

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

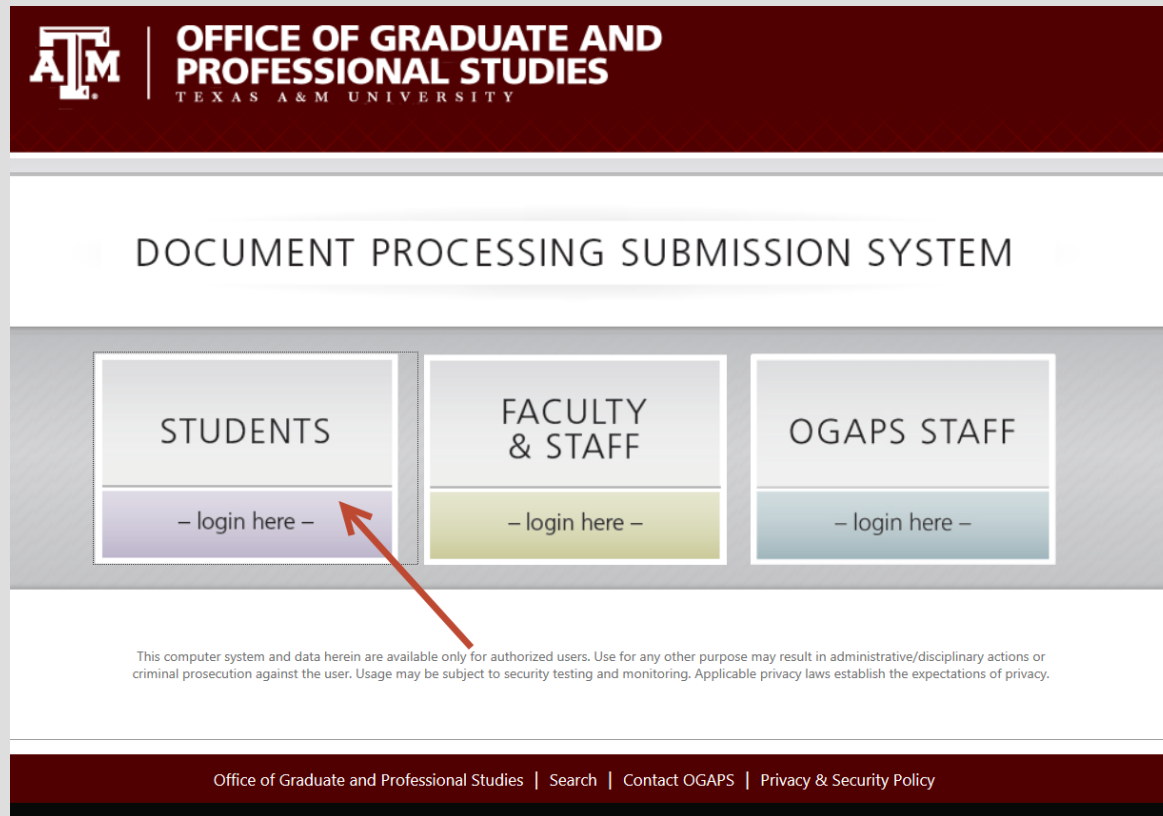
Petition to Change your Committee

Petition of Waivers and Exceptions

Petition to Extend Time Limits


How to Submit a Long Form Petition

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



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

Click Create New Petition



**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	NT0	November 08, 2013	Select Degree Plan

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

ATM | OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
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 >>

How to Submit a Long Form Petition

Select the petitions that you would like to file.

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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: 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

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

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.



OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
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: 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](#)

Confirmation of Submission

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

The screenshot shows the confirmation page of 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" and "TEXAS A & M UNIVERSITY". To the right of the header, it says "DOCUMENT PROCESSING SUBMISSION SYSTEM". Below the header is a navigation bar with buttons for "Home", "Degree Plan", "Petitions", "Help", and "Logoff". The main content area has a dark red banner that says "Petition Submit". Below this banner, a light gray box contains the text "Your Petition Number is: 2914". An orange arrow points from the "Petition Submit" banner to this text. Below the text, it says "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 light gray bar with a "Home" button. A teal arrow points from the bottom left towards the "Home" button.

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	Select Degree Plan

Petition

Petition Type	Submit or Creation Date	Status	
LongForm	February 05, 2014	STF	Select Petition





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: Univ. ID: Created: February 04, 2014
Email: 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
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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