, and IDP; however, this is not mandatory).

11.2.3 GradCom

The faculty member(s) designated as the College or School/Department/Program Approver will be required to approve Graduate Committee Faculty nominations submitted for their unit. (The Graduate and Professional School recommends more than one Authorized Signer for each college or school, department, or IDP; however, this is not mandatory). Other designees on the forms will be able (but not required) to Proxy Approve in the event the College or School/Department/Program Approvers are unable to do so. (Proxy Approvers will not receive notifications when nominations are submitted for approval).

Note: Only members of Graduate Committee Faculty may be listed as faculty approvers. Staff members are not considered “Authorized Signers”.

Staff members may have “access to enter and view nominations” for their unit. Individuals with this access will be able to create, but not approve, nominations to the Graduate Committee Faculty. Users will also be able to see the status of all nominations for their unit.

College or School/Department/Program Approvers may also have access to enter and view nominations if marked for that role.

Contact: Graduate Committee Faculty Administrative Coordinator – gradcom@tamu.edu or 979-845-3631

NOTES:

Graduate and Professional School - Faculty/Staff Forms ✦ Authorized Signers for Colleges or Schools, Departments, and Interdisciplinary Degree Programs (IDPs)

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



* For Colleges Only

Name of the College for which these signers are authorized

List below the dean and other faculty authorized to sign on behalf of the dean.

Typed Name	Title	Email	UIN	NetID	Phone	Authorized Signature	DPSS Approval		Graduate Committee Faculty Approval			
							Departmental Approver	Proxy Approver	College Approver	Proxy Approver	Access to Enter/View Nominations	ImageNow
	Dean						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	GOC Dean						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	GIC Dean						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: Month/Day/Year

NOTES:

Graduate and Professional School - Faculty/Staff Forms ✦ Authorized Signers for Colleges or Schools, Departments, and Interdisciplinary Degree Programs (IDPs)

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



** For Colleges Only*

Please list the person to whom all regular graduate document correspondence should be sent. This may be a faculty or staff person. If no one is specified, correspondence for your program will be sent to the department head or interdisciplinary program chair.

Typed Name	Title	Email	UIN	NetID	Phone	DPSS Approval	Graduate Committee Faculty Approval	Designated Contact Person			ImageNow
						Pre-committee Staff Approval	Access to Enter/View Nominations	Graduate Student Documents	Special Topic Course Requests	Non-Resident Tuition Waivers	Access to Approved Documents
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: Month/Day/Year

NOTES:

11.3 ENGLISH LANGUAGE PROFICIENCY – ALTERNATIVE VERIFICATION FORM

1. Complete the student’s name and UIN.
2. The Department Head must sign the form.
3. If selecting option two, please attach all justification and documentation to support the request, such as transcripts associated with training or courses completed for English oral skills at a university and/or institution other than Texas A&M University.

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES



Alternative Verification Form English Language Proficiency Requirements

Departments initiate alternative verification requests.

Date: _____

Student Name: _____

Student UIN: _____

Department Head Name (Print): _____

Department Head Signature: _____

OPTION ONE: I certify that the international student listed above holds a master's degree from an accredited institution located in the U.S., and therefore qualifies for alternative verification.

OPTION TWO: Other Alternative Verification Requests

All other requests for alternative verification require strong department justification and review in compliance with Office of Graduate and Professional Studies policies and guidelines. The student should provide the department with documentation to support the alternative verification request. Departments should provide a brief justification below for the alternative verification request. Attach all supporting documentation to this form.

11.4 ENGLISH LANGUAGE PROFICIENCY – ALTERNATIVE CERTIFICATION FORM

1. Complete the student’s name and UIN.
2. The Department Head must sign the form.
3. Check the qualification option of the student.
4. If selecting option two, please attach all justification and documentation to support the request, such as transcripts associated with completing a rigorous and comprehensive training program for English oral skills at a university and/or institution other than Texas A&M University.

NOTES:

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GRADUATE AND PROFESSIONAL STUDIES



Alternative Certification Form English Language Proficiency Requirements

Departments initiate alternative certification requests.

Date: _____

Student Name: _____

Student UIN: _____

Department Head Name (Print): _____

Department Head Signature: _____

Check one of the following options:

- Option One:** The student named above has received a baccalaureate degree following four years of study at an accredited institution or institutions located in the U.S., and therefore qualifies for alternative certification.
- Option Two:** The student named above is a citizen of one of the approved countries listed by the [Office of Admissions](#) and the department requests an alternative certification for this student. Please list the approved country below.
- Option Three:** Other Alternative Certification Requests

All other requests for alternative certification require strong department justification and review in compliance with Office of Graduate and Professional Studies policies and guidelines. The student should provide the department with documentation to support alternative certification requests based on previous experiences and/or training. Departments should provide a brief justification below for the alternative certification request. Attach all supporting documentation to this form.

11.5 ACADEMIC DEPARTMENT APPROVAL FOR GRADUATE ASSISTANT TO WORK >50% EFFORT

1. The form must be submitted to the Graduate and Professional School at least ten (10) days prior to the first day of employment.

Note: The student must register appropriately; (example - 9 hours in the Fall and Spring and 6 hours in the Summer).
Note: The form can only be submitted for one semester at a time.

2. The student name and UIN must be listed as they appear in COMPASS.
3. Academic Term of Request: provide the semester that the work is being completed (e.g. Fall 2016).
4. List the Department Point of Contact information for the primary appointment, including email and phone number, usually the business administrator or individual in the department who manages graduate assistant payroll/benefits.
5. Summary of Duties: A description of duties for each position is required.
6. Provide information regarding the student's additional appointment or increased effort. The student is not allowed to work more than 9 hours above the 20-hour assistantship.
7. List the Department Point of Contact for the additional appointment; include email and phone number.
8. The department head from the student's academic home department or their committee chair (if they have an approved degree plan on file with the Graduate and Professional School) must approve the form.
9. If the student's academic home is in the College of Engineering, the CLEN GOC Dean's signature is also required.

Once the form has been completed and signatures obtained, the form should be returned to the employing department to be uploaded with the associated Workday request. Common reasons the form may be returned:

- The student is not registered for the semester that the work is being completed
- The student is not registered full-time for the semester that the work is being completed
- The form lacks required information
- The form lacks a required signature
- The form is submitted for more than one semester

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



Academic Department Request of Graduate Assistant >50% Effort

The request must be approved by the Graduate and Professional School **BEFORE** start date for compliance and authorization.

This form is used to request and document approval of arrangements for students in a Graduate Assistant title to work above 50% effort (20 hours per week). The action may be requested for up to 72.5% effort (29 hours per week) in Fall or Spring and 100% effort (40 hours per week) during Summer, break periods and when classes are not in session. The total hours per week includes all combined jobs. The employer will then attach this form to the [Start Additional Job](#) process in Workday.

Galveston Campus, COE & AgriLife: Complete and upload this request form via [Laserfiche](#). The Graduate and Professional School will review and communicate any needs for modifications or approval via the Laserfiche process. The employer will then attach this form, with the approval stamp, to the [Start Additional Job](#) process in Workday.

International students may not work more than 20 hours per week except when school is not in session or during the annual vacation according to the Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(ii)(B) or (C). A termination date is required in alignment with the regulation for [Summer and Break employment](#).

One-Time Payments: Employers must check with The Graduate and Professional School before processing to confirm a one-time payment is appropriate. If approved, the employer will then attach this form, with the approval stamp, to the [Start Additional Job](#) process in Workday.

*The dates of employment for the additional job must fall within the academic term of the request. This form must be updated each term.

Student Information	
Name: _____	UIN: _____
*Academic Term of Request (i.e., Semester and Year): _____	
Primary Appointment Information	
Job Title: _____	Hours worked per week: _____
Employing Department: _____	
Summary of Duties: _____	
Department Point of Contact: _____	Phone Number: _____
E-mail Address: _____	
Additional Appointment Information	
Job Title: _____	
Payment Type: <input type="radio"/> Per Hour <input type="radio"/> Per Month <input type="radio"/> One Time Payment	
Additional Hours Per Week (max 9 in Fall/Spring, 20 in Summer): _____ Start & End Date: _____	
Employing Department: _____	
Summary of Duties: _____	
Department Point of Contact: _____	Phone Number: _____
E-mail Address: _____	

APPROVAL
 Name of Department Head/Advisory Committee Chair for the student's Academic Department: _____
 Signature: _____ Printed Name: _____

ENGINEERING ONLY
 Name of College GOC Dean: _____
 Signature: _____ Printed Name: _____

Last Revised: 07/01/2021

NOTES:

11.6 REQUEST FOR DOCTORAL STUDENT TO ADD A SECONDARY MASTER'S DEGREE PROGRAM

1. Student/department should indicate which circumstance they are requesting to add the secondary program.
2. Student's name should be listed exactly as it appears in Compass. Include UIN.
3. Check the appropriate box for the current doctoral program, or for option 3, the doctoral program the student is moving into. Write out the department name or code and major.
4. Check the appropriate box for the proposed secondary master's program. Write out the department name or code and major.
5. Please provide the expected semester and year of graduation for the master's degree.
6. Student's name should be listed exactly as it appears in Compass.
7. Please indicate whether the doctoral department will allow filing of 64-hour degree plan with completion of master's degree by checking yes or no.
8. Department should specify any stipulations for either the doctoral or master's programs related to the addition of the secondary degree program.
9. Student should sign and date the form.
10. Both department heads are required to sign the form. If the student currently has a committee for either degree program, the committee is also required to sign the form.

Note: This completed form should be submitted by the doctoral department of the student.

NOTES:

ACADEMIC AFFAIRS

GRADUATE AND PROFESSIONAL STUDIES



Request for Doctoral Student to add a Secondary Master's Degree Program

Or Master's Student to add a Doctoral Degree Program

This form should be completed when a doctoral student wishes to add a secondary Master's Degree Program with the primary doctoral curriculum. Permission from the doctoral program (and master's program, if different) is required. Students must completely fulfill requirements for both degrees and cannot double count courses or non-course requirements (e.g. residency, proposal, exams, etc.). Following submission and processing through OGAPS, the student will be allowed to file both degree plans through DPSS. The following are circumstances where this request may be considered (**please select one option below**):

- When a department wants to allow a doctoral student to add a secondary master's degree program in the same major, and the student will complete the master's along the way:** The department should submit this form to OGAPS. Once approval has been granted by OGAPS, the student should log in at <http://ogsdps.tamu.edu> and create a degree plan for the secondary master's degree. In cases where the master's degree is in the same major as the doctoral degree, and requires a thesis, a petition may be necessary to ensure research hours are assigned as desired. Please consult with your graduate advisor or OGAPS for guidance on reallocating research hours.

- On rare occasions where a department wants to allow a doctoral student to add a secondary master's degree program in a different major, and possibly different department:** The primary department of the doctoral degree should submit this form to OGAPS. Heads of both departments will be required to sign this form. Once approval has been granted by OGAPS, the student should log in at <http://ogsdps.tamu.edu> and create degree plan for the secondary master's degree program.

- When a student is in a master's program and the department wants to move the currently enrolled student to a doctoral program in the same major, and the student will complete the master's along the way:** The department should submit this form to OGAPS. Upon approval, the doctoral program will be the primary degree program, and the master's program will be the secondary degree program. Any degree plan already approved will be voided. Once approval has been granted by OGAPS, the student should log in at <http://ogsdps.tamu.edu> and create new degree plans for both the master's and doctoral degree programs. In some cases a petition may be necessary to ensure research hours are assigned as desired. Please consult with your graduate advisor or OGAPS for guidance on reallocating research hours.

In all instances, the form should be submitted by the doctoral department.

Student Name: _____ UIN: _____

Doctoral Degree: Ph.D. D.En. Ed.D. Dr. P.H.

Department of Doctoral Program: _____ Doctoral Major: _____

Master's Degree: Master of Science Master of Arts Other (e.g. MEd, MEngr, MLA, MRE): _____

Master's Option (if applicable): Thesis Option Non-Thesis Option

Department of Master's Program: _____ Master's Major: _____

Expected date of graduation for master's degree: _____

Graduate and Professional School - Faculty/Staff Forms ✦ Request for Doctoral Student to Add a Secondary Master's Degree Program

ACADEMIC AFFAIRS

GRADUATE AND PROFESSIONAL STUDIES



Page 2 Request for Secondary Master's Degree Program _____
Student Name

Will doctoral department allow filing of 64-hour doctoral degree plan with completion of master's? Yes No

Stipulations from Doctoral Program (optional):

Stipulations from Master's Program (optional):

Student Signature:

Date

If no committee is in place for either program, only Department Head signature is required for that program.

Doctoral Program Signatures

Approval Recommended:

Master's Program Signatures (if in a different major)

Approval Recommended:

Chair: Date

Chair: Date

Member: Date

Member: Date

Member: Date

Member: Date

Member: Date

Member: Date

Member: Date

Member: Date

Department Head or Intercollegiate Faculty Chair Date

Department Head or Intercollegiate Faculty Chair Date