

# How to create an **MDD Petition** in the Document Processing Submission System(DPSS)

*Last updated 8/16/2016*

# What is an MDD?

- An MDD is an electronic petition to change majors, departments or degree programs.

For petitions that result in a change of classification:

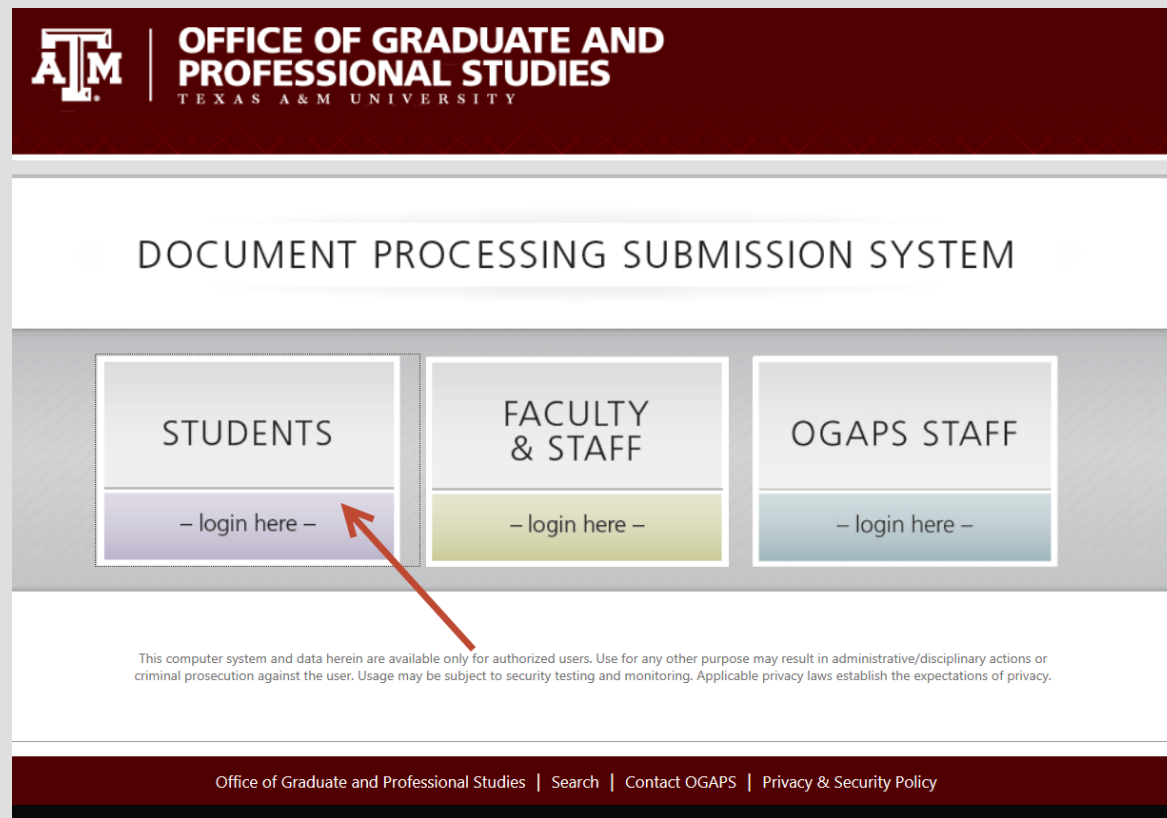
- To be effective in the same semester, students are required to have the MDD approved by OGAPS no later than the 12<sup>th</sup> (international students) and 20<sup>th</sup> (domestic students) class day during the long semesters
- For the summer semester, the petition must be approved by OGAPS by the 4<sup>th</sup> (international students) and 10<sup>th</sup> (domestic students) class day of the 1<sup>st</sup> summer session.

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


- Changes can be made at anytime in the semester

# How to Submit an MDD Petition

1. Go to <http://ogsdpss.tamu.edu>
2. Login as Student using your netid and password.



Click on Create New Petition.



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PROFESSIONAL STUDIES**  
TEXAS A & M UNIVERSITY

DOCUMENT PROCESSING  
SUBMISSION SYSTEM

Home

Degree Plan

Petitions

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Student:

Degree Plan

Degree	Major	Thesis Option	Creation Date	
MEN	CEEN	NT0	November 08, 2013	<a href="#">Select Degree Plan</a>

Petition

[Create New Petition](#)

Completed Degree Plan(s)

Degree Plans are marked as graduated in the Document Processing Submission System sometime after the first month of the term following graduation.

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# How to Submit an MDD Petition

1. Select the type of Petition that you are submitting – MDD
2. Select Continue

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Home Degree Plan Petitions Help Logoff

Identifying Information for Petition

First Name:  Last Name:

\* What type of Petition are you filing?  ?


\* indicates a required field.

MDD  
LongForm

Save & Exit Continue >>

# How to Submit an MDD Petition

Select the term and the year in which you would like the change to occur.



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HomeDegree PlanPetitionsHelpLogoff

Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall

2014  
2015  
2016  
2017  
2018  
2019  
2020  
2021  
2022  
2023  
2024


If you currently hold an F-1 or J-1 visa issued by Texas A&M University, you have a federal requirement to submit to International Student Services additional paperwork to verify the US Government order to maintain your legal status in the US, you of your degree level change, meet a submissions deadline, and/or leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and c for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>

CancelSave

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# How to Submit an MDD Petition

From the drop down menu, select the type of change that you are requesting:  
1) Change major, degree or department, 2) Change major only, keeping the current degree plan, or 3) Add an additional program



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Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall
2015

*If you currently hold an F-1 or J-1 visa issued by Texas A&M University, in order to maintain your legal status in the US, you have a federal requirement to submit to International Student Services (ISS) additional paperwork to notify the US Government of your degree level change, meet a submissions deadline, and/or potentially leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and deadlines for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>*

Please Select the Type of Change you are requesting:

Change Major, Degree or Department  
Change Major Only/Keep Current Degree Plan  
Add an Additional Program

CancelSave



# How to Submit an MDD Petition

Select your current program, department, degree and major.

Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall
2015

If you currently hold an F-1 or J-1 visa issued by Texas A&M University, in order to maintain your legal status in the US, you have a federal requirement to submit to International Student Services (ISS) additional paperwork to notify the US Government of your degree level change, meet a submissions deadline, and/or potentially leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and deadlines for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>

Please Select the Type of Change you are requesting:

Change Major, Degree or Department

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**PROGRAMS:**

**Current Program:**

Department: ELECTRICAL & COMPUTER ENGINEERING

Degree: Master of Engineering
Major: CEEN

**Requested Program:**

Department:

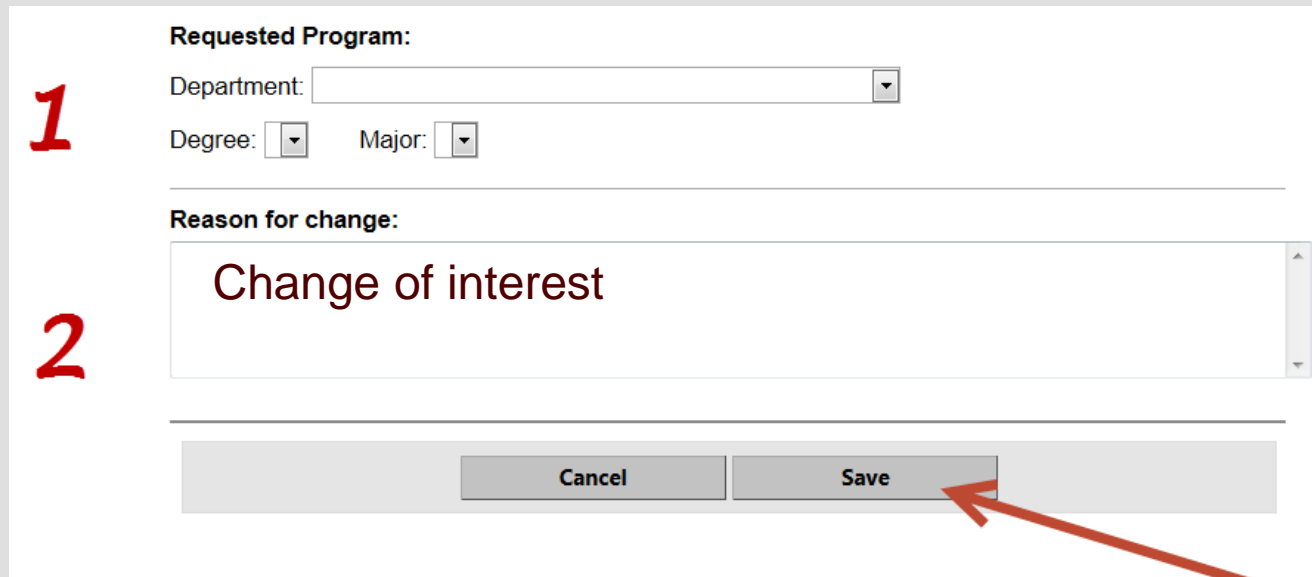
Degree: 
Major:

**Reason for change:**

Cancel
Save

# How to Submit an MDD Petition

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



The screenshot shows a web form for submitting an MDD Petition. On the left side of the form, there are two large red numbers: '1' and '2'. A red arrow points from the bottom right towards the 'Save' button.

**1**

**Requested Program:**

Department:

Degree:  Major:

**2**

**Reason for change:**


2. Input the reason for the change.

3. Select Save.

# Saving the MDD Petition

Once you have saved your petition you will receive a message to go back to the home page to submit.

[Home](#)
[Degree Plan](#)
[Petitions](#)
[Help](#)
[Logoff](#)


 Your Petition impacting your Major, Degree or Department is saved. Please return to the Home page. You may Submit your petition from petition.aspx after viewing or printing a copy for your records.

Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall 2015

*If you currently hold an F-1 or J-1 visa issued by Texas A&M University, in order to maintain your legal status in the US, you have a federal requirement to submit to International Student Services (ISS) additional paperwork to notify the US Government of your degree level change, meet a submission's deadline, and/or potentially leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and deadlines for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>*

Please Select the Type of Change you are requesting:

Change Major, Degree or Department

---

**PROGRAMS:**

**Current Program:**

Department: ELECTRICAL & COMPUTER ENGINEERING

Degree: Master of Engineering Major: CEEN

---

**Requested Program:**

Department: CIVIL ENGINEERING

Degree: Doctor of Philosophy Major: CVEN

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**Reason for change:**

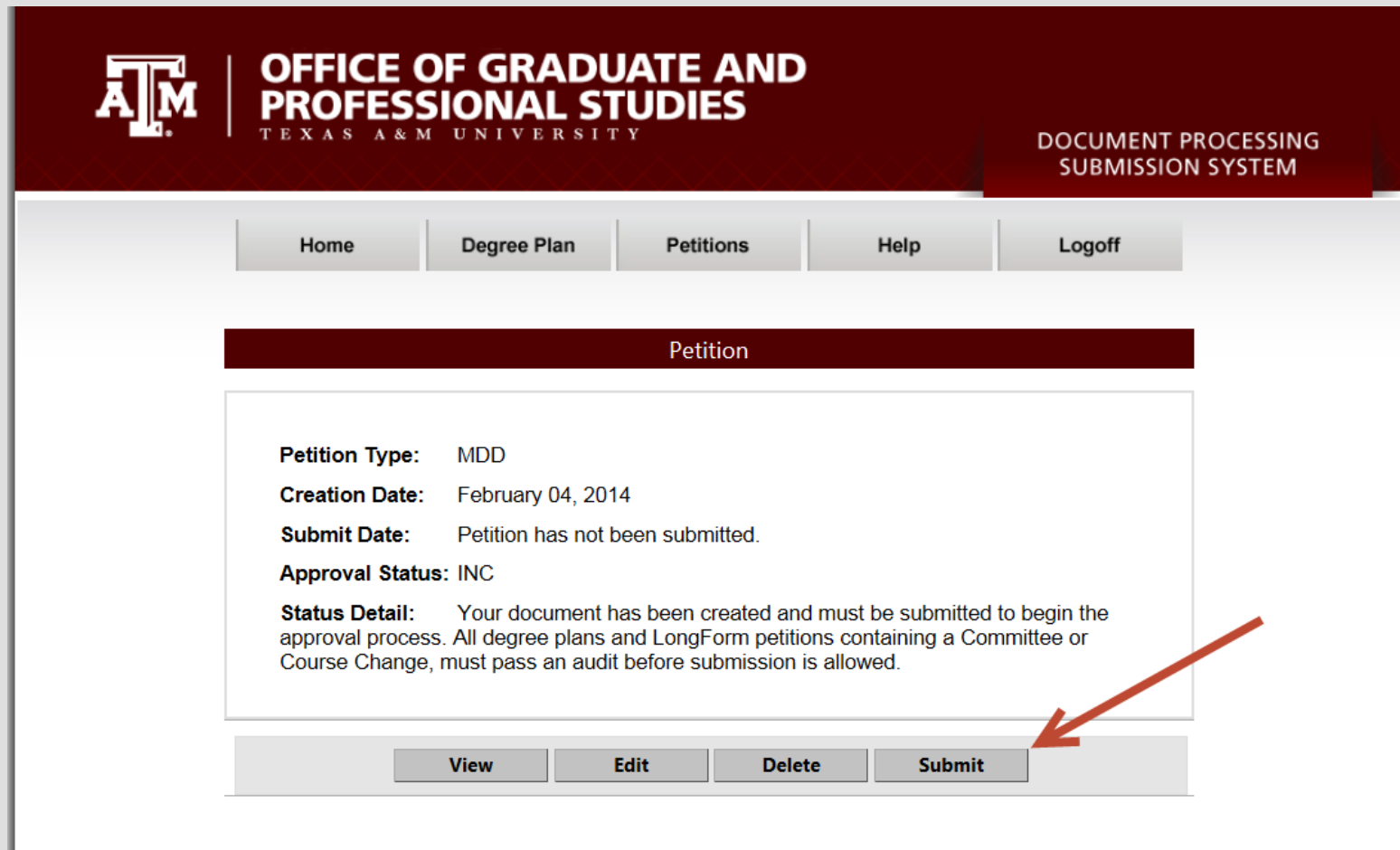
Area of Research has changed.

This Petition requests a change in department. You may submit the petition to request the change, and you must recall your degree plan and change your department.

Cancel
 Save

# Submitting the MDD Petition

From the home page, click the submit button to submit the petition.



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Home Degree Plan Petitions Help Logoff

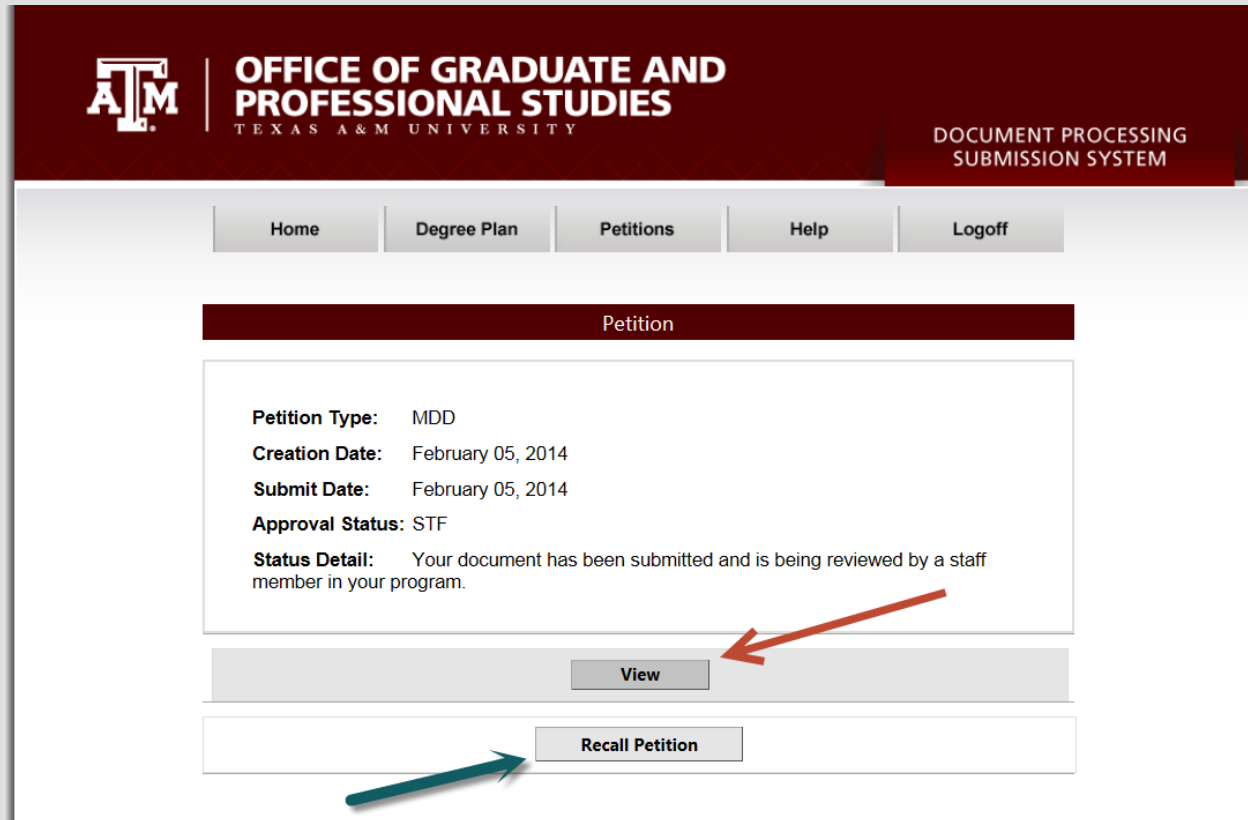
Petition

**Petition Type:** MDD  
**Creation Date:** February 04, 2014  
**Submit Date:** Petition has not been submitted.  
**Approval Status:** INC  
**Status Detail:** Your document has been created and must be submitted to begin the approval process. All degree plans and LongForm petitions containing a Committee or Course Change, must pass an audit before submission is allowed.

View Edit Delete **Submit**

# Printing the MDD Petition

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



The screenshot shows the 'OFFICE OF GRADUATE AND PROFESSIONAL STUDIES' interface. At the top right, it says 'DOCUMENT PROCESSING SUBMISSION SYSTEM'. Below this is a navigation bar with buttons: Home, Degree Plan, Petitions, Help, and Logoff. The main content area is titled 'Petition' and displays the following information:

- Petition Type:** MDD
- Creation Date:** February 05, 2014
- Submit Date:** February 05, 2014
- Approval Status:** STF
- Status Detail:** Your document has been submitted and is being reviewed by a staff member in your program.

Below the information, there are two buttons: 'View' and 'Recall Petition'. A red arrow points to the 'View' button, and a teal arrow points to the 'Recall Petition' button.

Note: If the MDD Petition is no longer needed you have the ability to Recall and Delete .

# Printing The MDD Petition

Click the Print icon to print a copy of the petition, or you may save it as a PDF for your records.

# OFFICE OF GRADUATE AND PROFESSIONAL STUDIES

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DOCUMENT PROCESSING  
SUBMISSION SYSTEM

Home
Degree Plan
Petitions
Help
Logout

Please use the arrows in the navigation bar below to move through the document.

1 of 2
100%

Find | Next

## Texas A&M University

### Office of Graduate & Professional Studies MDD Petition

**Name:**

**Email:**

**Univ. ID:**

**Dept:** ECEN

**Created:** February 05, 2014

**Submitted:** February 05, 2014

**Decision Date:**

**Action:** Change Major, Degree or Department

**Effective Term:** Fall, 2015

**APPROVAL RECOMMENDED:**

Type	Name	Email	Affiliation	Action Taken	Action Date
Current Program	ELECTRICAL & COMPUTER ENGINEERING MS CEEN				
Requested Program	BIOLOGY PHD ZOOL				
Petition Reason:	Change of Interest				

**PENDING DEPARTMENT APPROVERS:**

Page 1 of 2

# MDD Approval Workflow

- An e-mail notification is sent to the pre-committee staff approver, alerting them there is a petition awaiting review and approval.
- When the pre-committee staff approves the petition, notification is sent to all committee members for approval – starting with the chair. Once all members have approved the petition, it is then routed for departmental approval.
- After departmental or intercollegiate faculty approval, the petition is forwarded to OGAPS for processing and final approval. Once approved by OGAPS, any existing degree plan in DPSS will be deleted. This will allow you to create a new degree plan under your new major, degree or department.

# OGAPS Contact Information

We are located in the  
Jack K. Williams Administration Building, STE 112  
1113 TAMU

Hours of Operation:

8 a.m. to 5 p.m., Monday-Friday

979-845-3631

Email: [ogapsprocessing@tamu.edu](mailto:ogapsprocessing@tamu.edu)

<http://ogaps.tamu.edu>