

Graduate and Professional School

Student Forms

10 GRADUATE AND PROFESSIONAL SCHOOL - STUDENT MILESTONES AND FORMS

NOTES:

10.1 SPECIAL REQUEST LETTER

Background: When a student requires more information than a transcript can provide for another institution, a special request letter can be generated. This letter can contain information about a student's GPA, courses not applied to a TAMU degree, and various other requests.

1. This form is completed through AdobeSign.
 - a. The link to the AdobeSign form can be found on the [Special Request Letter page](https://grad.tamu.edu/knowledge-center/forms/special-request-letter) at <https://grad.tamu.edu/knowledge-center/forms/special-request-letter>.
2. Student must provide a description of what they request the letter to state.
 - a. NOTE: The Graduate and Professional School can only issue Special Request Letters stating information that is factual.
3. 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.
4. Check the appropriate boxes to indicate if letter is being picked up, emailed, or mailed to a physical address.
5. If letter is being emailed, list the email address where the letter should be emailed.
6. 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.

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



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 Graduate and Professional School does not provide this information.

By signing below, I understand that this request is a courtesy service provided by the Graduate and Professional School, 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 Graduate and Professional School 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 Graduate and Professional School. (*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:

10.2 RESEARCH PROPOSAL, PRELIMINARY EXAMINATION, AND FINAL EXAMINATION ARCS GUIDES

These milestones are completed in the Academic Requirements Completion System.

The [Student Guides](https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Student_Guide.pdf) can be found at https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Student_Guide.pdf

The [Grad Advisor \(Precommittee\) Guides](https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Grad_Advisor_Guide.pdf) can be found at https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Grad_Advisor_Guide.pdf

The [Department Guides](https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Department_Guide.pdf) can be found at https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Department_Guide.pdf

The [Committee Guides](https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Committee_Guide.pdf) can be found at https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Committee_Guide.pdf

The [Chair of Committee Guides](https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Chair_of_Committee_Guide.pdf) can be found at https://staticfiles.as.tamu.edu/EIS/ARCS/ARCS_Chair_of_Committee_Guide.pdf

10.3 REQUEST FOR EXEMPTION FROM THE FINAL EXAMINATION

Background: Sometimes departments may allow for an Exemption of the Final Exam. 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.

This request is completed in the Academic Requirements Completion System. [Guides for requesting an exemption](https://grad.tamu.edu/knowledge-center/forms/request-for-exemption-from-the-final-examination) can be found on our website at <https://grad.tamu.edu/knowledge-center/forms/request-for-exemption-from-the-final-examination>.

Master's students must meet all requirements as noted in the 'Requirements to be Met Prior to Approval of the Final Examination' listed under 'Final Examination Request.'

10.4 REQUEST FOR LETTER OF COMPLETION

Background: A letter of completion states that a student has completed all degree requirements, but the degree has not yet been conferred. This can be useful when another institution (such as a new place of employment or schooling) needs confirmation that a student has completed all degree requirements before graduation. 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 thesis option and doctoral students, applying for graduation, and being cleared by the Office of Student Debt Management and not having any active holds that could withhold diploma. A Letter of Completion cannot be issued once the degree has been conferred.

1. This form is currently completed through Adobe Sign but in the future will be submitted through the Academic Requirements Completion System.

NOTES:

- a. Updated information can be found on the [Letter of Completion](https://grad.tamu.edu/knowledge-center/forms/request-for-letter-of-completion) page found at <https://grad.tamu.edu/knowledge-center/forms/request-for-letter-of-completion>
- 2. Check the appropriate boxes to indicate if letter is being picked up, emailed, or mailed to a physical address.
- 3. If letter is being emailed, list the email address where the letter should be emailed.
- 4. If letter is being mailed, list the exact 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:

10.5 LETTER OF INTENT

Background: A student completing a graduate degree who wants to continue for another graduate degree may request to do so by filing an letter of intent with the Graduate and Professional School. They may only do this 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.

1. This form is completed in AdobeSign.
 - a. The form can be found at the [Letter of Intent](https://grad.tamu.edu/knowledge-center/forms/letter-of-intent) page found at <https://grad.tamu.edu/knowledge-center/forms/letter-of-intent>
2. This form must route to the Graduate Advisor and the Department Head.
3. Enter the degree and semester of the completed degree, the proposed continuing degree, department, major and the semester to begin the proposed degree.
4. The student's signature is required along with their name, UIN, and mailing address.
5. 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 ISSS (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. 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 AdobeSign 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. AdobeSign will then send the completed form to Graduate and Professional School for processing.

If the Letter of Intent is approved, the Graduate and Professional School will process the form. Only after this process 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: 06/20/2023

NOTES:

10.6 GRADUATE STUDENT GRADUATION CANCELLATION FORM

Background: A student may need to cancel their graduation if they no longer foresee that they will be able to complete their degree requirements. 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.

1. This form is completed through AdobeSign.
 - a. This form can be found on the [Graduation Cancellation Form](https://grad.tamu.edu/knowledge-center/forms/graduate-student-graduation-cancellation-form) page found at <https://grad.tamu.edu/knowledge-center/forms/graduate-student-graduation-cancellation-form>
2. This form routes to the Committee Chair and the Department Head (If necessary)
3. Students should list their name exactly as it appears in Compass, along with their UIN, Degree and Major.
4. Student's signature required.
5. Committee Chair signature with date required.
6. Any graduation cancellations submitted more 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.

NOTES:

10.7 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 students 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 Non-Resident Tuition Waiver for Graduate Assistants is submitted using DocuSign. The form can be accessed on the [Graduate and Professional School NRTW webpage](#). An example of the required fields is available on the next page.

NOTES:



**Non-Resident Tuition Waiver Request for Graduate Assistants Employed in Non-Academic Departments
Or Late Waiver Requests for Students Employed in Academic Departments**

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.

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.

Student Information:

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, and will remain, enrolled for the minimum hours required to be eligible for an assistantship.
 Graduate Assistant Signature _____ Date _____ Telephone # _____ TAMU Email Address _____

Employing Department Information:

Employing Department Name: _____ Job Title: GANT GAT GAR GAL
 Assistantship Hire Date: _____ FTE: _____% Job Title Code: _____ (Include EPA) Assistantship
 Termination Date: _____ Supervisor Telephone Number: _____
 A copy of the student's job duties, and how they relate to the student's degree program must be attached to this form.
 I certify that the above mentioned student is employed in a qualified position for the current semester, and is assigned the duties attached.
 Printed Name of Authorized Signer _____ Signature _____ Date _____

Academic Department Information:

Academic Department Name: _____ Four Letter Department Code: _____
 I certify that the duties attached support the above named Graduate Assistant's degree program.
 Printed Name of Authorized Signer _____ Signature _____ Date _____

FOR OGAPS USE ONLY:

Hours Registered: _____
 GPA: _____

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:

The steps to fill out a Spouse/Dependent Non-Resident Tuition Waiver Request are below:

1. Fill out the information for the Spouse/Dependent Section.
2. The spouse/dependent's name should be listed exactly as it appears in Compass. Include the UIN of the spouse/dependent.
3. List the number of hours for which the spouse/dependent is currently registered.
4. Indicate the semester for which the request is being made. Requests must be submitted every semester.
5. Attach formal proof of marriage/dependency.
6. The spouse/dependent should sign and date the form, provide a contact phone number, and provide their TAMU email address.
7. Fill out the information for the Graduate Assistant Section.
8. The GA's name should be listed exactly as it appears in Compass. Include the UIN of the student.
9. Enter the number of hours for which the student is currently registered. 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.
10. The GA should sign and date the form, provide a contact phone number, and provide their TAMU email address.
11. Fill out the employing department name.
12. Indicate the Graduate Assistant's job title (Graduate Assistant Non-Teaching, Graduate Assistant Teaching, Graduate Assistant Research, etc.)
13. An authorized signer from the employing department should sign this section verifying that the student is employed in an eligible position for the semester.
14. Fill out the academic department name and four-letter department code.

A Non-Resident Tuition Waiver Request for the Spouse/Dependents of Graduate Assistants can be accessed on the [Graduate and Professional School NRTW webpage](#). An example of this form is shown on the following page.

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES



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.

Graduate Assistant 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

Common reasons the Non-Resident Tuition Waiver may be returned include:

- Unauthorized signers from the Employing Academic Units
- Graduate Assistant is not meeting the minimum registration requirements
- NRTW request form is missing employment information such as pay title and position type

NOTES:

10.8 THESIS / DISSERTATION – APPROVAL OF WRITTEN THESIS FORM

The Written Approval Form should be initiated by the student in the Academic Requirements Completion System (ARCS) section of the Howdy portal.

For additional information regarding thesis submittal and review, contact the Thesis and Dissertation Services team at 979-845-3631 or thesis@tamu.edu.

10.9 THESIS / DISSERTATION – COPYRIGHT AND AVAILABILITY FORM

The Copyright and Availability Form should be initiated by the student in the Academic Requirements Completion System (ARCS) section of the Howdy portal. The student must complete the student information section, including the student’s name, UIN, degree, and month/year of graduation.

1. The student should read and understand the Texas A&M University Copyright agreement.
2. 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.
3. After consulting with the committee chair, the student should select the appropriate availability option.
4. If the Full Record Hold or Document Only Hold are chosen, the student will need to provide written justification for their selection in the space provided.
5. The chair should approve the form, indicating their acknowledgement of the 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:

10.10 GRADUATE STUDENT RESEARCH AND PRESENTATION TRAVEL AWARD APPLICATION FORM

The Graduate Student Research and Presentation Travel Award Application Form is now an online process through the Graduate and Professional School Award Portal, grad-rap-portal.tamu.edu. Information on the application process, including instructions, Frequently Asked Questions and access to the Graduate and Professional School Award Portal can be found at <https://grad.tamu.edu/funding-your-education/travel-awards>. Please email grad-travel-award@tamu.edu with any questions.

Required information includes:

1. An itemized budget justification.
2. List of any other funding sources the applicant have applied to or received.
3. All travel information.
4. Location of travel.
5. Dates of travel.
6. Additional requirements including travel purpose and activities essay, screen shot of submitted G.R.A.D. Aggies reflection and Conference Presentation Acceptance or Submission confirmation (if applying for conference).
7. Approvals by both the applicant’s committee chair and department head approver.

10.11 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, grad-rap-portal.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/funding-your-education/travel-awards>. Please email grad-travel-award@tamu.edu with any questions.

1. Complete and submit the Reimbursement Form through the online portal at grad-rap-portal.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:


10.12 REQUEST FOR FELLOWSHIP DEFERMENT

1. Initiate the [fellowship deferment form](#).
2. The completed form will route to the student's department and the Graduate and Professional School for approval of deferment.
3. To reactivate your fellowship, you must submit a Request for Reinstatement form.

NOTES:

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ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



Request for Fellowship Deferment

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="radio"/> 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

Department Approval
I acknowledge that the department/IDP is aware of the student's decision to defer their fellowship.

Approved By: _____ Date: _____

I agree to share with individuals as appropriate to my department/IDP such as the committee chair, graduate director, business admin, graduate advisor, etc.

Graduate and Professional School Approval

Approved By: _____ Date: _____

NOTES:

10.13 REQUEST FOR FELLOWSHIP REINSTATEMENT

1. Initiate the [fellowship reinstatement form](#).
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. The completed form will route to the department and Graduate and Professional School for approval.
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:

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ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



Request for Fellowship Reinstatement

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/Avilés-Johnson 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: _____

Department Approval
I acknowledge that the department/IDP is aware of the student's decision to defer their fellowship.
Approved By: _____ Date: _____
I agree to share with individuals as appropriate to my department/IDP such as the committee chair, graduate director, business admin, graduate advisor, etc.

Graduate and Professional School Approval
Approved By: _____ Date: _____

NOTES:

Graduate and Professional School

Faculty and Staff Forms

11 GRADUATE AND PROFESSIONAL SCHOOL - FACULTY/STAFF FORMS

NOTES:
