

How to Create  
a  
**Long Form Petition**  
in the  
Document Processing Submission  
System(DPSS)

# What is a Long Form Petition?

A Long Form Petition is an electronic version of the following four petitions which can be filed in any combination:

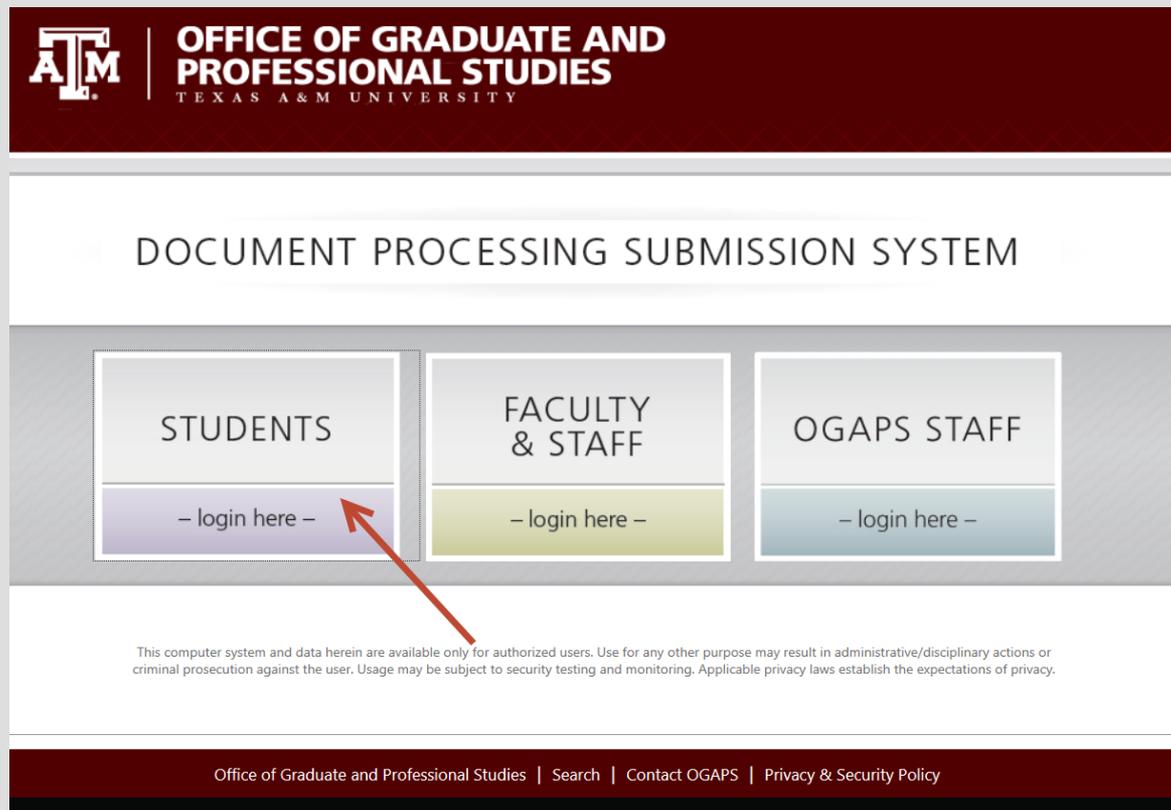
Petition for Course Change

Petition to Change your Committee

Petition of Waivers and Exceptions

Petition to Extend Time Limits

- Go to <http://ogsdpss.tamu.edu>
- Login as a student using your netid and password.



The screenshot shows the login page for the Document Processing Submission System. At the top, there is a dark red header with the Texas A&M University logo and the text "OFFICE OF GRADUATE AND PROFESSIONAL STUDIES TEXAS A&M UNIVERSITY". Below this, the title "DOCUMENT PROCESSING SUBMISSION SYSTEM" is centered. The main content area features three login boxes: "STUDENTS", "FACULTY & STAFF", and "OGAPS STAFF". Each box has a colored header and a "– login here –" button below it. A red arrow points to the "STUDENTS" login button. At the bottom of the page, there is a dark red footer with the text "Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy".

OFFICE OF GRADUATE AND PROFESSIONAL STUDIES  
TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

STUDENTS  
– login here –

FACULTY & STAFF  
– login here –

OGAPS STAFF  
– login here –

This computer system and data herein are available only for authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy

## Click Create New Petition

ATM | OFFICE OF GRADUATE AND PROFESSIONAL STUDIES  
TEXAS A & M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home | Degree Plan | **Petitions** | Help | Logoff

Student:

Degree Plan

| Degree | Major | Thesis Option | Creation Date     |                                    |
|--------|-------|---------------|-------------------|------------------------------------|
| MEN    | CEEN  | NTO           | 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.

Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy

# How to Submit a Long Form Petition

- Select the type of Petition that you are submitting – Long Form
- Select Continue

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TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

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.*

Save & Exit Continue >>

Select the petitions that you would like to file.

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TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home Degree Plan **Petitions** Help Logoff

Petition to Request Waivers or Exceptions, Time Limit Extensions, Change of Committee Members & Courses

**Please Note:** Only one Long Form Petition may be submitted at a time. A Long Form Petition may be used to submit request to Change a Degree Plan's Committee Membership or Courses, to request a Waiver or Exception, or to request an extension to Time Limits.

**Approved Degree Plan(s):**

You have no Degree Plan with Approved Status. You can only enter a Waiver & Exception Request.

Please check the subjects of this petition. Each Section that you wish to include in this Petition must be **saved** prior to submission.

Committee Change  Course Change  **Waivers & Exceptions**  Time Limit Extensions

**Complete Long Form**

Please proceed to the next screen where you may select to submit, print, edit or delete your petition request.

**Proceed**

- Petitions can be filed in any combination up to four at a time.
- Select all petition types you will be filing.
- Click Proceed

# Save All Sections Of The Long Form Petition

Once you have filled in all information for the petition(s) that you are filing, you will be required to save each petition type before preceding to the next petition.

**Waivers and Exceptions**

**Request Waiver or Exception:**

Please select the appropriate Department, Degree and Major for this request:

**Department:**

**Degree:** 
**Major:**

Please select any of the following that apply:

Waive Residency
  Leave of Absence
  Other

Please Enter a Reason for the Waiver or Exception Request:

I am requesting a leave in the Fall to have my baby. I will return to complete my degree in the Spring.

**Save Waivers & Exception Section**

# Saving The Long Form Petition

A message will popup to indicate that your petition has been saved.

Please check the subjects of this petition. Each Section that you wish to include in this Petition must be **saved** prior to submission.

Committee Change  Course Change  **Waivers & Exceptions**  Time Limit Extensions

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**Waivers and Exceptions**

**Request Waiver or Exception:**

**Waivers and Exceptions section saved.**

Please select the appropriate Department, Degree and Major for this request:

Department: BIOLOGICAL&AGRICULTURAL ENGINEERING  
 Degree: Doctor of Philosophy Major: BAEN

Please select any of the following that apply:

Waive Residency  **Leave of Absence**  Other

Please Enter a Reason for the Waiver or Exception Request:

I am requesting a leave in the Fall to have my baby. I will return to complete my degree in the Spring.

**Save Waivers & Exception Section**

---

**Complete Long Form**

Please proceed to the next screen where you may select to submit, print, edit or delete your petition request.

**Proceed**

- Reminder: Each section you wish to include must be **SAVED** prior to submission.

- Click **Proceed**

# Submitting the Long Form Petition

You will hit the Submit button to complete the submission process.

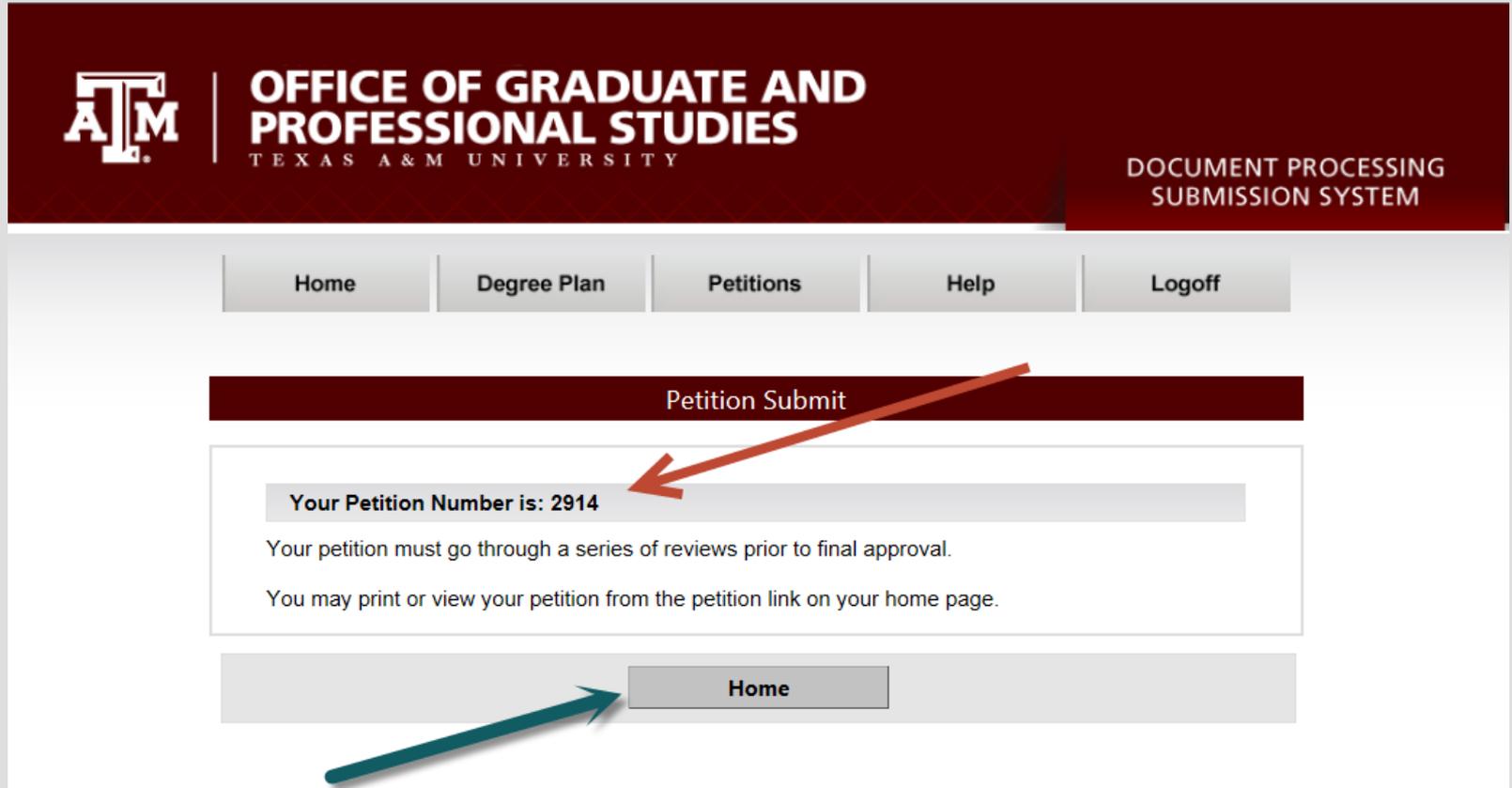
The screenshot displays the 'OFFICE OF GRADUATE AND PROFESSIONAL STUDIES' interface for the 'DOCUMENT PROCESSING SUBMISSION SYSTEM'. A navigation menu includes 'Home', 'Degree Plan', 'Petitions', 'Help', and 'Logoff'. The main content area is titled 'Petition' and shows the following details:

- Petition Type:** LongForm
- 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.

At the bottom of the record, there are four buttons: 'View', 'Edit', 'Delete', and 'Submit'. A red arrow points to the 'Submit' button.

# Confirmation of Submission

Once you have submitted the petition, you will receive a confirmation



The screenshot shows the 'Petition Submit' confirmation page. At the top left is the Texas A&M University logo and the text 'OFFICE OF GRADUATE AND PROFESSIONAL STUDIES TEXAS A & M UNIVERSITY'. To the right is the text 'DOCUMENT PROCESSING SUBMISSION SYSTEM'. Below this is a navigation bar with buttons for 'Home', 'Degree Plan', 'Petitions', 'Help', and 'Logoff'. The main content area has a dark red header 'Petition Submit'. Below it, a grey box contains the text 'Your Petition Number is: 2914'. An orange arrow points from the top right towards this text. Below the grey box, there are two lines of text: 'Your petition must go through a series of reviews prior to final approval.' and 'You may print or view your petition from the petition link on your home page.' At the bottom of the page, there is a 'Home' button, and a teal arrow points from the bottom left towards it.

You may navigate to the Home page to print a copy for your records

# Printing Your Long Form Petition

To print, click Select Petition.

**Student:** Cooper, Demetria R

## Degree Plan

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

## Petition

| Petition Type | Submit or Creation Date | Status |                                 |
|---------------|-------------------------|--------|---------------------------------|
| LongForm      | February 05, 2014       | STF    | <a href="#">Select Petition</a> |



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TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Petition

**Petition Type:** LongForm  
**Creation Date:** February 04, 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.

View

Recall Petition

Click View to print your petition.

Use the Recall Petition button to delete your petition if necessary.

Home Degree Plan Petitions Help Logoff

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

1 of 7 100% Find | Next 

**Texas A&M University**  
**Office of Graduate & Professional Long Form Petition**

Name: [Redacted] Univ. ID: [Redacted] Created: February 04, 2014  
 Email: [Redacted] Dept: BAEN Submitted: February 05, 2014  
 Decision Date:

Program: BIOLOGICAL&AGRICULTURAL ENGINEERING, PHD in BAEN  
 Program:

Petition Contains > Committee Change: Course Change: Waivers & Exceptions:  Time Limits:

**APPROVAL RECOMMENDED:**

| Type | Name | Email | Affiliation | Action Taken | Action Date |
|------|------|-------|-------------|--------------|-------------|
|      |      |       |             |              |             |

**PENDING DEPARTMENT APPROVERS:**

| Approver Name     | Approver Order |
|-------------------|----------------|
| Stephen W. Searcy | 1              |

Page 1 of 7

Click the Print icon to print your petition as a PDF, or you may save it to your computer.

- 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.

# OGAPS Contact information

Office of Graduate and Professional Studies  
112 Jack K. Williams Administration Building  
1113 TAMU  
College Station, TX 77843-1113

Hours of Operation:

8 a.m. to 5 p.m.

979-845-3631

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