

2024
Graduate
Advisor
Handbook

**THE GRADUATE AND
PROFESSIONAL SCHOOL**

2024-2025

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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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Vacant

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, Associate Provost and Dean

Erika Brigham, Executive Assistant to the Associate Provost and Dean

Dr. Julie Harlin, *Associate Dean* (Professional Development)

Dr. Charles Criscione, *Associate Dean* (Thesis and Dissertation, Graduate Committee Faculty)

Dr. Shannon Walton, *Assistant Dean* (Student Development Success)

Amy Fritcher, *Chief of Staff*

Jackie Perez, Director of Business Services

Trent Smith, Director of Graduate Records Processing

Dr. Rob Dixon, Director of Graduate Marketing and Communications

Cory Raney, Executive Assistant to the Leadership Team

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 ad hoc 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:

	Office of Academic & Business Performance Analytics	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. Office of Academic and Business Performance Analytics: <https://abpa.tamu.edu/home>. Accountability: <https://abpa.tamu.edu/accountability-metrics>. 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: Ad hoc Report Generation Output Solution.

Dr. Yu-Chen Yeh, Senior Data Analyst

Pratik Lohikpure, *Data Analyst*

Contact: Data Services Team – graddata@tamu.edu

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.

Trent Smith, *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.

Contact: Graduate and Professional School Awards Administrator – grad-award-admin@tamu.edu

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

1.4.4 Graduate Student Professional Development

Professional Development refers to training outside one’s discipline-based graduate coursework and research. 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 network and start plugging into the Aggie graduate community.

Kayla Duncan, 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 formal proceedings with respect to confidential communication.

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.

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.

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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 Business Services

Business services facilitate allocations to colleges and Interdisciplinary Programs for graduate student and graduate program support; manages financial postings and insurance reimbursements for fellows and Grad School awards; and connects students and other stakeholders with resources and information. (Awards and Fellowships: grad-award-admin@tamu.edu); (Non-Resident Tuition Waivers: gradbusinessservices@tamu.edu); GREAT Program: great@tamu.edu. In addition, business services work closely with HROE on employment and benefit matters related to Graduate Assistants (grad-employment@tamu.edu).

Jacqueline Perez (Team Lead)

Danielle Pacheco (Fellowship Coordinator)

Jessica Conner (GREAT Program Coordinator)

Kristin Maass (Business Coordinator)

1.4.8 Operations

Operations provides support to Graduate and Professional School team members and platforms, while managing interactions with visitors and inquiries in-person, over the phone, and via email.

Amy Fritcher, Chief of Staff

Cory Raney, Executive Assistant to the Leadership Team

Erika Brigham, Executive Assistant to the Associate Provost and Dean

Madelynn Burwitz, Event Coordinator

Channell Stanley, Front Office Manager

Patrick Brophy, Senior IT Professional

1.4.9 Graduate Committee Faculty Office

The Graduate Committee Faculty Office administers all matters related to faculty involved in the advising of students in their graduate programs. This consists of maintaining the [Graduate Committee Faculty Guidelines](#), overseeing the credentialing and nominating process for Graduate Committee Faculty (GCF) members through the [Graduate Committee Faculty Portal](#) (GradCom), and supporting academic units in their supervision of GCF members.

The Graduate Committee Faculty Office also provides support to GCF members and students in setting up advisory committees through the Document Processing Submission System (DPSS) and approving documents in the Academic Requirements Completion System (ARCS).

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Dr. Charles Criscione, *Associate Dean* (Administrative Oversight)

Mark C. Gleason, *Graduate Student Specialist IV* (Administrative Coordinator)

Contact: Graduate Committee Faculty – gradcom@tamu.edu

1.4.10 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, Director

Kim Widdison

Mark C. Gleason

Raiden Sawyer

Layne Wells

Karen Seago

Contact: Graduate Records Processing – gradprocessing@tamu.edu

1.4.11 Interdisciplinary Degree Graduate Student Special Support

[Thesis and Dissertation Services](#) reviews each electronic thesis, dissertation, and record of study (ETD) for uniformity, consistency, and adherence to [university formatting 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 pre-submittal conference prior to their 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 by the posted deadline for each term. Thesis and Dissertation Services [deadlines](#) are published in the Graduate and Professional School calendar.

Dr. Charles Criscione, *Associate Dean* (Administrative Oversight)

Jane Brewer, Graduate Student Specialist IV (Team Lead)

MK Maness, Graduate Student Specialist

Amy Motquin, *Editorial Assistant* (Part-Time)

Julia Williams, *Editorial Assistant* (Part-Time)

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Mary Lou Wilshaw-Watts, *Editorial Assistant* (Part-Time)

1.4.12 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 formatting 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 pre-submittal conference prior to their 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 by the posted deadline for each term. Thesis and Dissertation Services [deadlines](#) are published in the Graduate and Professional School calendar.

Dr. Charles Criscione, *Associate Dean* (Administrative Oversight)

Jane Brewer, *Graduate Student Specialist* (Team Lead)

Amy Motquin, *Editorial Assistant* (Part-Time)

Julia Williams, *Editorial Assistant* (Part-Time)

Contact: Thesis and Dissertation Services – thesis@tamu.edu

1.4.13 English Language Proficiency Compliance

English Language Proficiency Compliance ensures that all international graduate students conform to Texas state law and university policy with regards to language requirements for admission and instruction.

The office processes English Language Proficiency Waivers for Admission, Alternative Verification and Certification requests for incoming graduate students to enable registration and provides prospective students with information regarding university requirements.

Each Fall and Spring semester, the office also conducts audits of all international Graduate Assistant Teachers (GATs) and Lecturers (GALs) to ensure compliance with English Language Proficiency Requirements for teaching.

Dr. Charles Criscione, *Associate Dean* (Administrative Oversight)

Mark C. Gleason, *Graduate Student Specialist IV* (Coordinator)

Contact: English Language Proficiency Compliance – elpcompliance@tamu.edu

1.4.14 General Contacts

GRAD Aggies – grad-aggies@tamu.edu

Graduate and Professional School – grad@tamu.edu

Thesis and Dissertation Services – thesis@tamu.edu

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

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

Non-Resident Tuition Waivers – gradbusinessservices@tamu.edu

Graduate Commencement Inquiries - gradgraduation@tamu.edu

English Language Proficiency - ELPCompliance@tamu.edu

Graduate Recruitment - grad-recruit@tamu.edu

Academic Requirements Completions System - gradarcs@tamu.edu

Graduate Mentoring Academy - gradmentoring@tamu.edu

Teaching Assistant Training and Evaluation Program - grad-tatep@tamu.edu

Center for the Integration of Research - cirtl@tamu.edu

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

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professional students in collaboration with colleges, departments, and interdisciplinary graduate programs. The marketing and communications team works with the Student Development and Success team to create general communications campaigns to market Texas A&M to prospective students and to provide materials to departments for recruiting. Student Development and Success also encourages and welcomes questions from prospective students, attends national conferences and 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.

Kayla Duncan, Graduate Recruitment Coordinator

Contact: grad-recruit@tamu.edu

2.1.1 Graduate Student Recruiting Best Practices

- Use regional and national databases to identify top students in your discipline. The Graduate and Professional School has databases with strong students who participate in the McNair Scholars, National Name Exchange, California Forum for Diversity in Graduate Education, 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. 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

- 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.
- Keep a former student profile page available for prospective students to access.
- 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 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 Forum for Diversity in Graduate Education, 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.
 - 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. The Senate is comprised of elected/appointed Senators representing different departments or recognized student organizations across campus and the Governance Board. 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 the [GPSG website](#).

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*

Mark C. Gleason, Administrative Assistant

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

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/Assistant Deans in each College/School to discuss issues and concerns of an operational nature, and to recommend procedures, which are as uniform as possible across Colleges/Schools, 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/school.

Contact: Erika Brigham, Executive Assistant to Associate Provost and Dean

2.5 AUTHORIZED SIGNERS FOR COLLEGES OR SCHOOLS, DEPARTMENTS, AND INTERDISCIPLINARY DEGREE PROGRAMS (IDPs)

The Authorized Signers Forms enable academic units across Texas A&M University to submit important contact

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information and grant faculty and staff with the ability to access university platforms or approve graduate student documents. 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 and designate faculty and staff authorized to approve graduate and professional student documents and access certain university platforms.

This form (managed through a secure Google Drive) should be updated whenever there are changes in unit roles. The Graduate and Professional School may also request updates from all units if changes in university procedures occur.

All available parts of the Authorizations section should be completed for all academic units. Please be prepared to assign roles for the Graduate Committee Faculty nominations process, the Document Processing Submission System and Academic Requirements Completion System (if applicable), AdobeSign, graduate Fellowships and Awards nominations, graduate student documents, English Language Proficiency Compliance, and for the processing of Non-Resident Tuition Waivers.

2.5.1 Authorized Signers Form Access

The Authorized Signers Form is managed through a secure Google Drive. Ability to access and edit the Authorized Signers Form requires a TAMU email address and the Google Apps Account setting enabled in the “Email Settings” section on [Aggie Account Gateway](#).

Each college/school, department, and IDP must designate an Editor with the Graduate and Professional School. Should the unit’s Editor change, please notify Grad-AuthSigners@tamu.edu for a transfer of access. The Graduate and Professional School will also provide Viewer access to all Deans, Department Heads, and IDP Chairs.

2.5.2 Authorized Signers Form Contacts Section

The Contacts section of the Authorized Signers Form must be fully completed for all faculty and staff in the College/School, Department, or Interdisciplinary Degree Program with graduate administrative roles listed on the form. Please provide their titles, UINs, NetIDs, email addresses, and phone numbers.

2.5.3 Graduate Committee Faculty Portal Authorizations

Faculty and staff members may have access to enter and view nominations for their academic 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.

Faculty members designated as a College/School, Department, or Program Approver will be notified to approve Graduate Committee Faculty nominations submitted for their unit. The Graduate and Professional School requires at least one designated approver for each college/school, department, or IDP.

Faculty designated as Proxy Approvers on the forms will be able, but not required, to approve Graduate Committee Faculty nominations in the event the College/School, Department, or Program Approver is unable to do so. The Graduate and Professional School recommends each unit designate at least one Proxy Approver. Proxy Approvers will not receive notifications when nominations are submitted for approval.

Please note: Only members of the Graduate Committee Faculty may be listed as faculty approvers.

2.5.4 Document Processing Submission System Authorizations

Pre-Committee Approvers in the Document Processing Submission System (DPSS) are the “pre-check” to ensure that all

degree plans and petitions submitted by students follow the program’s rules and requirements before submission to the students’ advisory committee members.

Faculty members designated as a College/School, Department, or Program Approver will be *required* to approve *all* degree plans and petitions for *all* students submitted in DPSS for their academic unit or program. Approvers may also make proxy approvals on behalf of advisory committee members. The Graduate and Professional School strongly recommends only *one* approver for each college/ school, department, and IDP.

Faculty members designated as a Proxy Approver will be able, but not required, to approve degree plans and petitions in the event a College/ School, Department, or Program Approver, or advisory committee member, is unable to do so. The Graduate and Professional School recommends at least one Proxy Approver for each college/ school, department, and IDP; however, this is not mandatory.

Please note: Only members of the Graduate Committee Faculty may be listed as Approvers or Proxies.

2.5.5 Academic Requirements Completion System Authorizations

Pre-Committee Approvers in the Academic Requirements Completion System (ARCS) are the “pre-check” to ensure that all degree plans and petitions submitted by students follow the program’s rules and requirements before submission to the students’ advisory committee members.

Faculty members designated as a College/School, Department, or Program Approver will be *required* to approve *all* degree plans and petitions for *all* students submitted in ARCS for their academic unit or program. Approvers may also make proxy approvals on behalf of advisory committee members. The Graduate and Professional School strongly recommends only *one* approver for each college/ school, department, and IDP.

Faculty members designated as a Proxy Approver will be able, but not required, to approve degree plans and petitions in the event a College/ School, Department, or Program Approver, or advisory committee member, is unable to do so. The Graduate and Professional School recommends at least one Proxy Approver for each college/ school, department, and IDP; however, this is not mandatory.

Please note: Users designated for DPSS will automatically receive the same access in ARCS.

2.5.6 AdobeSign Authorizations

Faculty or staff designated as a Pre-Approver are responsible for ensuring the accuracy of documents and contacts submitted through AdobeSign before approval.

Faculty members designated as a College/School, Department, or Program Approver will be authorized to approve all documents for the graduate program submitted through AdobeSign.

Please note: When a form is initiated by a student, program staff, or the Graduate and Professional School, only one Approver may be included in the approval workflow.

2.5.7 Graduate Student Records Access

Indicate the faculty and/or staff who should have access to student documents uploaded to ImageNow/TAMUDocs.

Faculty and/or staff members with access to the Doctoral Student Profile and Feedback System will be responsible for creating students’ review cases in the system and have access to view the status of cases. Those who are designated will

have the ability to create reports in the system and review the information submitted by students and their committees.

Please indicate the faculty and/or staff who should be a primary point of contact with regards to graduate student documents.

2.5.8 Fellowships and Awards (InfoReady) Authorizations

Nominations for fellowships and awards are submitted through the InfoReady website managed by the Student Development and Success and the Graduate Technology Management teams. The submission system is used for

- the Dr. Dionel E. Avilés '53 and Dr. James E. Johnson '67 Graduate Fellowship Program, and
- the Association of Former Students Distinguished Graduate Student Award.

Faculty and/or staff authorized to enter and view nominations on the Authorized Signers Form will be able to submit, but not approve, nominations in the InfoReady website and view the academic unit's active and approved nominations. If a staff member is designated to enter nominations, no faculty member is required to be marked for that role.

Faculty authorized to approve nominations will receive notifications and have access to approve nominations in the InfoReady website.

2.5.9 English Language Proficiency Compliance Authorizations

Please indicate the faculty and/or staff who should have access to submit and approve English Language Proficiency-related documents or serve as contact(s) for English Language Proficiency Compliance-related issues.

Faculty and/or staff members designated to Submit/Contact will be able to submit ELP documents to the Graduate and Professional School and serve as the designated contact person(s) for ELP-related questions.

Faculty members designated as a College/School, Department, or Program Approver will be able to approve ELP-related documents.

2.5.10 Non-Resident Tuition Waiver Authorizations

Indicate the faculty and/or staff members able to submit non-resident tuition waivers to the Graduate and Professional School and serve as a designated contact person regarding waivers. Designate any faculty members authorized to approve non-resident tuition waivers.

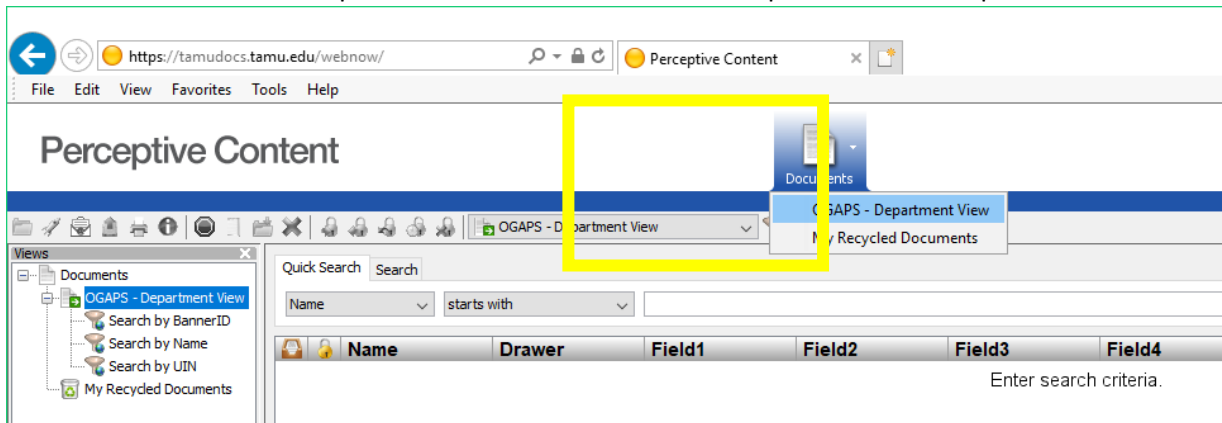
Contact: Graduate Authorized Signers – Grad-AuthSigners@tamu.edu or 979-845-3631

2.6 ACCESS TO GRADUATE AND PROFESSIONAL SCHOOL DOCUMENTS IN TAMUDocs/PERCEPTIVE/IMAGENOW

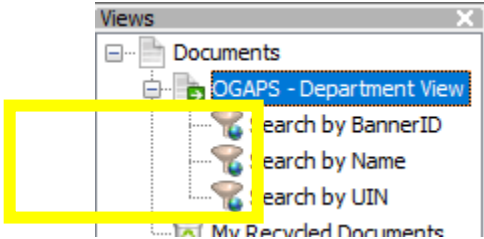
TAMUDocs, also referred to as Perceptive Content or ImageNow, houses student documents submitted to the Graduate and Professional School. Academic units must indicate on their Authorized Signers Form who should have access to view documents that have been submitted to the Graduate and Professional School. 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,

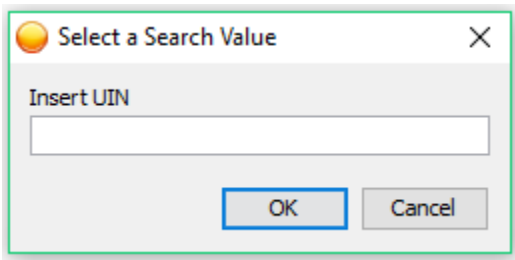
1. Log in at <https://tamudocs.tamu.edu/> or use the Perceptive Content client (if it is already installed on your desktop) with your NetID and Password.
2. Select the “Documents” drop-down and select the “OGAPS – Department View” option.



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

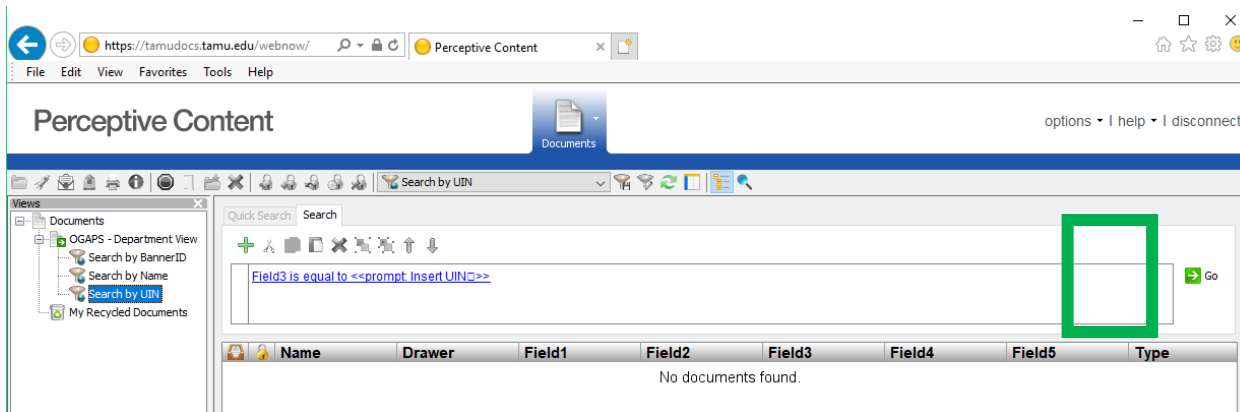


For example, to search by UIN, click on the filter labeled, “Search by UIN”. A prompt will pop-up for you to enter a UIN.



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.

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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/schools, selected Directors, and properly qualified academic groups.

The [Graduate Faculty Guidelines](#) explain university policies and practices which Deans, Department Heads, and intercollegiate faculty Chairs should follow in credentialing members of the Graduate Teaching Faculty (GTF) and nominating members to the Graduate Committee Faculty (GCF). This section describes the credentialing requirements for the GTF and discusses the various roles of GCF.

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.

The Office of 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 – Texas A&M University at Galveston and Texas A&M University at Qatar – are available on the [Faculty Affairs website](#).

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

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Contact: Faculty Affairs – FacultyAffairs@tamu.edu or 979-845-4274

2.7.2 Graduate Committee Faculty Membership

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

General Terms of Membership

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; from employees of affiliated research organizations located near Texas A&M campus sites; from affiliated hospitals and clinical organizations; and from other academic and professional institutions.

Nomination for membership in the GCF is always initiated by the head of the appropriate academic department, intercollegiate faculty chair, or dean of a college/school (under special circumstances) of Texas A&M University.

Membership on the GCF 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 (GIC) or with administrative assignments in graduate education.

A member of the GCF 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 GCF 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 intercollegiate faculty Chairs will regularly review the GCF members under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership in the GCF 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 intercollegiate faculty Chair may request in writing to the Associate Provost and Dean of the 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 intercollegiate faculty Chair must provide notification to any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty. Faculty members have the right to appeal their removal through [University Rule 12.99.99.M0.01](#) (Faculty Grievances Procedures). Before removal, the academic unit should verify the faculty member is no longer active on any student committees. Current faculty participation on student advisory committees can be found *via* the Committee/Service Member Inquiry (SHICMBQ) screen in Compass.

Graduate Committee Faculty Member Categories

There are five Member category types defined in the [Graduate Faculty Guidelines](#):

- Tenured and Tenure-Track Faculty (TTF) at Texas A&M University;
- Academic Professional Track (APT) Faculty at Texas A&M University at Qatar;
- Academic Professional Track (APT) Faculty at Texas A&M University, TAMU System Agencies, and Affiliated Hospitals and Clinical Organizations;
- Professional Staff (PS) – including temporary and part-time faculty – at Texas A&M University, TAMU System Agencies, and Affiliated Hospitals and Clinical Organizations; and
- Faculty and Professional Staff Employed by Other Institutions and Organizations (OtherFPS).

The *Guidelines* detail the nomination process and minimum qualifications which must be met for eligibility to serve in each of three member roles:

- Chair (TTF and APT only),
- Co-Chair, and/or
- Member.

Special Appointments

There may be times where the head of an academic department or intercollegiate faculty chair wishes to have qualified individuals (such as those from government, industry, or another university) serve on a student’s advisory committee without being permanent members on the Graduate Committee Faculty.

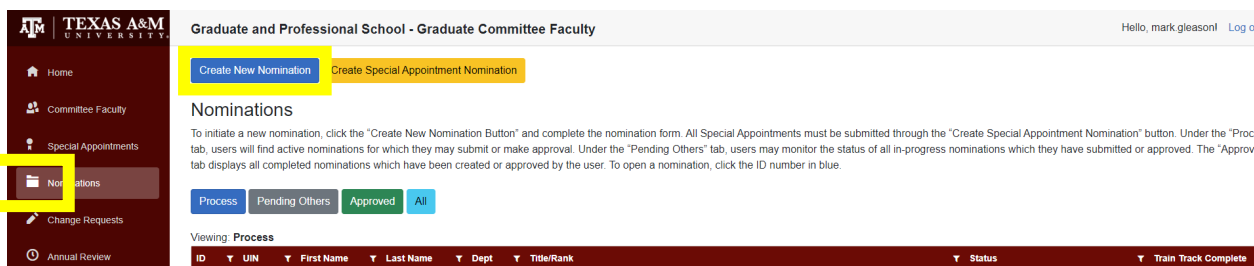
An individual serving as a Special Appointment on a student’s advisory committee does not count toward the minimum number of Graduate Committee Faculty necessary to form the committee, does not appear on the student’s degree plan, and does not approve student documents. Special Appointments, however, may be listed on the title page of a thesis, dissertation, or record of study.

2.7.3 Graduate Committee Faculty Portal

Authorized users may submit GCF nominations through the [Graduate Committee Faculty Portal](#) (GradCom). To enter or approve nominations in GradCom, the user must be listed on a college/school, department, or interdisciplinary degree program’s Authorized Signers Form (see section 2.5 above). Any issues with access or notifications should be directed to the Graduate Committee Faculty Administrative Coordinator.

Graduate Committee Faculty Nomination Entry

After logging in to GradCom, select the “Nominations” tab. To create a new nomination for regular membership, click “Create New Nomination.”



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Notes:

Complete the form in its entirety. Please enter the nominee’s location, category, primary department, academic rank, and details of all degrees earned; upload the appropriate documents – *Curriculum Vitae* for all nominees and Letter of Support for APT, TFPS, and OtherFPS nominees (TTF nominations do not require a Letter of Support); select the appropriate membership roles; and submit the nomination for approval through the workflow.

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

For more information on entering and approving graduate committee faculty nominations, please see the [Graduate Committee Faculty Portal User’s Guide](#) available on the GradCom home page.

Nominating Faculty and Professional Staff Employed by Other Institutions and Organizations

Faculty and professionals who are not employed by TAMU, TAMUQ, TAMUS agencies, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by college/school, department, or interdisciplinary degree program guidelines). Prior to nomination, the nominating college/school, department, or interdisciplinary degree program must

- Sponsor an account for the prospective nominee through the university’s [Identity Management](#) office;
- Once a University Identification Number (UIN) has been assigned, a prospective nominee must claim a NetID and create a TAMU email address through [Aggie Account Gateway](#);
- A prospective nominee must then publish the TAMU email address to the University Directory; and
- Following submission of the nomination, a prospective nominee must also complete mandatory online trainings (EIS and FERPA) before the academic unit can complete the nomination approval process.

Once all the above steps have been completed, the academic unit may submit nominations through the Graduate Committee Faculty Nomination Portal for approval.

Contact: Technology Services, Identity Management – Identity@tamu.edu or 979-862-4300

Nominating Special Appointments

Nominations for non-voting Special Appointments do not require the academic unit to sponsor credentials or for the prospective nominee have a University Identification Number (UIN).

Complete the nomination form in its entirety. Please enter the nominee’s location, email address, employer, position or title, and details of all degrees earned; upload a current *Curriculum Vitae* and a Letter of Support; enter the UIN of the student for whom the Special Appointment will advise; and submit the nomination for approval through the workflow.

Graduate Committee Faculty Membership Change Requests

Academic units may adjust their Graduate Committee Faculty members’ roles through the Change Request process. After logging into GradCom, select the “Committee Faculty” tab, 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.”

Search for specific:

First Name:

Last Name:

Department:

ID	UIN	First Name	Last Name	Title/Rank	Departments
view	●●●●●●	Mark	Gleason	Graduate and Professional School Reviewer	AGBU

<< < 1 > >>

1 of 1 pages (1 items)

Under “Memberships,” select your unit from the drop-down menu, enter a brief Reason for the request, and click “Start Change Request.”

Location:	Texas A&M University - College Station
Email:	mark.gleason@tamu.edu
Primary Department:	CLGR
Rank/Position:	Graduate and Professional School Reviewer
Faculty Category:	PS

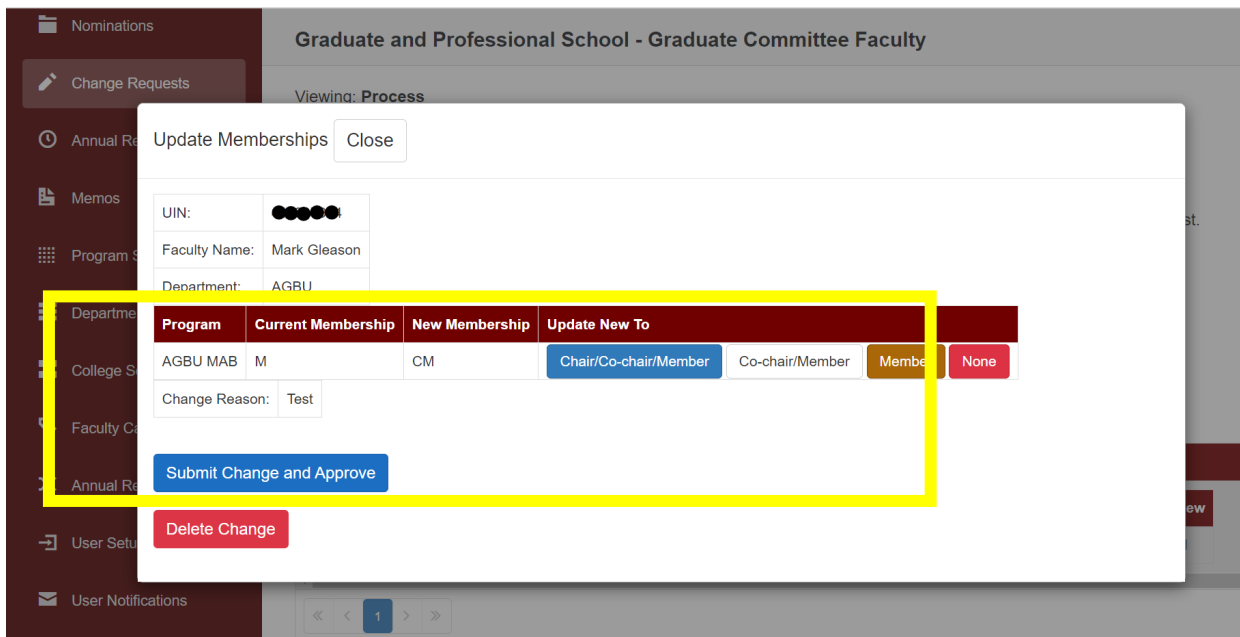
Memberships

Department	Major	Degree	Role
AGBU	AGBU	MAB	Member

You can start a Change Request for the selected Department:

Reason:

The request will move to the “Change Request” page. To initiate, click the “Update” button, select the new roles, and click “Submit Change and Approve.”



The change request will then move the same approval process as the equivalent regular nomination.

If a unit no longer intends to pursue a Change Request, send it back to “Returned” status, click “Update, and then click “Delete Change.”

Please note: Users can make change requests only for departments in which they are authorized to submit GCF nominations.

For more information on entering and approving change requests, please see the [Graduate Committee Faculty Portal User’s Guide](#) available on the GradCom home page.

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

2.8 GRADUATE COMMITTEE FACULTY NOMINATIONS

Authorized users may submit Graduate Committee Faculty nominations through the Graduate Committee Faculty Portal (<http://gradcom.tamu.edu/>). To enter or approve in GradCom, the user must be listed on a college/school, department, or interdisciplinary degree program’s Authorized Signers Form (see section 2.5 above). Any issues with access or notifications should be directed to the Graduate Committee Faculty Administrative Coordinator.

2.8.1 Graduate Committee Faculty Nomination Entry

After logging in to GradCom (<http://gradcom.tamu.edu/>), select the “Nominations” tab. To create a new nomination, click “Create New Nomination”.

Complete the form in its entirety. Please enter the nominee’s location, category, primary department, academic rank, and details of degrees earned; upload the appropriate documents – Curriculum Vitae for all nominees and Letter of Support for APT, PS, and OtherFPS nominees (TTF nominations do not require a letter of support); select the appropriate membership roles; and submit the nomination for approval through the workflow.

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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.”

For more information on entering and approving graduate committee faculty nominations, please see the Graduate Committee Faculty Portal User’s Guide available on the GradCom home page.

2.8.2 Nominating Faculty and Professional Staff Employed by Other Institutions and Organizations

Faculty and Professionals who are not employed by TAMU, TAMUQ, TAMUS agencies listed in section C, or affiliated hospitals and clinical organizations are eligible to participate as a member of the Graduate Committee Faculty (if permitted by college/school, department, or interdisciplinary degree program guidelines). Prior to nomination, the nominating college/school, department, or interdisciplinary degree program must

- Sponsor an account for the prospective nominee through the university’s Technology Services (<https://it.tamu.edu/services/accounts-and-id-management/uin-netid-and-passwords/guest-accounts/>)
- Once a University Identification Number (UIN) has been assigned, the prospective nominee must claim a NetID and create a TAMU email address through Aggie Account Gateway (<https://gateway.tamu.edu/>)
- The prospective nominee must then publish the TAMU email address to the University Directory (also through Aggie Account Gateway)
- Prospective nominees must also complete mandatory online trainings (EIS and FERPA) before the academic unit can complete the nomination approval process

Once all the above steps have been completed, the academic unit may submit nominations through the Graduate Committee Faculty Nomination Portal for approval.

Contact: Technology Services, Identity Management – identity@tamu.edu or 979-862-4300

2.8.3 Nominating Special Appointments

Nominations for non-voting Special Appointments do not require the academic unit to sponsor credentials or for the prospective nominee to be assigned a University Identification Number (UIN).

Complete the nomination form in its entirety. Please enter the nominee’s location, email address, employer, position or title, and details of degrees earned; upload a current *Curriculum Vitae* and letter of support; enter the UIN of the student for whom the Special Appointment will advise; and submit the nomination for approval through the workflow.

2.8.4 Graduate Committee Faculty Membership Change Requests

Academic units may adjust their Graduate Committee Faculty members’ roles through the Change Request process. After logging into GradCom, select the “Committee Faculty” tab, 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.” Under “Memberships”, select your unit from the drop-down menu and click “Start Change Request.” The request will move to the “Change Request List” page. To initiate, click the “Update” button. The change request will then move the same approval process as the equivalent regular nomination.

Please note: users can make change requests only for departments in which they are authorized to submit Graduate Committee Faculty nominations.

For more information on entering and approving change requests, please see the Graduate Committee Faculty Portal

User's Guide available on the GradCom home page.

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

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.

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

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

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

Program/Major	Degree	Commencement Ceremony
Water Management and Hydrological Sciences	MWM	College of Arts and Sciences
Water Management and Hydrological Sciences (WMHS)	PhD	college/school where chair of advisory committee resides*

2.10 NEW 689 (SPECIAL TOPICS) COURSES

689 (Special Topics) courses may be taught, temporarily, with approval from the Graduate and Professional School. 689 requests must be submitted through the Registrar’s [Section Request System](#) (SRS). For information on the SRS and submission of 689 requests, see the Registrar’s [SRS User Guide](#).

According to [Rule FS.15.013](#) for Special Topics Courses, a new graduate course may be taught under the designation of 689 (Special Topics) two semesters. After the second offering, a third request may be approved only if a permanent course request has been created and submitted through 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 the course must be approved a third time, please contact the Graduate and Professional School explaining the situation.

Additional information regarding Special Topics courses can be found on the Office of the Registrar’s [Course Inventory webpage](#).

Contact: Graduate and Professional School – Grad-689Requests@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 mailing service 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 content submitted to the listserv 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

Messages should be sent to gradadvisors@listserv.tamu.edu for approval and should be addressed to the intended recipients: "Grad Advisors.". 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, meticulously proofread and edited, and have contact information clearly listed.

2.11.3 Subscribing/Unsubscribing from the LISTSERV

To subscribe to the Grad Advisor LISTSERV, send an email to listserv@listserv.tamu.edu with the following commands 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.

To unsubscribe or sign off from the Grad Advisors LISTSERV, 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.

Contact: Graduate and Professional School – grad@tamu.edu

2.12 COMPASS

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 Compass Access

If your job duties require you to use Compass, you will need a Compass Account Request form initiated by the Primary Authorizing Agent (PAA) within the employee tab of Howdy. 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, completing the EIS Application Security Statement of Acknowledgement, and completing FERPA training.

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. 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.

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.

2.12.3 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 or via the Compass Reports Icon in the Howdy Portal.

Compass Reports 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’ In Howdy. The security group which contains the desired report is listed on the request. The electronic form is routed to EIS for approval.

The following Compass security groups are necessary to obtain access to the reports listed above.

- G_CLGR_####_DEPT_RPRT
 - Replace “DEPT” with your four-letter department code
 - The “####” will change depending on your department

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 Trent Smith at smitht@tamu.edu for the specific group that needs to be requested.

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.
PWS_CS_NO_DEGPLAN_XX	Students who will be blocked for missing degree plan, includes TAMU

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Notes:

PWS_CS_NO_DEGPLAN_XX_CSV	email address for contact.
PWS_GR_DEG_PLAN_DIST_HOURS_XX	Credits taken by distance education.
PWS_GR_FAIL_RPT_BY_COLL_XX	List of all students who have applied to graduate but are not meeting one or more degree requirement
SRC_GR_CAA_MANU_RPT_FOR_XX	Status of the student's Copyright and Availability and Thesis/Dissertation in ARCS

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.

If 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. Applicants are not required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. Once applicants have informed the program that they are withdrawing their acceptance of the offer, they then can accept any other offers.

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 applies to offers of financial support only, not offers of admission.
- This Resolution is reviewed and reaffirmed by the CGS Board of Directors every five years and was last renewed October 2019.

For more information, please see the Council of Graduate Schools' [April 15 Resolution webpage](#).

3.2 GRADUATE FELLOWSHIPS AND AWARDS

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

The Dr. Dionel Avilés '53 and Dr. James Johnson '67 Fellowship Program seeks to attract, recruit, and support the development of high-achieving graduate and professional students with diverse experiences and backgrounds.

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 required 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 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. Year 5 funding is optional.

Reviewers will consider all aspects of the applicant's experiences in the evaluation process with a focus on academic excellence and the nominee's basis for eligibility. 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) evidence of superior academic achievement, (2) relevant experiences outside of the classroom, and (3) non-cognitive and personal attributes.

Nomination Guidelines

- Deadline for submission: Around the first week of February (Round 1) and around the first week of March (Round 2)
- Submit all nominations through InfoReady GradHub.
- Students CANNOT submit/upload their own nominations.

For more detailed information regarding the Avilés-Johnson Fellowship Program, please see the [Funding and Benefits page](#) on the Graduate and Professional School website.

3.2.2 The Dissertation Fellowship

Award Information

The Graduate and Professional School offers Dissertation Fellowships to doctoral students in the dissertation phase of their degree program. Dissertation Fellowships are intended to support advanced doctoral students in the final analysis of their research topic and the final writing of the dissertation. For the 2024-2025 academic year, the Graduate and

Professional School will offer 10 fellowships in the fall and 5 in the spring to students who will graduate by August 2025 and December 2025, respectively. *This fellowship is NOT intended to finance data collection or the completion of doctoral coursework. Priority will be given to doctoral students whose primary financial support for 2024-2025 is NOT related to their research (e.g., GANT, GAL, GAT, Self-funded). Students who have funding related to their dissertation research or who anticipate graduating by December 2024 will be least likely to receive this fellowship.*

Application Guidelines

- Deadline for submission: mid-May (Round 1) and late-October (Round 2)
- Submit all applications through InfoReady GradHub.
- Students MUST submit/upload their own applications.

Award Requirements

- Must be admitted to candidacy by May 10, 2024, for Round 1 and October 29, 2024, for Round 2. To be admitted to candidacy for a doctoral degree, a student must have:
 - Completed all formal coursework on the degree plan except for 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.
 - Met the degree residency requirements (see [Graduate Catalog](#)).
- 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 at time of application and during the fellowship year (Round 1: September 1, 2024 to August 31, 2025 and Round 2: January 1, 2025 to December 31, 2025), except for TAMU doctoral students whose committee chair resides on the TAMU-Galveston campus or MD/PhD students whose committee chair resides on our partner Houston campus. In the latter cases, those students should be working on site at the respective location.
- The student must submit, in writing, intent to apply for the Dissertation Fellowship to departmental/program faculty and staff graduate advisors. The intent to apply notification is not included in the application, but it is a formality that must be completed **before** the student applies.

For more detailed information regarding the Dissertation Fellowship, please see the [Funding and Benefits page](#) on the Graduate and Professional School website.

3.3 NATIONAL FELLOWSHIPS

3.3.1 National Science Foundation Graduate Research Fellowship Program

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 a three-year annual stipend of \$37,000, payment of 100% tuition and required fees, as well as access to opportunities for professional development available to NSF-supported graduate students. Each recipient is eligible to participate in a Texas A&M University System (TAMUS) insurance program as a graduate student fellow.

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

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

3.3.2 The National GEM Consortium | GEM Fellowship Program

The National GEM Consortium (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 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 to a number of opportunities in academia.

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

3.3.3 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); individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program; Indigenous individuals exercising rights associated with the Jay Treaty of 1794; individuals granted Temporary Protected Status; 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 in the U.S.,
- Ph.D. or Sc.D. degree candidates studying in an eligible research-based discipline in a dissertation-required program 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 8, 2022*, 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

*Deadline from the 2022 competition. The 2023 application deadline will be announced at a later time.

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

3.3.4 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. Fellowship renewal will be reviewed in partnership with employer-sponsor on an annual basis.

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 GFSD Board of Directors.)

Fields of Study: Though the fields supported can vary annually depending on employer needs, in general, GFSD covers the following: Astronomy, Biomedical Engineering, 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 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 partner. 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>

3.3.5 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 broaden participation.

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. 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 a candidate 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 funding conditions, and for links to the request forms.

Contact: great@tamu.edu

3.4 GRADUATE STUDENT AWARDS

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

The U.S. Senator Phil Gramm Doctoral Fellowship Award, available only to currently enrolled doctoral students at Texas A&M University, recognizes scholarly excellence. This 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. All departmental nominations must be submitted to the college/school level first. College/School Administrators will then select four (4) of the departmental nominations to submit to the Graduate and Professional School for final consideration. 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>

3.4.2 The Texas A&M Distinguished Dissertation Award (\$1,000)

The Graduate and Professional School annually recognizes dissertations that have made a significant, impactful contribution to their field. Awards are made in four board categories: biological sciences and life sciences, humanities and fine arts, mathematics, physical sciences, and engineering, and social sciences. One of the distinguished dissertation

winners is also named the George W. Kunze Endowed Fellowship Award recipient. Dr. George W. Kunze was the long-time Dean of the Graduate College at Texas A&M University. Upon his retirement, university faculty and friends generously contributed an endowment in honor of Dr. Kunze to provide an award for a current doctoral student nearing completion of the degree program.

<https://grad.tamu.edu/knowledge-center/funding-and-benefits/texas-a-m-distinguished-dissertation-award-information>

3.4.3 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>

3.4.4 Distinguished Graduate Student Awards (certificate and watch value at \$500)

Each year, the Graduate and Professional School selects up to 15 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.
- Students CANNOT submit/upload their own nominations.

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

3.5 OTHER GRANTS

3.5.1 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 & Barbara Bush 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.

Contact: Graduate and Professional School Travel Awards – grad-travel-award@tamu.edu

3.6 TAMU GRADUATE FELLOWSHIP NOMINATIONS AND PROCESSING

Graduate 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. For example, 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.

3.6.1 Call for Nominations/Applications

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

3.6.2 Nomination Submission Process

The nomination process is now completely online in an easy-to-use format (InfoReady Submission System – called “[InfoReady GradHub](#)”). To log on to InfoReady, you must have a Texas A&M Net ID and sign in via central authentication service (CAS) authentication. Once logged in, you will choose the appropriate fellowship and will be asked to complete a nomination application. The submitter can then upload all nomination materials with the nomination application to complete the nomination submission process.

3.6.3 Review and Award Process

Reviewers enter their personal rankings (quantitative and qualitative) 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.

For the Avilés-Johnson Fellowship, 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 their nominator, are to be sent the Graduate and Professional School and department award letters one week after awards are announced to departments. Selected nominees have until April 15 to accept or decline the Avilés-Johnson fellowship.

3.6.4 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 across various disciplines, departments, programs, schools and colleges. Each reviewer completes a Conflict-of-Interest process to ensure that they do not have conflicts to formal review.

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.

3.6.5 Award Letters

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

- GOC Dean

- Department Head
- Graduate Advisor
- Nominator

3.6.6 Acceptance Forms

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

3.6.7 Follow-up Emails and Newsletters

Prior to the fall semester, follow-up e-mails and newsletters 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. These newsletters provide students with specific details regarding their fellowship, including stipend disbursements, tuition payments, and how to set up direct deposit, among other details. Fellows are also encouraged to email grad-award-admin@tamu.edu if they have questions regarding their fellowship.

3.6.8 New Fellows Financial Workshop and Social

The New Fellows Financial Workshop and Social is held early in the fall semester for new Avilés-Johnson, Pathways, National Science Foundation-GRFP, GEM, IDP Merit/College Merit awardees, Dissertation, and IMSD T32 fellows.

- Financial Workshop: Fellows gain valuable insights on fellowship disbursements, insurance and benefits, student financial aid, and tax compliance. Fellows engage with presenters during a dedicated Q&A session.
- Social: Attendees connect with relatively “new” Texas A&M and National fellows, as well as university leadership, faculty, and support staff. This is a great opportunity to network and share experiences as new fellows prepare for the fall semester.

An invitation to the Financial Workshop is sent only to fellows. An invitation to the Social is sent to fellows, GOC Deans, and fellowship reviewers.

3.7 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:

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Notes:

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

Social Events:

- Tailgate
- Ice Cream Social
- Fall and Spring Socials
- ASK the Graduate and Professional School
- Lunches

Graduate Ombuds Officer:

- Serves as an informal, independent, and neutral listener and information resource that anyone from the graduate and professional community can utilize.
- Assists students with obtaining assistance with conflict, misunderstanding, concern or issue related to graduate education.

3.8 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.

3.8.1 Graduate Resources and Development for Aggies

The Graduate and Professional School works in collaboration with other units and organizations on campus to facilitate the Graduate Resources and Development for Aggies (GRAD Aggies) professional development program. Launched in Fall 2014, the GRAD 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 GRAD 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 six skill areas: research and academics; personal wellbeing; instruction and assessment; communication; leadership; and career development.

GRAD Aggies is a collaborative effort of:

[Career Center](#)

[Center for Teaching Excellence](#)

[Graduate and Professional Student Government](#)

[Graduate and Professional School](#)

[International Student & Scholar Services](#)

[University Health Services](#)

[University Libraries](#)

[University Writing Center](#)

Students who attend GRAD Aggies programming have the option to participate in the GRAD Aggies Professional Development Certificate Program. More information about the GRAD Aggies program and a listing of resources can be found on the [GRAD Aggies webpage](#) and in the monthly Grad School eNewsletter, News from Nagle. Also, a searchable repository of all professional development opportunities available to graduate students, referred to as the Professional Development Directory, is available on the [Graduate and Professional School website](#).

3.8.2 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.

More about graduate mentoring can be found on the [Graduate Mentoring Academy webpage](#).

3.9 PATHWAYS TO THE DOCTORATE FELLOWSHIP PROGRAM

The Graduate and Professional School at Texas A&M University solicits nominations by faculty, departments and interdisciplinary programs to enhance the recruitment and retention of high-quality doctoral students with diverse experience and backgrounds through partnerships and collaborations with other institutions. These partnerships may be funded through the Pathways to the Doctorate Collaboration grants, but other partnerships may also be considered. Pathways to the Doctorate Fellowships are designed to support students who come to Texas A&M University as a result of a partnership and collaboration with another institution and are intended to promote mutually beneficial relationships between faculty, departments, and programs at Texas A&M University and other institutions. These relationships should foster meaningful collaborative partnerships that create a sustainable pipeline for students with diverse experiences and backgrounds to enter doctoral programs at Texas A&M University while providing adequate support to students to ensure retention, timely graduation, and career success.

Additional information on the [Pathways to the Doctorate Fellowships webpage](#).

3.10 PATHWAYS TO THE DOCTORATE COLLABORATION GRANTS

The Graduate and Professional School accepts grant requests from departments and colleges at Texas A&M University to support mutually beneficial collaborations and partnerships with faculty at other institutions in Texas and the United States. Proposals must be collaborative with FACULTY and STAFF at one or more institutions, seeking to improve long-term partnerships between Texas A&M and other institutions that create sustainable pipelines for students of diverse experiences and backgrounds to enter graduate programs at Texas A&M AND provide adequate support to those students to ensure retention, timely graduation and career success. This is NOT a recruitment grant. Efforts must be focused on building collaborative relationships with faculty and staff at the partner institution. Grants should focus on activities that will expand the number and reach of pathways to achieve the long-term goal of recruiting, enrolling, and graduating students with diverse experiences and backgrounds in TAMU's doctoral programs.

Additional information on the [Pathways to the Doctorate Collaboration Grants webpage](#).

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 Intercollegiate Faculty Chairs 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](#). 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 approving 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, department, or degree program 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 Academic Requirements Completion System (ARCS)

The [Academic Requirements Completion System \(ARCS\)](#) enables graduate students to submit documents for non-course requirements (“milestones”). ARCS can be accessed by selecting the “ARCS” icon on Howdy. These documents include

- Research Proposal
- Preliminary Examination Requests and Grades
- Residency
- Admission to Candidacy
- Final Examination Requests and Grades
- Copyright and Availability Form
- Thesis Approval Form

Please confirm that all required official academic prerequisites – such as degree plans and course requirements

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Notes:

– have been processed by Graduate Records Processing or completed before students attempt to submit requests or documents for review.

The “Upcoming Examinations” section providing the dates for any pending Preliminary or Final Examinations of students on whose advisory committee a member is serving on. The “Pending My Review” section lists any Milestones that require a user’s attention or approval. The “All Requests” section records all submitted milestone on which a user is designated as an approver.

4.1.3 AdobeSign

Documentation for several special circumstances is sent through AdobeSign. Departmental approval may be required for the following:

- the Letter of Intent,
- Non-resident Tuition Waiver Requests,
- Requests for Fellowship Reinstatement/Deferment,
- GREAT Program Supplemental Funding Reimbursement form.

The initiator of the AdobeSign request must put the recipient list and emails of all required signers when they submit the request. An email will be sent to all required signers that allows them to access the document and sign electronically. Please ensure that anyone initiating an AdobeSign form has an accurate email list for any required recipients to facilitate processing.

4.1.4 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.
- 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 or program individuals (as designated in the unit’s Authorized Signers Form) have signed.
- 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@tamu.edu or 979-845-3631

4.2 GRADUATE AND PROFESSIONAL SCHOOL SIGNATURE AND APPROVAL REQUIREMENTS FOR GRADUATE AND PROFESSIONAL STUDENT DOCUMENTS

Students, staff, and advisors must obtain all required approvals for the Academic Requirements Completion System (ARCS) and signatures for AdobeSign 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. If a form requires the Department Head or the Intercollegiate Faculty Chair signature, that signature must be added to the workflow.

Forms that Require Department Head/Intercollegiate Faculty Chair Signature

At a minimum, the Department Head/Intercollegiate Faculty Chair signature must be added to the workflow in AdobeSign for the following documents:

- Letter of Intent
- Graduate Student Graduation Cancellation Form

For the following form, the Department Head/Intercollegiate Faculty Chair must sign by hand or by electronic signature: Secondary Curriculum Request

4.3 STANDARDIZED TEST SCORES

As of the 2022-2023 academic year, an official score on a standardized test is not required for admission to a graduate program at Texas A&M University. Individual programs, however, are allowed to require applicants to submit official standardized test scores upon request to and approval by the Texas A&M University Graduate and Professional Council.

The departments/programs listed below informed the Graduate and Professional School that a standardized test is required as part of the admission requirement to their program(s). 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.

Programs Maintaining Standardized Test Requirements for 2024

College of Agriculture and Life Sciences

Degree Program	Masters	Doctorate	Professional
Department of Agricultural Economics			
Agricultural Economics		PhD	

College of Architecture

Degree Program	Masters	Doctorate	Professional
Department of Construction Science			
Construction Management	MS		
Construction Science		PhD	

College of Arts and Sciences

Degree Program	Masters	Doctorate	Professional
Department of Anthropology			
Maritime Archaeology and Conservation	MS		
Department of Economics			
Economics		PhD	
Department of Mathematics			
Mathematics	MS	PhD	
Department of Psychological and Brain Sciences			
Industrial/Organizational Psychology		PhD	
Psychological Sciences	MS		

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Notes:

Mays Business School

Degree Program	Masters	Doctorate	Professional
Analytics	MS/MBA		On Campus, Distance, and Combination Program
Business	MS		
Business Administration	MBA	PhD	On Campus
Department of Finance			
Finance	MS		
Land Economics and Real Estate	MRE		
Quantitative Finance	MS		
Department of Information and Operations Management			
Management Information Systems	MS		On Campus
Department of Management			
Human Resource Management	MS		
Management		PhD	
Department of Marketing			
Marketing	MS		

School of Dentistry

Degree Program	Masters	Doctorate	Professional
Department of Oral and Maxillofacial Surgery			
Oral and Maxillofacial Surgery			Certificate
Department of Orthodontics			
Orthodontics			Certificate

School of Education and Human Development

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Notes:

Degree Program	Masters	Doctorate	Professional
Department of Teaching, Learning and Culture			
Curriculum and Instruction		EdD	Distance

College of Engineering

Degree Program	Masters	Doctorate	Professional
Department of Industrial and Systems Engineering			
Engineering Management	MS		On Campus and Distance
Industrial Data Analytics			Certificate, On Campus and Distance
Industrial Engineering	MS, MEN	PhD	On Campus and Distance
Harold Vance Department of Petroleum Engineering			
Petroleum Engineering	MS, MEN	PhD	Required for Non-US Bachelor's or Master's Degree Holders, On campus and Distance

4.4 ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

All international graduate students must meet minimum English language proficiency standards. Texas A&M University defines an [international graduate student](#) as any applicant who

- is not a citizen or lawful permanent resident of the United States (or applicant for permanent residency), and
- has not graduated from a Texas high school after three years in residency within the state (please review [Texas SB 1528](#)), and
- holds a bachelor's or professional degree (or equivalent).

4.4.1 English Language Proficiency Requirement for Admission

To achieve admission, international graduate students must meet the English Language Proficiency Requirement for Admission. Proof of English language proficiency is demonstrated by achieving a minimum required score on an

acceptable standardized examination, citizenship with an English-speaking country, or completion of a tertiary degree at an accredited academic institution within the United States.

Test Scores Accepted by Texas A&M for Admission

The following global standardized tests are acceptable for admission and ELP Verification:

- 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;
- a GRE Verbal Reasoning score of at least 146 (400 on the old scale); or
- a GMAT Verbal score of at least 22.

Individual colleges/schools or departments may choose to establish test standards that exceed the university minimums listed above.

Scores from examinations administered more than two years before submission of the admissions application are not eligible for use. Tests should be taken at least eight weeks prior to the appropriate application deadline to ensure timely receipt and processing of results.

For information about submission of scores, see the [International Graduate page](#) on the Office of Admissions website.

International Graduate Students from English-Speaking Countries

International graduate students holding citizenship with one of the following English-speaking countries meet the ELP Requirement for admission and will automatically receive ELP Verification:

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

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Notes:

Please note: While Canadian graduate students will meet the ELP Requirement for Admission, they do not automatically receive ELP Verification (see 4.4.2 below).

Degrees Accepted by Texas A&M for Admission

A bachelor’s or master’s degree completed at an accredited academic institution within the United States is acceptable for admission and ELP Verification. Transcripts must be provided during the application process for evaluation.

Please note: Degrees in progress will not satisfy the ELP Requirement for Admission. The admitting academic unit may need to submit an English Language Proficiency Requirement Waiver for Admission (see below).

English Language Proficiency Waivers for Admissions

Under extenuating circumstances, if an international graduate student does not meet the ELP Requirement for Admission, the admitting academic unit may request an English Language Proficiency Waiver for Admission on the students’ behalf. Approval of the request will allow the Office of Admissions to complete a student’s admission to the university but does *not* satisfy the ELP Verification Requirement for registration (see Section 4.4.2 below).

Waiver requests must be submitted in the form of a memorandum

- from and signed by the appropriate College/School Dean, Department Head, or interdisciplinary degree program Chair;
- routed through and signed by the appropriate College/School Graduate Operations Committee Dean; and
- addressed to the Associate Provost and Dean of the Graduate and Professional School.

The memo must include

- the name, UIN (if applicable), program the student will be admitted to, and first semester of enrollment;
- an explanation as to why the student does not currently meet the university and/or program’s ELP Requirement for Admission (expired standardized test scores, pending conferral of a bachelor’s or master’s degree, etc.);
- the student’s qualifications; and
- how the student will meet the ELP Verification Requirement following admission to the university (retake of a standardized English language exam, receipt of a bachelor’s or master’s degree, etc.).

These memoranda must be submitted to ELPCompliance@tamu.edu for timely review (*please **do not** forward the request to the Associate Provost and Dean of the Graduate and Professional School*). Upon approval, the Graduate and Professional School’s English Language Proficiency Compliance Office will forward the signed request to the Office of Admissions and the requesting academic unit.

Please note: Approval of the waiver will allow for completion of admission to the university only. The student will still be required to attain ELP Verification in order to register for courses following completion of the admission process (see Section 4.2.2 below).

4.4.2 English Language Proficiency Verification for Registration

All admitted international graduate students must attain English Language Proficiency Verification to register for courses at Texas A&M University. This is attainable by achieving a minimum required score on an acceptable standardized examination, citizenship with an English-speaking country, or alternative means.

Verification during Admission

ELP Verification may have been obtained during the admissions process through minimum required scores on an acceptable standardized examination (see “Test Scores Accepted by Texas A&M for Admission” from Section 4.4.1 above) or citizenship with an English-speaking country (see “International Graduate Students from English-Speaking Countries” from Section 4.4.1 above).

Alternative Verification for International Graduate Students

Alternative Verification may be acquired, *following completion of the admissions process*, from the Graduate and Professional School *via* request submitted by colleges/schools, departments, or interdisciplinary degree programs. Alternative Verification indicates that an international graduate student meets the ELP Verification Requirement through means other than the acceptable test scores or citizenship.

An international graduate student may be Alternatively Verified by

- receipt of a bachelor’s degree from an accredited academic institution located within the United States; or
- receipt of a master’s degree from an accredited academic institution located within the United States; or
- holds Canadian citizenship and is not from Quebec;
- the international graduate student qualifies for Alternative Verification by other means.

For Alternative Verification Requests based upon a bachelor’s or master’s degree, the Office of Admissions must have received and entered official transcript(s) into the student’s record.

Requests must be submitted by an academic unit on the student’s behalf by use of the Alternative Verification/Certification Request Form (see Section 11.3.1 below). The student should provide the academic unit with documentation to support the Alternative Verification Request. Please indicate the justification on which the Alternative Verification is based and provide any relevant documentation to support the request with the form. Alternative Verification/Certification Request Forms must be signed and submitted by the academic unit to ELPCompliance@tamu.edu for timely review.

The Graduate and Professional School will determine whether to grant Alternative Verification Requests on a case-by-case basis.

4.4.3 English Language Proficiency Certification for Teaching

For eligibility to hold a graduate assistantship with instructional or curricular support responsibilities – such as Graduate Assistant Teaching (GAT) or Graduate Assistant Lecturing (GAL) – Texas State law (Education Code, [Section 51-917](#)) and Texas A&M University [policy](#) requires international graduate students to achieve English Language Proficiency

NOTES:

Certification.

The Division of Human Resources and Organizational Effectiveness (HROE) at Texas A&M requires prospective or current international students hired for assistantships that carry teaching responsibilities to meet the ELP Certification Requirement. Proof of English language proficiency for Certification is demonstrated by achieving a minimum required score on an acceptable standardized examination or alternative means.

English Language Proficiency Certification Levels

Satisfaction of the ELP Certification Requirement in relation to teaching positions is rated on an eligibility scale of 1-3.

An international graduate student who receives a **Level 1** certifying score or Alternative Certified is *Eligible* for teaching assignments.

Those with a **Level 2** rating are *Conditionally Eligible* for teaching assignments. They may teach for *one semester only* and must simultaneously enroll in the Texas A&M University's Center for Teaching Excellence English Language Proficiency (CTE-ELP) Program (see Section 4.7 below for details). Conditionally eligible international graduate students *must* achieve a Level 1 certifying score on the ELPE or a global standardized test *before* the hiring date for the next semester.

Students at **Level 3** (Verified only) are *Ineligible* for teaching assignments. They should participate in spoken language training (such as those offered by CTE-ELP and other independent English language instruction providers) to assist them in meeting the ELP Certification Requirement (see Section 4.7 below for details). They will remain ineligible until they achieve a certifying score on the ELPE oral skills assessment or a global standardized test.

English Language Proficiency Certification during Admissions

ELP Certification may have been obtained during the admission process through achieving a minimum required score on an acceptable standardized examination. If the student submitted scores to the university from a standardized English language examination which met the minimum required for Level 1 Certification, the student will automatically receive ELP Certification during the admission process.

Test Scores Accepted for English Language Proficiency Certification

The following global standardized tests are acceptable to obtain ELP Certification:

- TOEFL-Essentials and -iBT; or
- IELTS, including the One-Skill Retake (see below).

Please note: Scores from TOEFL-Essentials, TOEFL-iBT, or IELTS examinations administered more than two years before submission of the admissions application are not eligible for use in attaining English Language Proficiency Certification. Once official test scores have been reported to the university, they remain effective throughout the duration of the student's time at Texas A&M.

International graduate students who wish to serve in teaching positions and have not met the ELP Certification

NOTES:

Requirement prior to enrollment can also certify by passing the oral skills assessment of the English Language Proficiency Exam (ELPE) offered by Texas A&M’s Testing Services (see Section 4.5 below).

Eligibility Levels for International Students to Serve in Teaching Positions	Global Standardized Tests			Locally Administered Exam (through Texas A&M)
	TOEFL-Essentials Speaking Section	TOEFL-iBT Speaking Section	IELTS Speaking Section	ELPE Oral Examination
1. Eligible	≥ 11	26-30	≥ 8	≥ 80
2. Conditionally Eligible	9-10	23-25	7.0-7.5	75-79
3. Ineligible	≤ 8	< 23	< 7.0	< 75

Alternative Certification for International Graduate Students

Alternative Certification may be acquired, *following completion of the admissions process*, from the Graduate and Professional School *via* request submitted by colleges/schools, departments, or interdisciplinary degree programs. Alternative Certification indicates that an international graduate student meets the ELP Certification Requirement through means other than the acceptable testing scores and confers Level 1 (Eligible) status.

An international graduate student may be Alternatively Certified by

- receipt of a bachelor’s degree, following four years of study, at an accredited academic institution located within the United States;
- holding citizenship with an approved English-speaking country (see Section 4.4.1.2 above); or
- the international graduate student qualifies for Alternative Certification by other means.

For Alternative Certification Request based upon a bachelor’s degree, the Office of Admissions must receive and enter official transcript(s) into the student’s record.

Requests must be submitted by an academic unit on the student’s behalf by use of the Alternative Verification/Certification Request Form (see Section 11.3.1 below). The student should provide the academic unit with documentation to support the Alternative Certification Request. Please indicate the justification on which the Alternative Certification is based and provide any relevant documentation to support the request with the form. Alternative Verification/Certification Request Forms must be signed and submitted by the academic unit to ELPCompliance@tamu.edu for timely review.

The Graduate and Professional School will determine whether to grant Alternative Certification Requests on a case-by-case basis.

Emergency Deferral of English Language Proficiency Certification

International graduate students with an ELP status of Level 3 (Verified only) are *Ineligible* for hire in GAT or GAL

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positions.

Under extenuating circumstances, however, academic units may need to hire an international graduate student who has not attained Level 1 Certification or Level 2 Conditional Eligibility based on standardized test scores, the ELPE, or Alternative Certification. In such cases, a college/school, department, or interdisciplinary degree program may request a one-time, one-semester Emergency Deferral of the English Language Proficiency Certification Requirement. Emergency Deferrals may be acquired from the Graduate and Professional School *via* request submitted by the academic unit.

Emergency Deferral indicates that an international graduate student does not currently meet the ELP Certification Requirement, but extenuating circumstances necessitated the hire. Academic units seeking to hire an Ineligible international graduate student based upon an Emergency Deferral must obtain approval of the request *before* the date of hire. Level 3 Verified only (Ineligible) students hired without an approved Emergency Deferral on file with the Graduate and Professional School will be subject to automatic termination and will remain Ineligible for rehire until a Level 1 certifying score is achieved.

Academic units may initiate and submit an Emergency Deferral Request Form (see Section 11.X below) on behalf of an Ineligible international graduate student. Approval will provide a one-time, one-semester only deferral of the ELP Certification Requirement. To receive approval,

1. the academic unit must provide justification as to the necessity for hire of a Level 3 Ineligible international graduate student;
2. the academic unit must assign a faculty member to supervise the student during the semester of Emergency Deferral; and
3. the student must schedule an Intake Assessment for the Center for Teaching Excellence’s English Language Proficiency Program.

Both the student and academic unit must fulfill the following requirements during the semester of employment:

1. The student must participate in the English Language Proficiency Program with the Center for Teaching Excellence.
2. The assigned faculty member must conduct periodic reviews – including in-class observations – of the student’s teaching performance with the first review conducted during the first month of the semester.

The Emergency Deferral Request Form must include

- the student’s name and UIN;
- the semester of requested Emergency Deferral;
- justification for the request, which may include
 - a previously assigned GAT or GAL is no longer eligible to teach and the academic unit is now required to hire a Level 3 Ineligible international graduate student,
 - an unanticipated student enrollment increase required the academic unit to create additional course

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- sections and must now hire a Level 3 Ineligible international student, or
 - other unexpected circumstances requires the academic unit to hire a Level 3 Ineligible international graduate student (*please note: inability to schedule a TOEFL, IELTS, or ELPE is no longer considered as an acceptable justification*);
 - the faculty member who will supervise and review the student; and
 - the scheduled date for the CTE-ELP Intake Assessment.

The request form must be signed by the supervising faculty member, an authorized department or program approver, and the appropriate college/school Graduate Operations Committee Dean.

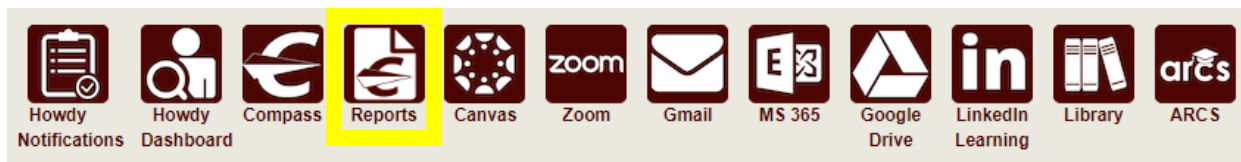
Completed Emergency Deferral Request Forms must be submitted to the English Language Proficiency Compliance Office in the Graduate and Professional School for timely review. The Graduate and Professional School reserves the right to decline the request if all criteria above are not met.

4.4.4 English Language Proficiency Codes

International graduate students are assigned an English Language Proficiency status code in Compass that can be used to determine their eligibility to register for courses or hold teaching assignments. Graduate advisors can access these codes *via* the Howdy portal or in Compass.

Eligible to Register for Courses and Teach		Eligible to Register for Courses, Ineligible to Teach	
Z1	Level 1 Certified	ZV	Level 3 Verified
ZA	Alternatively Certified	ZW	Alternatively Verified
ZZ	ELP Not Required	ZE	Native English Speaker
Eligible to Register for Courses, Eligible to Teach for One Semester Only		ZT	Conditional Eligibility Expired
Z2	Level 2 Conditionally Certified	Ineligible to Register for Courses or Teach	
ZD	Conditionally Certified through Emergency Deferral	ZN	Not Verified

Faculty and staff with Compass access can check the ELP status codes of their students through Compass Reports on Howdy. In the portal, click the “Reports” tile.



In the field under “Report Name,” search for the report titled “PWS_ELP_CERTIFICATION_XX” with your two-letter College/School code as the last two letters. In this report, the column “ELP STATUS” has the above indicated codes and the column “ELP GAT_GAL ELIGIBLE” translates the codes into whether the student is eligible to teach “YES” or not

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“NO”.

Report Name	Report Description	Report Type	Last Report Date	Most Used
PWS_ELP_CERTIFICATION			mm/dd/yyyy	
PWS_ELP_CERTIFICATION_00	Graduate ELP Certification	csv	December 07, 2020 12:51 AM	0
PWS_ELP_CERTIFICATION_AC	Graduate ELP Certification	csv	July 03, 2024 01:09 AM	0
PWS_ELP_CERTIFICATION_AG	Graduate ELP Certification	csv	July 03, 2024 01:09 AM	0
PWS_ELP_CERTIFICATION_ALL	Graduate ELP Certification	csv	July 03, 2024 01:09 AM	0
PWS_ELP_CERTIFICATION_AP	Graduate ELP Certification	csv	July 03, 2024 01:09 AM	0

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.
- 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 Audit Procedures

One month prior to the start of each Fall and Spring semester, the English Language Proficiency Compliance Office in the Graduate and Professional School will notify by email all Department Heads and Graduate Advisors with reminders of the English Language Proficiency Requirements for Graduate Assistant Teachers (GAT) and Graduate Assistant Lecturers (GAL).

The Graduate and Professional School conducts a Compliance Audit after the first payroll date of the Fall and Spring semesters. The audit report will consist of all international graduate students who meet the following criteria:

1. the student is currently employed in a teaching position, including those paid (even partially) by teaching funds;
2. the student is an international graduate; and
3. the student is not Level 1 Certified (Z1 or ZA).

The Graduate and Professional School ELP Compliance Office will then notify students, graduate advisors, and graduate program directors of the requirements. Any Level 2 (Conditionally Eligible) or Level 3 (Ineligible, but with an approved Emergency Deferral Request) student who does not achieve Level 1 Certification by the next semester’s hire date must either be transferred to a non-teaching position or will be terminated from employment. Departments should send their compliance action plan to the English Language Proficiency Compliance Coordinator in the Graduate and Professional School within 10 business days.

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At the conclusion of the Fall and Spring semesters, ELP Compliance Coordinator will conduct a second review of that semester’s audit report. Any Level 2 or 3 students who did not achieve Level 1 Certification will be notified (along with their employing units) that they are out of compliance and no longer eligible for a teaching position. A list of non-compliant students will then be provided by the Graduate and Professional School to the Division of Human Resources and Organizational Effectiveness (HROE). The employing units will then need to work with the student to resolve their compliance issue before the next hire date, or with HROE to transfer the student to a non-teaching position. If the compliance issue cannot be resolved, or the student transferred to a non-teaching position by the next hire date, the student will be terminated.

Contact: English Language Proficiency Compliance – ELPCompliance@tamu.edu or 979-845-3631

4.5 ENGLISH LANGUAGE PROFICIENCY EXAMINATION

The English Language Proficiency Examination (ELPE) evaluates English skill in the area of oral communication. The purpose of each exam section is to elicit samples of a student’s speech through a discussion between the examinee and a panel of reviewers. There are three segments to the ELPE:

- a short reading passage from a text, provided by Testing Services, on the student’s major;
- a brief prepared presentation based on the student’s major; and
- a short question-and-answer interview with the panel.

The assessment is conducted by a panel of two to three trained professionals who undergo pre-session training to ensure common standards.

The criterion for this assessment is whether the panel can understand what the examinee says. The panel will not necessarily evaluate the content of the examinee’s presentation, but rather whether it can be understood without difficulty.

Please note: Individual academic units may choose to establish test standards that exceed the university minimums (see chart in Section 4.4.3 above).

Visit Testing Services’ [English Language Proficiency Exam webpage](#) for more information on upcoming exam dates, fees, and how to register for the test. Upon submission of a registration request, students will receive an email confirmation followed by an additional email – the week of their exam – that includes the testing schedule.

4.5.1 ELPE for International Graduate Students Serving in Teaching Positions

International graduate students who wish to serve in teaching positions, did not achieve the requisite standardized test score for Level 1 Certification prior to enrollment, can take the oral skills assessment of the ELPE following admission to the university.

Testing Services will reserve selected dates in August and January each academic year for international graduate students who have received and accepted an offer for a teaching position.

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4.5.2 Testing During the Semester

Testing Services offers the ELPE throughout the semester for students who are Level 2 (Conditionally Certified) or Level 3 Verified only. Students may register for the test *via* the registration link on the Testing Services website.

4.5.3 ELPE Results

Once students have taken the examination, Testing Services will enter scores into Compass, viewable on the Test Score Information (SOATEST) screen. The Graduate and Professional School will perform an audit after the 12th class day of the Fall and Spring semesters to ensure that graduate students hired to teach have successfully met English Language Proficiency Requirements. Students and employing units will receive notification of non-compliance (see Section 4.4.6).

4.5.4 ELPE Retesting

Students may only test once every three months.

Students participating in the Center for Teaching Excellence’s English Language Proficiency Program, however, may request an earlier ELPE retest (within three months of their most recent attempt). Approval will be dependent on the level of student participation with the CTE-ELP Program and improvement (see Section 4.7).

Visit the [Testing Services website](#) for more information about test dates, registration, and any associated fees.

Contact: Testing Services – testing@tamu.edu or 979-845-0532

750 Agronomy Way, Suite 1101

College Station, Texas 77843-4239

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

4.6.1 Purpose of the CTE-ELP Program

Texas state law ([Sec. 51.917](#)) stipulates that “The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to...assist faculty members [which includes teaching assistants] whose primary language is not English to become proficient in the use of English”, particularly spoken English. At Texas A&M University, that program is the Center for Teaching Excellence - [English Language Proficiency \(CTE-ELP\) Program](#).

The CTE-ELP program is a linguistic resource provided to Texas A&M’s international instructors (and prospective instructors) who wish to improve their spoken English skills. Support services and resources are confidential and provided at no additional cost to the participant. They include diagnostic assessments, workshops, software programs, and private consultations. All services promote clear, comprehensible spoken English and engaging, student-centered

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instruction.

The CTE-ELP employs linguists with expertise in adult second language acquisition, English as a Second Language pronunciation, and pedagogy. These instructional consultants envision a linguistically diverse campus in which:

All instructors communicate effectively, fluently, clearly, and confidently. They share their expertise, participate in the university community, and enrich those around them. They are respected and valued by the students they teach; those students in turn are more prepared to live, work, and interact in a global society.

Some departments are hard-pressed to find TAs who are qualified both in content knowledge and in English proficiency. Additionally, departments may rely on teaching assistantships to recruit and fund international graduate students. The CTE-ELP serves these departments by providing professional development in oral English proficiency with the goal of increasing the number of graduate students who are English language certified, thereby expanding the pool of candidates for TA positions.

Note that CTE-ELP does **not** conduct summative assessments nor determine who is eligible to be a TA. That is done by raters of the recognized language tests or, in case of Alternative Certification, by the Graduate and Professional School. The CTE-ELP is not affiliated with the [English Language Proficiency Exam](#) (ELPE) administered by [Testing Services](#) at Texas A&M. Questions about ELPE registration, scoring, etc. should be directed to Testing Services.

4.6.2 Access to CTE-ELP Services

The CTE-ELP prioritizes current instructors (faculty and teaching assistants), especially those who have not yet reached English language certification, since they are already impacting the educational experience at Texas A&M. Certain services, such as classroom observations and private consultations, are reserved exclusively for current instructors.

However, other services and resources are open to non-teaching international graduate students, and if space permits, international undergraduate students, postdoctoral scholars, visiting scholars, and staff as well. For example, the Virtual Language Lab is available to anyone in the TAMU community with access to the Canvas LMS.

The services are intentionally flexible and efficient to accommodate busy schedules; many of them are offered virtually to reach TAs and future TAs on branch and partner campuses or even in their home countries before they arrive at Texas A&M. For this reason, advisors may recommend that international graduate students start participating in the CTE-ELP at their own pace, well before their teaching assignment, at any time of the year.

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A simple way to begin participating in the CTE-ELP is by filling out a [questionnaire](#) indicating one's specific interests. The CTE-ELP staff will then invite the student, *via* email, to relevant opportunities.

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4.6.3 Specific Resources and Services Offered by the CTE-ELP

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Service	Description
Classroom observation	Consultant observes participant teaching and provides feedback in a later consultation
Private consultation	Participant meets with consultant for individualized diagnosis, feedback, practice, and accountability
Conversation partnership	English-dominant undergrad volunteer meets with international student to converse regularly for 5 hours total
Videotaped microteaching	Participant practices teaching for 5-10 minutes in front of a small audience, gets feedback from consultant, and reflects on own teaching; videotaping optional
Practice group "English Language Proficiency for Instructors"	Series of 10 workshops in which participants practice functional vocabulary for student-centered teaching, American English pronunciation (especially intonation), and public speaking, and discuss cultural differences in higher education
Conversation Circle	CTE-ELP staff member hosts hour-long casual conversation; topics provided by participants
Special workshops	Topics include "Linguistic Diversity," "The American English Vowel System," "Academic Communication Skills: Conducting Office Hours," "Grammar in Spoken Communication," and more
English Language Proficiency Exam (ELPE) Overview	Test preparation for in-house language test for international teaching assistants, and tips for public speaking

NOTES:

Language laboratory with pronunciation software	<p>Participants work at their own pace on exercises that promote listening discrimination and pronunciation accuracy.</p> <p>The physical language lab provides workstations for students to practice on campus during working hours. The Virtual Language Lab is accessible to TAMU students off campus 24/7.</p>
List of Additional Resources for English Language Learning	<p>List makes participants aware of face-to-face resources in the university, face-to-face resources in the local community, and self-study resources online. Posted at the bottom of u.tamu.edu/cte-elp</p>

4.6.4 Obligation to Participate in the CTE-ELP

Conditionally appointed TAs, and TAs with an emergency deferral of certification, are required to participate in the CTE-ELP until they reach a Level 1 (certifying) score on one of the recognized tests of spoken English.

International graduate students with a marginal score are categorized as “Level 2” and are eligible to teach for one semester, conditional upon their participation in the CTE-ELP and their retesting to earn a higher score. These conditionally appointed TAs are the CTE-ELP’s priority clients because they are already impacting undergraduate education. Their participation is not optional. Data from previous semesters show that international TAs who participated in the CTE-ELP have a higher certification rate at the end of the semester than international TAs who did not.

Rarely, the Graduate and Professional School will grant an Emergency Deferral of Certification to an international graduate student who is Level 3 in proficiency. Any TA with an Emergency Deferral of Certification must participate in the CTE-ELP program, as well as meet additional obligations set by the Graduate and Professional School (for example, be the subject of periodic teaching observations by their department).

The starting point is an intake assessment (a private diagnostic interview) with the CTE-ELP Consultants. Conditionally appointed TAs should first contact the CTE-ELP *via* email (cte-elp@tamu.edu) or 979-458-3966, after which they will be given instructions for using the online scheduling tool to book an assessment. TAs with Emergency Deferral of Certification already booked an intake assessment with the CTE-ELP when submitting their request for deferral. The results of this diagnostic assessment 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 assessment and encompasses specific recommendations for activities.

International TAs with a Level 1 score or Alternative Certification do NOT need to participate in the CTE-ELP. However, they are welcome if they wish. Their participation is voluntary professional development. International graduate students who are NOT currently employed as TAs likewise are not required to participate in the CTE-ELP.

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TAs with Level 2 proficiency (and TAs with an Emergency Deferral of Certification) should make English language learning a priority during their semester-long grace period, and so should their departments. Based on principles of second language acquisition and historical data of Texas A&M University uncertified TAs, the CTE-ELP and the Graduate and Professional School have set the following expectations:

1. Begin participation in the CTE-ELP program with an intake assessment no later than Week 2 of the semester;
2. Participate in the CTE-ELP program for 5 hours per week, following their Individual Improvement Plan;
3. Retest and earn a Level 1 score by the end of the semester.

If the TA does not achieve a Level 1 score by the end of the semester, they are ineligible for future teaching assignments until they achieve a certifying score.

Students are eligible to take the ELPE no more than once every three months. There is an exception: 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. At any time, a conditionally-appointed TA may take the other recognized tests of spoken English (TOEFL iBT, TOEFL Essentials, or IELTS).

As soon as the TA achieves a Level 1 score, they are released from the obligation to participate in the CTE-ELP. This can happen at any point during the semester and motivates many to meet this requirement early in the semester. After achieving certification, TAs may continue attending CTE-ELP events if they desire additional professional development.

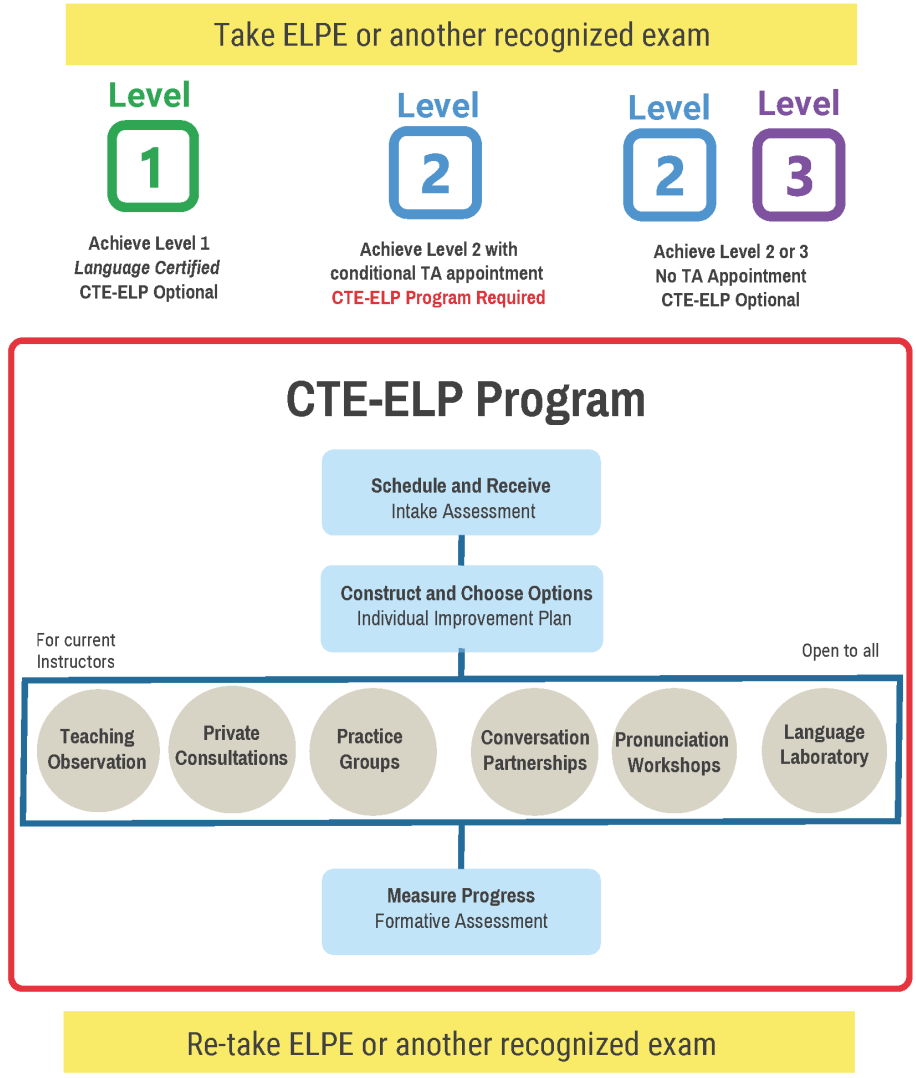
Language learning at the advanced level is a very time-consuming process. [One study](#) found that it took English language learners only 95-290 hours of learning to progress from the lowest level (A1) to the 2nd level (A2), but it took learners 760-1,996 hours to progress from the 4th level (B2) to the 5th (C1) (Benigno, de Jong, & Van Moere 2017). The distance between the 4th level and the 5th level is roughly similar to the distance between the proficiency of a graduate student admitted with a minimum TOEFL score to the proficiency of a graduate student who has reached English language certification. For this reason, the CTE-ELP expects a minimum of approximately 5 hours of supervised language learning weekly, to achieve the desired progress within one semester.

The recommended English language proficiency process is shown in Figure 3 (below).

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Recommended ELP Process

Recommended English Language Proficiency Process



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4.6.5 Best Practices for the Selection and Preparation of International TAs

Admissions Requirements

In addition to setting a minimum score for combined language skills (reading + listening + speaking + writing) (ex. 80 on the TOEFL iBT), departments may set a minimum subscore for speaking (ex. 23 on the TOEFL iBT speaking section) to ensure their new students are:

- Level 2 or 1 and therefore eligible to be employed as TAs immediately if needed.
- able to participate in their coursework their first semester (class discussions, oral presentations).

Communication to Future Students

Check a student's eligibility before offering a GAT/GAL position

- via ELP status code in SHANCRS; the following codes indicate that the student cannot be hired as a GAT/GAL: ZV, ZW, ZN, ZT.
- If ZE, submit paperwork for alternative certification.
- u.tamu.edu/TA-ELP questionnaire provides guidance.

If offering a graduate assistantship, specify which kind in the offer letter (GAT? GANT? GAR?) and use an offer letter template from HROE.

Advise admitted students who are not yet certified (who are Level 3 or 2) to take the ELPE via Zoom at least 3 months prior to the semester in which they want to teach.

If the student is conditionally eligible for a GAT position (Level 2), spell out the conditions:

- The student must participate in the CTE-ELP, **and**
- The student must (re)take a test of spoken English.

Advise newly admitted students to report to campus as early as possible before their first semester to adjust to life in Texas.

Provide Pre-Service Preparation for TAs

The Teaching Assistant Institute (TAI) or departmental equivalent is required of all new TAs, both domestic and international.

- The workshop series "ELP Practice Group for Instructors" is preparation specifically for international TAs.
- Departments may require it of their international TAs.
- Participants who attend all 10 workshops, give a teaching demonstration, and complete homework

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assignments earn a document showing completion.

Consider hosting customized training for international TAs in your department.

Departmental TATEP reports must include a description of the method of training for international TAs. Please see the [TATEP webpage](#) for more information.

Assign Courses to TAs Thoughtfully

(Adapted from: UT Austin’s [International Office ESL Services](#)) Timing matters. If at all possible, don’t hire a newly arrived international student as a TA their very first semester.

Provide opportunities before they are a TA to ease them into a TA role:

- Observe undergraduate courses.
- Work at a help desk.
- Give a guest lecture at a departmental symposium.

Give TAs a description of what duties and responsibilities an appointment in your department entails. Avoid assigning newly-arrived TAs to sections of first-year undergrad students (don’t assign rookies to teach rookies). If hiring a Level 2 (conditionally-appointed) TA, assign them a more experienced TA as a mentor or provide an upper-division undergraduate as a consultant.

Plan Proactively for the Next Semester

Check with your HR Liaison to ensure that any international student with the title code GAT or GAL has certification (Level 1). For questions about TA eligibility, email the Grad School at ELPCompliance@tamu.edu. If employing a Level 2 TA, prioritize their English proficiency. Avoid overloading the TA with tasks that conflict with their English language study.

- Ensure that the TA is actively participating in the CTE-ELP, following their Individual Improvement Plan.
- Ensure that the TA has registered to take the ELPE or another exam in plenty of time to reach Level certification before the following semester.

Encourage current and future TAs to attend free professional development in the Center for Teaching Excellence, for both [pedagogy](#) and [spoken communication](#).

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Have a pool of certified TAs to make last-minute staffing decisions easier.

Contact: Center for Teaching Excellence – CTE-ELP@tamu.edu

4.7 TEACHING ASSISTANT TRAINING REQUIREMENTS

4.7.1 Purpose of the Teaching Assistant Training and Evaluation Program

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.

4.7.2 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 Graduate and Professional School of students who are out of compliance.

1. The online FERPA Course #11012 via 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>.
3. TAs must also complete discipline-specific training offered by each academic unit.

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

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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. Departmental users will indicate students who have completed this training in the TATEP System.

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.

4.7.3 Teaching Assistant 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. Several documents to assist departments in their development of these instruments are linked in the Best Practices Resources section above.

4.8 GRADUATE CLASSIFICATIONS

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

4.8.1 Post-baccalaureate Non-Degree (G6)

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

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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.

4.8.2 Master's Graduate (G7)

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.

4.8.3 Doctoral Graduate (G8)

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

4.8.4 Master's/Doctoral Graduate Admitted (G9)

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).

4.9 DEGREE LEVEL CHANGE INFORMATION

4.9.1 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.

4.9.2 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 and Scholar

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Services (ISSS) 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 ISSS immediately.

Note: The 'class days' are the deadlines by which 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 deadline will be approved for that semester.

4.9.3 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.

4.9.4 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.

4.10 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.

4.11 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

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exemptions for the doctoral hour cap limit by the Texas Higher Education Coordinating Board and those students in programs which have received 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:

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

4.12 SEPARATION OF A GRADUATE STUDENT FOR SCHOLASTIC DEFICIENCY

4.12.1 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 student with the same information as stated below 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

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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.

4.12.2 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 School/College to the Associate Provost and Dean of the Graduate and Professional School. If the 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.

Scholastic Warnings and Probation actions are facilitated within the department/program. Please see [Student Rule 12](#) for further details.

4.13 REGISTRATION

4.13.1 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.

4.13.2 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

4.13.3 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 ISSS for the minimum hours they must be enrolled in for visa purposes. Students on assistantships and many fellowships must maintain full-time enrollment.

4.13.4 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.

4.13.5 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 coursework 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 those of the University.

4.13.6 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 those of the University.

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4.13.7 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 International Student and Scholar Services (ISSS). These certifications listed above based on exceptions might not be used to qualify for Federal Financial Aid as federal regulations determine financial aid eligibility.

4.13.8 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 status for a student can be found in the self-service degree evaluation available in Howdy. See section 4.16 for more information. 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.

4.13.9 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.

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More information about the submission of these petitions can be found on the [Registrar's website](#).

4.13.10 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 Admissions. An international student should visit with an International Student and Scholar Services advisor regarding how a leave of absence may impact his/her stay in or his/her re-entry into the U.S.

For students voluntarily requesting leave on the basis of pregnancy or parenting, please refer them to the [Title IX Office](#).

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.

4.14 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. See [Student Rule 10.4.3](#).

- 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 Texas A&M.

4.14.1 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 Rule 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

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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 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.

Please note: for a course to count as repeatable, it must have the same Course Prefix, Number and Title as the previously taken instance.

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](#). 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. Whenever 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

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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](#).

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.

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.

4.14.2 GPA on the Degree Evaluation

When running a degree evaluation through the Howdy portal, 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. The second entry is the Overall GPA which includes all courses taken at Texas A&M University. Finally, the Degree Plan GPA appears in the section entitled “Courses for Degree Plan” and includes only those courses on the degree plan. For more information about the Degree Evaluation Tool, please refer to Section 4.16 below.

4.14.3 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 divide by the total number of hours to get the GPA. Courses completed as S/U are not used in calculating the GPAs. Grade Points: A=4; B = 3; C=2; D=1; F=0.

4.14.4 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.

4.15 DEGREE PLAN INFORMATION AND FILING DEGREE PLANS AND PETITIONS

Degree plans must be submitted through the online Document Processing Submission System (DPSS), found at <http://ogsdpss.tamu.edu>. Degree plans must be approved by the student’s pre-committee staff approver, advisory

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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.

4.15.1 Document Processing Submission System (DPSS)

All graduate degree plans and petitions are processed online through the Document Processing Submission System (DPSS). 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. First, a degree plan is routed to a Pre-Committee Approver (a graduate advisor or other designated faculty or staff member). Next, the degree plan must be approved by the advisory committee chair and then the other advisory committee members. The degree plan then proceeds to the College/School, Department, or Program Approver. 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 the academic unit's Authorized Signers Form.

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

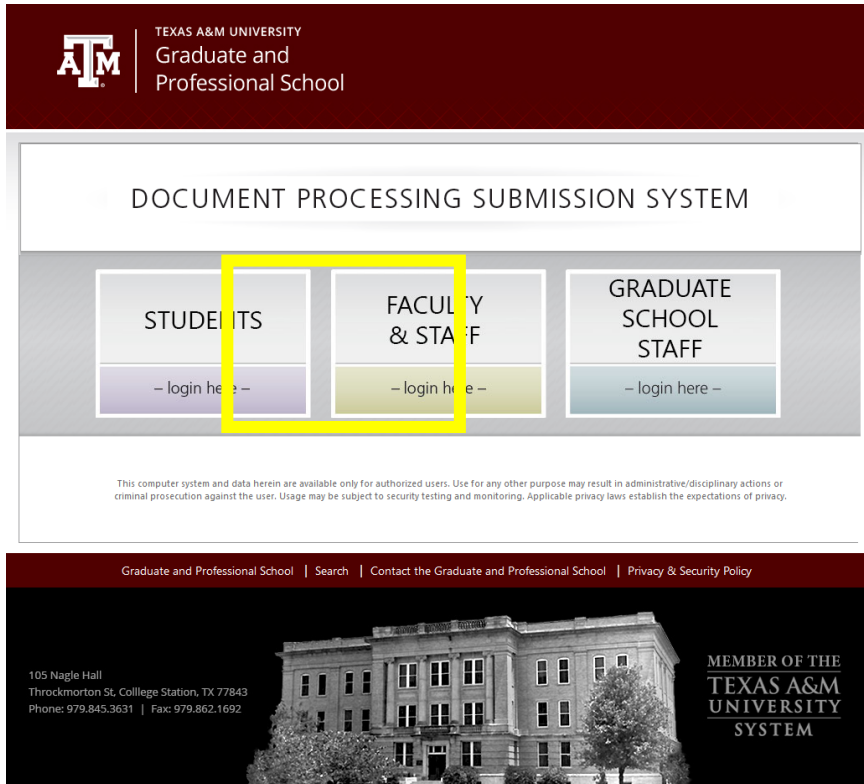
Authorized Signers – Grad-AuthSigners@tamu.edu or 979-845-3631

4.15.2 Staff, Advisory Committee, and Faculty Approvers

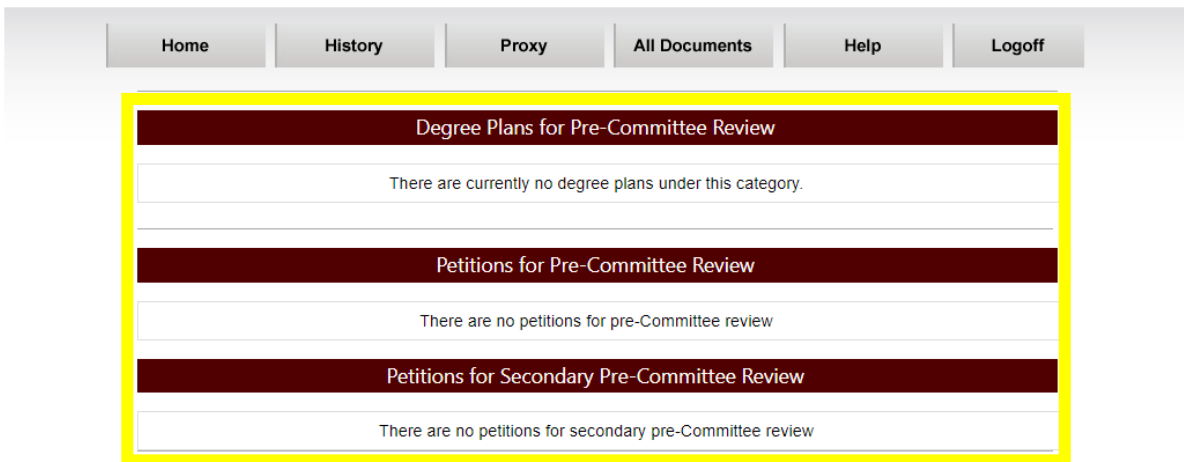
Below are basic guidelines for the review and approval process for staff, advisory committee members, and faculty approvers.

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

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- 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 Help Desk at 979-845-8300.
- All degree plans requiring approval will be listed under “Degree Plans for X Review.” Select the link to the degree plan you wish to review.



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- 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	

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

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

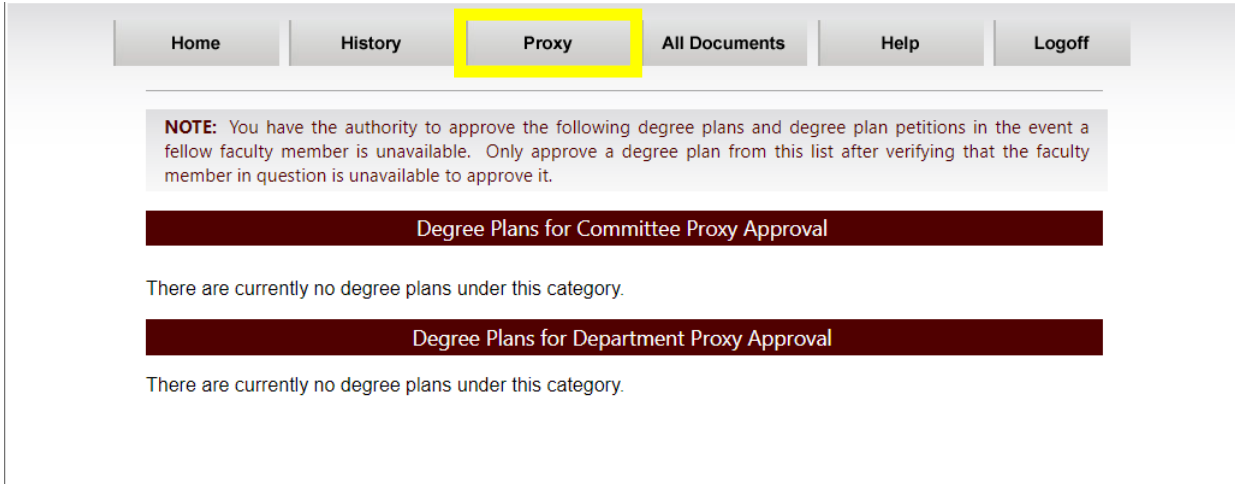
Please note: It is the responsibility of the academic unit to verify that all official transcripts and standardized test scores have been received by Office of Admissions prior to the submission of a graduate student degree plan.

4.15.3 Proxy Approvers

Each academic unit should designate at least one member of the administrative 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 academic unit – including the designated College/School, Department, or Program Approver. Proxy Approvers will log in as usual but will click on “Proxy” at the top of the screen.

Please note: All designated College/School, Department, or Program Approvers are automatically considered a Proxy Approver and have all the same proxy abilities.

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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.



Once the individual to be proxied for has been selected from the drop-down menu, click Approve or Disapprove.

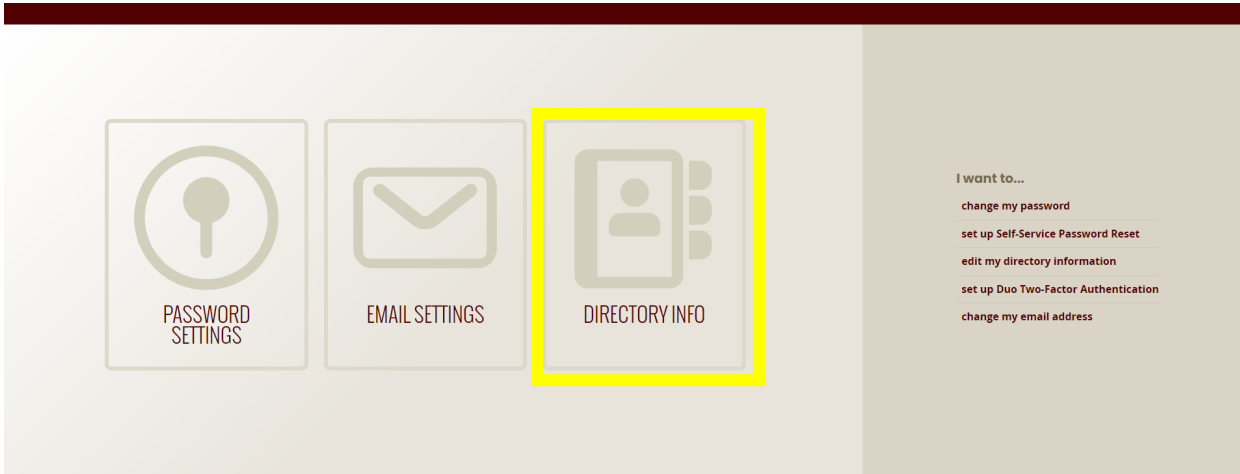
4.15.4 Sponsored Texas A&M Credentials for Outside Members of the Graduate Committee Faculty

All users of the Document Processing Submission System (DPSS) must have an active UIN and NetID. Qualified individuals from outside the university approved to hold membership in the Graduate Committee Faculty (GCF) and serve on graduate advisory committees must receive sponsored TAMU credentials in order to access DPSS. To sponsor an outside member of the GCF, an approved representative of the academic unit must complete the Texas A&M [NetID Request Form](#) through Identity Management.

Once a UIN has been issued, the prospective nominee must claim a NetID, create a TAMU email address, and publish the

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TAMU email address to the Directory through [Aggie Account Gateway](#).



Once all the above have been completed, the academic unit can then submit a GCF nomination.

For more information on sponsored accounts, please see the [GradCom User's Guide](#) on the Graduate Committee Faculty Portal, or the [Sponsored Accounts page](#) on the Division of Information and Technology's [Identity and Access Management website](#).

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

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

Graduate Committee Faculty – GradCom@tamu.edu or 979-351-3631

4.15.5 Appointments and Degree Plans

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, does not appear on the student's degree plan, and does not approve student documents. Approved Special Appointments will be noted in a comment on a student's record in Compass.

Contact: Graduate Committee Faculty – GradCom@tamu.edu or 979-845-3631

4.15.6 Miscellaneous DPSS Tips

- Select the "History" link to view all degree plans the user has approved.4.15.3

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- 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. If you are required to view a specific document that was approved by a previous advisor, faculty, or staff, please contact gradprocessing@tamu.edu.

4.15.7 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

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of 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.

- 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' may 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.

4.15.8 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.
- The student may bring their copy of the score report from the testing center to the Graduate and Professional School for verification.

4.15.9 Petitions

Students can request changes to their record by submitting either a Major, Department, or Degree Program petition (MDD) or a Long Form petition through DPSS. Graduate students may use petitions to:

1. Request a change of major, department, or degree program (MDD);
2. Request changes to the committee membership as established by the degree plan (Long Form);
3. Request changes to the coursework as established by the degree plan (Long Form);
4. Request extensions to time-limits for preliminary exam/final exam results or coursework (Long Form); or
5. Request exceptions to published rules (Long Form).

Each petition will be considered on its own merit by the Graduate and Professional School. 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).

4.15.10 Degree Plan Blocking Criteria

Each School/College sets its own deadlines for filing a degree plan, with different criteria for Master's and Doctoral

NOTES:

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 School/College-specific timelines listed below.

COLLEGE	MASTER'S	DOCTORAL
AGRICULTURE	During 2nd Regular Semester	During 4th Regular Semester
ARCHITECTURE	Block after 18 completed hours	Block after 30 completed hours
	MLA Students Only: Block after 30 completed hours	
ARTS AND SCIENCES	Before the start of the 3rd Regular Semester	Before the start of the 4th Regular Semester
	MATH Students Only: Before the start of the 5th Regular Semester	ECON Students Only: Before the start of the 6th Regular semester
		MATH Students Only: Before the start of the 6th Regular Semester
BUSH SCHOOL	During 3rd Regular Semester	End of 5th Regular Semester
BUSINESS	All Master's (except for MBA and PPA) Block after 24 completed hours	Block after 48 completed hours
	MBA Block after 36 completed hours	
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
GALVESTON	Do Not Block. GV will manage Blocks	Do Not Block. GV will manage Blocks

NOTES:

LAW	MLG – block after 23 hours	N/A
	LLM – block after 18 hours	
MEDICINE	All Masters except MDSC: 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).
	MDSC Students only: At the conclusion of the 2nd semester (Spring semester of first year).	
NURSING	During 2 nd Regular Semester	During 2nd Regular Semester
PERFORMANCE, VISUALIZATION AND FINE ARTS	Block after 18 completed hours	N/A
PHARMACY	End of 3rd Regular Semester	End of 5th Regular Semester
PUBLIC HEALTH	After completing (9) semester credit hours	After completing (30) semester credit hours.
VETERINARY MEDICINE	No later than the end of the 2nd Regular Semester	No later than the end of the 3rd 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.

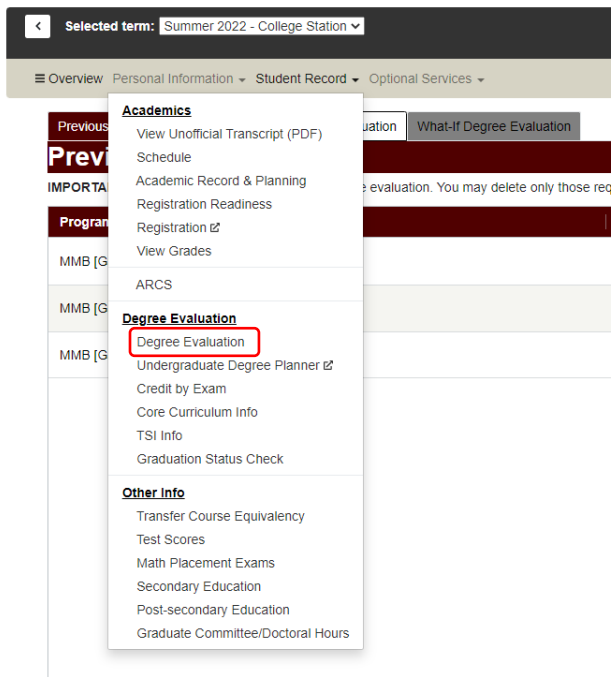
4.16 VIEWING DEGREE EVALUATIONS – GRADUATE ADVISORS

Graduate advisors should 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:

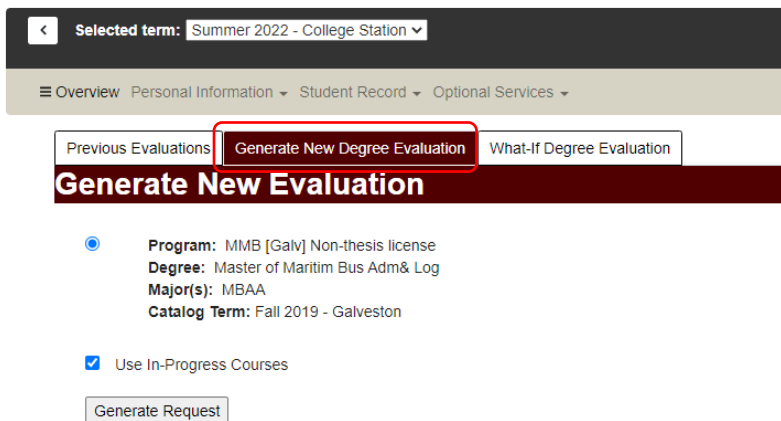
1. Log onto your Howdy account at howdy.tamu.edu.
2. Click on the “Howdy Dashboard” tab.

NOTES:

3. Enter the student’s UIN and click Submit.
4. Click the “Student Record” dropdown.
5. Under the Degree Evaluation Section, select “Degree Evaluation”.



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



NOTES:

8. 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).
9. 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.

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
✔	Dissertati/Rec of Study		Thesis/Dissertation Cleared	May 25, 2022

4.17 VIEWING DEGREE EVALUATIONS – ADVISORY 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 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.

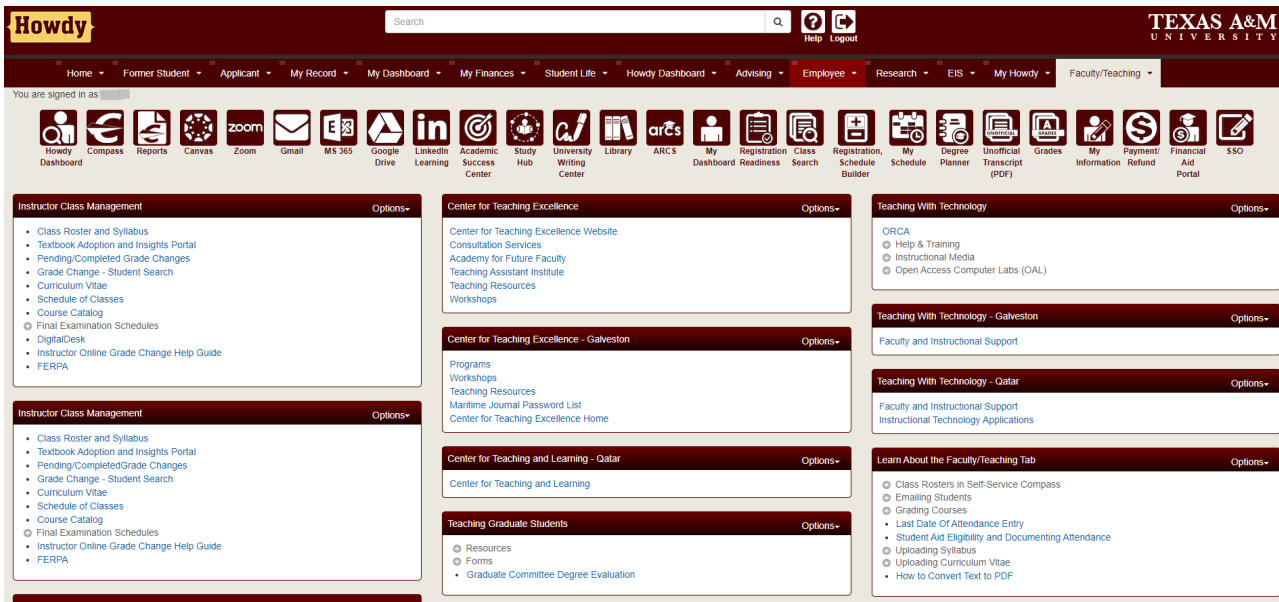
In order to be able to generate a degree evaluation, the faculty must first be listed as the chair or co-chair on the student’s Graduate and Professional School approved degree plan, and second, they must complete a one-time FERPA training *via* TrainTraQ (if not previously completed).

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.”

NOTES:



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).



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”.

NOTES:

Search

Graduate Advisory Committee Selection

Graduate Advisory Committee Selection

Select a student and click the button to continue to the Degree Evaluation page. Only active graduate students for whom you serve as chair or co-chair are available for degree evaluation.

Production 4

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

Search

Degree Evaluation

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: MS [AG] Non-thesis option
Catalog Term: Spring 2023 - College Station
Level: Graduate
Campus: College Station
College: Agriculture & Life Sciences
Degree: Master of Science

First Major: Agr Leadership, Educ & Comm
Department: Ag Leadership, Educ & Comm
Concentrations: Non-Thesis Option

E-mail

[[Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [ID Selection](#) | [Term Selection](#)]

Production 4

- 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

Information for
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: MS [AG] Non-thesis option
Degree: Master of Science
Major: Agr Leadership, Educ & Comm

Term: **Use In-Progress Courses**

[\[Current Enrollment | Current Enrollment | Previous Evaluations | What-If Analysis \]](#)

Production 4

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



Search

Degree Evaluation Options

Information for
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

[\[Current Enrollment | Current Enrollment | Previous Evaluations | Generate New Evaluation | What-If Analysis \]](#)

Production 4

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 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.

NOTES:

Program : MS [AG] Non-thesis option	Catalog Term : Spring 2023 - College Station
Campus : College Station	Evaluation Term : Fall 2023 - College Station
College : Agriculture & Life Sciences	Expected Graduation Date : Dec 20, 2024
Degree : Master of Science	Request Number : 2
Level : Graduate	Results as of : Jun 29, 2023
Majors : Agr Leadership, Educ & Comm	Minors :
Departments : Ag Leadership, Educ & Comm	Concentrations : Non-Thesis Option

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes		16.000		6
Program GPA :	Yes	3.00	4.00		
Overall GPA :	Yes	.00	4.00		

Other Course Information

Transfer :	0.000	0
In Progress :	9.000	3

This is NOT an official evaluation.

Area : Courses for Degree Plan GPR (36.000 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			ALEC				3.000		202321	ALEC		FOUND OF LDRSHP THEORY		3.000		R
No	AND		ALEC				3.000									
Yes	AND		ALEC				3.000		202331	ALEC		PRIN OF ADULT EDUCATION		3.000		R
No	AND		ALEC				3.000									
No	AND		ALEC				3.000									
Yes	AND		ALEC				3.000		202311	ALEC		PROG EVAL & ORG ACCTBLY		3.000		H
Yes	AND		ALEC				3.000		202231	ALEC		METH OF TECH CHANGE		3.000		H
Yes	AND		ALEC				1.000		202311	ALEC		SEMINAR		1.000		H
No	AND		ALEC				2.000									
No	AND		ALEC				3.000									
No	AND		EHRD				3.000									
No	AND		EPSY				3.000									
No	AND		EPSY				3.000									

Total Credits and GPA	13.000	4.00
------------------------------	--------	------

11. To view the student’s examinations and non-course degree requirements, go back to the display options and select “Additional Information”. 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
TEXAS A&M
UNIVERSITY

Search

Additional Information

Information for

[Print Instructions](#)

Program : MS [AG] Non-thesis option

Program Non-Course Requirements - Not Met

Met	Description	Year Limit	Status	Status Date	Action
Yes	Master's Degree Plan		Approved	Mar 14, 2023	
No	Master's Residence Req				
No	Final Examination/Defense				

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.

The screenshot shows the 'Howdy' system interface. At the top left is the 'Howdy' logo. To its right is the 'TEXAS A&M UNIVERSITY' logo. Below the logos is a search bar with the text 'Search' and a 'Go' button. The main heading is 'Degree Evaluation'. On the right side, there is a red-bordered button labeled 'Return to Graduate Committee Student Selection'. Below this, a message reads: '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.' The 'Curriculum Information' section is expanded, showing details for a program: 'Program: MS [AG] Non-thesis option', 'Catalog Term: Spring 2023 - College Station', 'Level: Graduate', 'Campus: College Station', 'College: Agriculture & Life Sciences', and 'Degree: Master of Science'. Below this, it lists 'First Major: Agr Leadership, Educ & Comm', 'Department: Ag Leadership, Educ & Comm', and 'Concentrations: Non-Thesis Option'. At the bottom, there is an 'E-mail' field and a navigation bar with links: '[Previous Evaluations | Generate New Evaluation | What-if Analysis | ID Selection | Term Selection]'. A small 'Production-4' label is visible at the bottom left.

4.18 RESEARCH PROPOSAL

The Research Proposal is a major milestone for Doctoral and Thesis-Option Master’s students. This milestone is completed through the Academic Requirements Completion System (ARCS). Guides to using ARCS for this milestone can be found in Section 10.2.

The formatting of the Proposal is up to a student’s chair and advisory committee to decide.

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.**

Advisors and students can check the approval status of a research proposal either through a degree evaluation in Howdy or ARCS.

4.19 PRELIMINARY EXAMINATIONS FOR DOCTORAL STUDENTS

The student’s major department (or interdisciplinary degree program, if applicable) and their advisory committee may

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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.

4.19.1 Preliminary Examination Format

The objective of the 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, an oral component, or a combination of written and oral components.

The preliminary exam may be administered by the advisory committee as established on the degree plan or a specially-appointed 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:

1. 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.
2. 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.
3. Forward the marked examination to the chair of the student's advisory committee within one week after the examination.

NOTES:

4.19.2 Preliminary Examination Scheduling

Prior to commencing any component of the preliminary examination, a departmental representative or the advisory committee chair should review the eligibility criteria with the student 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.
- 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.
- 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.

4.19.3 Grading of the Preliminary Exam

The committee and any approved substitute (if applicable) grades the Preliminary Examination through ARCS.

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 examination committee will promptly report the results of the Preliminary Examination to the Graduate and Professional School via ARCS. This should be recorded within 10 working days of completion of the preliminary examination.

4.19.4 Failure and Expiration of Preliminary Examination

First Failure

Upon approval of a student's examination committee (with no more than one member dissenting), and approval of the Department and Graduate and Professional School, a student who has failed a preliminary examination may be given one re-examination. In accordance with Student Rule 12.5, the student's department head or designee, intercollegiate

NOTES:

faculty, or graduate advisory committee should make a recommendation to the student regarding their scholastic deficiency.

Second Failure

Upon failing the preliminary exam twice in a doctoral program, a student is no longer eligible to continue to pursue the PhD in that program/major. In accordance with Student Rule 12.5.3 and/or 12.5.4, the student will be notified of the action being taken by the department as a result of the second failure of the preliminary examination.

Retake of Failed Preliminary Examination

Adequate time must be given to permit a student to address inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate to the student, in writing, an adequate time-frame 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 committee should jointly negotiate a mutually 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 time-frame and feedback within 10 working days of the exam that was not passed.

4.19.5 Expiration of Preliminary Examination

After passing the required preliminary examination for the doctoral degree, the student must complete all remaining requirements within four (4) calendar years. The student may be required to repeat the preliminary examination or, 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.

4.20 FINAL EXAMINATION/FINAL DEFENSE

4.20.1 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 [Dates and Deadlines Calendar](#)” each semester. A 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:

NOTES:

- Completed all formal coursework on the degree plan with the exception of any remaining 681 (Seminar), 684 (Professional Internship), 690 (Theory of Research), 691 (Research), 692 (Professional Study), or 791 (Professional Research) 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,
- An approved dissertation proposal, and
- Met the residence requirements.

The request to hold and announce the final examination must be submitted in the Academic Requirements Completion System (ARCS) 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 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.

4.20.2 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 chair of the advisory committee, be invited to attend a final examination for an advanced degree. 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.

All committee members must grade the final exam in ARCS.

Thesis Option Students

NOTES:

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 ARCS.

Non-Thesis Option Students

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.

4.20.3 Final Exam Grading

The student's department/committee will promptly report the results of the Final Examination to the Graduate and Professional School through ARCS. If an already-approved exam gets cancelled, the Graduate and Professional School must be notified in writing before the day of the cancelled exam.

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. While grading, the advisory committee chair may elect to change all Incomplete (I) grades on 691 or 692 courses to Satisfactory (S); if they do so, ARCS will automatically make that change.

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.

NOTES:

4.21 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 that reflects the student's original work done under the advisory committee's supervision.

[Thesis and Dissertation Services](#) (TDS) provides a number of resources to assist with manuscript preparation, including [Thesis and Dissertation Guidelines](#), [manuscript templates](#) (Microsoft Word and LaTeX), pre-submittal conferences, information seminars, and workshops. Resources can be found online at <http://thesis.tamu.edu>. Students are encouraged to participate in a pre-submittal conference or watch the online version 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 last date to pass the exam is posted on the Graduate and Professional School [Dates and Deadlines page](#). It is usually one week before the submission deadline. 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](#).

Before submitting the document, the Copyright and Availability (C & A) form must be initiated in Academic Requirements Submission System (ARCS) through the Howdy portal. While there is no deadline for submission of the C & A form, it is not possible for the student to request the Document Approval form, which does have a deadline, until the chair has approved the C & A form. Once the committee chair has approved the C & A form, the student can request the Document Approval form.

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, requested through the Howdy portal, 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 deadline, along with other dates of interest, is posted on the Graduate and Professional School [Dates and Deadlines page](#). Students should only submit their PDF document in the semester they intend to graduate. The thesis/dissertation submittal site is shut down for over one month following the submittal deadline. Students 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 manuscript's first review is completed. 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](#).

Students may make only those corrections required by Thesis and Dissertation Services after the manuscript is submitted. Additional content changes requested by the student will not be accepted.

All corrections must be made promptly and thoroughly. Students may require several rounds of review to meet Texas A&M University formatting standards. It is important that students provide a high quality manuscript adhering to the

NOTES:

[Thesis and Dissertation Services Guidelines](#) upon initial submission.

Manuscripts are reviewed in the order received. No exceptions.

In addition to making corrections, students must fulfill other requirements for Thesis and Dissertation Services graduation clearance, including:

- Registering for the semester.
- Applying for graduation through the Howdy portal in the semester graduating. Application for graduation is not dependent upon approval or any other action performed by TDS.
- Submitting the Survey of Earned Doctorates and AAUDE Survey completion certificate through the Howdy portal (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](#).

5 FINANCIAL PROCESSING

5.1 FELLOWSHIP PAYMENTS

5.1.1 Fellowship Payments

Students must be registered fulltime (9 hours each fall and spring, and 6 hours for summer) to receive their stipends. Stipend payments are posted to the student's account via SPARTA. Tuition and fee payments are posted to the student's account via Compass. Financial Aid provides the deadlines for posting fall, spring, and summer funds. The amounts are based on the disbursement schedule (9- or 12-months) 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 reimbursement for health insurance premiums for 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* SPARTA. Tuition and fee payments are posted to the student's account via Compass. The Compass system will adjust payments if students add classes.

- The Graduate and Professional School receives confirmation from NSF of GRFP Fellowship recipients on active tenure. Upon confirmation of tenure status, the Graduate and Professional School posts a stipend of \$15,416.65 for Fall, \$12,333.35 for Spring and \$9,250.00 for Summer. This fellowship stipend posts to the student's account and is disbursed in payments of approximately \$3,083.33 at the end of each month for the following month.

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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.

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.

More information, including the mandate, is available on the [Graduate and Professional School Tuition and Fee Mandate webpage](#).

5.3 GRADUATE ASSISTANTSHIP NON-RESIDENT TUITION WAIVER STANDARD OPERATING PROCEDURES

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

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Waivers is to establish consistent policies and procedures across Texas A&M University for the awarding and processing of Assistantship Non-Resident Tuition Waivers.

5.3.1 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 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 (50% FTE) 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 semesters – normally Fall, Spring and Summer. Using this system, a student is allowed twenty-one 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 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 and Molecular Biophysics
- Biomedical Sciences
- Clinical Psychology
- Counseling Psychology
- Genetics and Genomics
- Health Services Research
- Medical Sciences

NOTES:

- Microbiology
- Neurosciences (College of Medicine)
- Nutrition
- Oral and Craniofacial Biomedical Sciences
- Pharmaceutical Sciences
- Public Health Sciences
- School Psychology
- Toxicology

5.3.2 Procedures

Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in academic units should be approved and entered into TWAPMITS 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 TWAPMITS by an academic department if the student is not employed by that department.

Non-Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in non-academic units will be approved and entered into TWAPMITS 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.

Health Science Center Units

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 TWAPMITS 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”.

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 TWAPMITS by the academic units. Assistantship Non-Resident Tuition Waivers for spouses and

NOTES:

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 institutions should be submitted to Student Business Services directly.

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. Late waivers require additional documentation. This documentation includes the Non-Resident Tuition Waiver request form, a screenshot of the Workday Job Details screen verifying the employment date, and a memo from the employing department stating the reason the waiver is being submitted late. The memo must also include an outline of the department/unit procedures to prevent late waivers in the future. Late waivers approved by the Graduate and Professional School will be entered into TWAPMTS by Student Business Services.

5.3.3 Academic Eligibility

- Full-time registration. Must be enrolled in 9* credit hours in the fall and spring semester.
- See Chart 1 in section 5.3.8 for summer semester hour requirements.
- Student must meet residency status requirements as a non-resident or international student who is not being charged for excess credit hours.
- Student must be making [satisfactory academic progress](#) as per the policies outlined by Scholarships and Financial Aid.

*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. Per Student Rule 1.8.1, students in the Advanced Dental Education programs may be considered full-time with fewer hours, eligible for employment in a graduate assistantship title, and eligible for a non-resident tuition waiver.

5.3.4 Employment Eligibility

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.

5.3.5 Required Documentation

See below to access the list of required documents published by the Graduate and Professional School.

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- Graduate Assistants employed in Non-Academic Departments must submit the NRTW Request form accessed on the [Graduate and Professional School NRTW webpage](#).
- Graduate Assistants employed in Health Science Center units but enrolled in College Station or Galveston and vice versa must submit the NRTW Request form accessed on the [Graduate and Professional School NRTW webpage](#)
- Spouse/Dependents of Graduate Assistant must submit the NRTW Spouse or Dependent form accessed on the [Graduate and Professional School NRTW webpage](#).
 - Legal proof of marriage/dependency is required to be attached.
- 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 must submit the following:
 - NRTW or NRTW Spouse or Dependent form accessed on the [Graduate and Professional School NRTW webpage](#).
 - Copy of the job details screen in Workday verifying employment title code and start date
 - 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 is also required to be attached.

5.3.6 Student Business Services Auditing

- 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.
- 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.
- Student Business Services will remove Assistantship Non-Resident Tuition Waivers for students who have not met all eligibility requirements.
- Additional information for the Assistantship Non-Resident Tuition Waiver audit process can be found on the [Student Business Services webpage](#).

5.3.7 Enrollment Issues

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

5.3.8 Registration Requirements Graduate Assistantships

Graduate students must be registered in a minimum of 9 semester credit hours in fall and 9 semester credit hours in spring terms to be employed in a Graduate Assistant Teaching, Graduate Assistant Research or Graduate Assistant Non-Teaching title. Graduate students must be registered a minimum of 1 semester credit hour in fall and 1 semester

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credit hour in spring terms to be employed in a Graduate Assistant Lecturer title.

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

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5.3.9 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. 214.2\(f\)\(9\)\(i\)](#) (for F-1 students) and [22 CFR 62.23\(g\)\(2\)\(iii\)](#) (for J-1 students).
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):
 - 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

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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.

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 are encouraged to check with their HR office 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

- [31.01.99.M0.02 Supplemental Compensation and Dual Employment](#)
- [Graduate and Professional School Graduate Student Employee Webpage](#)
- [Graduate Assistant Employment Comparison Table](#)
- [HROE Employing a Graduate Student Employee Webpage](#)
- [Texas A&M Engineering Experiment Station Graduate Assistant Toolkit](#)
- [College of Agriculture & Life Sciences Graduate Assistantships](#)

International Students

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

5.4 GRADUATE STUDENT HEALTH INSURANCE

5.4.1 Student Insurance

Students who are not employed in a benefit eligible assistantship are responsible for finding a health plan that is suitable

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for them.

All students who are employed in a benefit eligible assistantship (at least 4.5 months annual work period and 50% FTE) are entitled to benefits as a graduate student employee. In addition, the position is eligible for an employer contribution, to assist in payment for health insurance premiums. Employer contribution begins on the first day of the month following 60 days of employment. Graduate Assistants may elect coverage from one of the following options:

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

If the Graduate Assistant selects options 1 or 2, they will be financially responsible for the full monthly premium until the employer contribution begins (the first of the month following a 60-day waiting period). Graduate Assistants must complete all onboarding tasks in Workday within 5 days of the hire date to request one of the first two enrollment options. Texas A&M Human Resources and Organizational Effectiveness (HROE) benefits office can assist the Graduate Assistant with questions and enrollment in a Texas A&M University System graduate student employee health plan.

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

Students on an Avilés-Johnson fellowship, who are not employed in a benefit eligible 50% FTE Assistantship, may participate in a Texas A&M University System (TAMUS) insurance program as a graduate student fellow. 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 the same premium category on the A&M Grad Plan. I.e. the fellow's out-of-pocket cost, after reimbursement, is equivalent to a graduate student employee's out-of-pocket cost, after the employer contribution. 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 reimbursement for the student health insurance premiums each year.

5.4.3 Dissertation Fellowship Students

Students on a Dissertation Fellowship are eligible to participate in a TAMUS insurance program as a graduate student fellow. 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 the same premium category on the A&M Grad Plan. I.e. the fellow's out-of-pocket cost, after reimbursement, is equivalent to a graduate student employee's out-of-pocket cost, after the employer contribution. Students must submit receipts and their plan coverage showing payments and expenses to the Graduate and Professional School.

5.4.4 National Science Foundation – Graduate Research Fellowship Program Students

Students on an NSF-GRFP fellowship are eligible to participate in a TAMUS insurance program as a graduate student fellow. 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 the same premium category on

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the A&M Grad Plan. I.e. the fellow's out-of-pocket cost, after reimbursement, is equivalent to a graduate student employee's out-of-pocket cost, after the employer contribution. Students must submit receipts and their plan coverage showing payments and 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)
- Lecturing (GAL)
- Non-Teaching (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 can be found on the [Graduate and Professional School Graduate Assistant Employment Comparison webpage](#). *NOTE: To be eligible to teach, the State of Texas requires that international graduate students demonstrate proficiency in the English Language before teaching as a GAT or GAL. At TAMU, this requirement applies for an international student employed at any percent effort in a GAT or GAL title.

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Graduate Assistant Position Requirements/Benefits

POC	Position Description	Graduate Assistant Non-Teaching (GANT)	Graduate Assistant Research (GAR)	Graduate Assistant Teaching (GAT)	Graduate Assistant Lecturer (GAL)
Graduate and Professional School and Employing Unit		<p>GANT: Graduate students whose work does not involve instructional assignments for support of teaching or academic programs, and whose work is not primarily assisting with research. GANT responsibilities vary greatly and may include, but are not limited to:</p> <ul style="list-style-type: none"> Non-laboratory non-curricular duties in non-academic units. Performance of varied programmatic duties in a variety of settings, and Assisting with administrative duties in a variety of settings, and Conducting activities that do not generally fall within GAT or GAR job responsibilities. <p>Position descriptions on file with department.</p> <p>SA Registration Requirements (Fall & Spring 9 hours) (Summer 5 hours)</p> <p>Exempt for Mc-Resident Tuition Waiver if criteria are met as outlined on the SAS SCHOOL TUITON CHECK WEBSITE.</p>	<p>GAR: Graduate students whose work involves assisting with research. GARs are not independent researchers. They assist a research supervisor or principal investigator (PI) with their research. GAR responsibilities are defined by and may include, but are not limited to:</p> <ul style="list-style-type: none"> Conducting literature, library, laboratory or other forms of reviews or research. Collecting, coding, cleaning or analyzing data. Assisting with administrative duties in a variety of settings, and Conducting activities that do not generally fall within GAT or GAR job responsibilities. <p>Position descriptions on file with department.</p> <p>SA Registration Requirements (Fall & Spring 9 hours) (Summer 5 hours)</p> <p>Exempt for Mc-Resident Tuition Waiver if criteria are met as outlined on the SAS SCHOOL TUITON CHECK WEBSITE.</p>	<p>GAT: Graduate students whose work involves an instructional assignment, supporting delivery of curriculum, or support of teaching or academic programs. GAT responsibilities vary greatly and may include, but are not limited to:</p> <ul style="list-style-type: none"> Working in a teaching or laboratory section of a course. Assisting a faculty instructor in teaching students in recitation or discussion sections. Tutoring individuals or small groups of students. Holding office hours and meeting with students. Assisting with grading or student assessment with or without student interaction, and Preparation of materials for instructors or academic units. <p>Position descriptions on file with department.</p> <p>SA Registration Requirements (Fall & Spring 9 hours) (Summer 3 hours if employed on session or 6 hours if employee in summer session) and 1 or a 1/2 week session)</p> <p>Exempt for Mc-Resident Tuition Waiver if criteria are met as outlined on the SAS SCHOOL TUITON CHECK WEBSITE.</p>	<p>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. GAL responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"> Full classroom instruction of course Generating, proctoring and evaluating assignments and examinations. Student performance evaluation and assessment of grades. Office hours and student consultation, and All other duties associated with instruction as assigned by the supervisor. <p>Position descriptions on file with department.</p> <p>SA Registration Requirements (Fall, Spring & Summer at least 1 hour)</p> <p>Exempt for Mc-Resident Tuition Waiver if criteria are met as outlined on the SAS SCHOOL TUITON CHECK WEBSITE.</p>
Registration Requirements					
IR/TV					
English Language Proficiency in Teaching					
TATEP Trng.					
ITWL					
Employment Start Dates					
FLSA					
Human Resources					
Compensation					
Benefits					
Maximum Hours					
Title Code					
Budget					
Required International Student Health Insurance					
Homeland Security Regulations					
Grading					
Employment					
Resources					
Payment of Tuition and Fees					

Changes to the position description of GANT and GAT are effective 8/1/2021.

NOTES:

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

6 GRADUATE ADMISSIONS PROCESSING

6.1 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 (Aggie One Stop)

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

General Website

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

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College/Dept	Analyst Contact	Secondary Contact	Tertiary Contact
Perf, Viz, & Fine Arts Engineering	Alice Brown mary-a-brown@tamu.edu 458-5136	Linda Klimple lindaklimple@tamu.edu 458-5160	Crystal Little crystal-little@tamu.edu 458-5128
Architecture Arts & Science	Linda Klimple lindaklimple@tamu.edu 458-5160	Alice Brown mary-a-brown@tamu.edu 458-5136	Crystal Little crystal-little@tamu.edu 458-5128
Agriculture Bush School GV Assist	Verna Davis Davj_1@tamu.edu 458-5122	Gwen Phillips gphillips@tamu.edu 458-5132	Crystal Little crystal-little@tamu.edu 458-5128
Vet Med & Biomed Sci Education TAMU Health	Gwen Phillips	Verna Davis	Crystal Little

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	gphillips@tamu.edu 458-5132	Davj_1@tamu.edu 458-5122	crystal-little@tamu.edu 458-5128
Qatar SSP Business MM, DVM, Law	Crystal Little crystal-little@tamu.edu 458-5128	Howard Nelson Howard.h.nelson@tamu.edu 458-5125	Catherine Roueche-Herdman catherinerh@tamu.edu 458-5124

6.2 ITEMS REQUIRED BY ADMISSIONS OFFICE

6.2.1 Application Form – Centralized Application Services

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

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

6.2.2 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.

6.2.3 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

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(CSSD).

6.2.4 Official Test Scores

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

Texas A&M’s ETS code for GRE is 6003 for the TAMU GradCAS and 4119 for EngineeringCAS.

Texas A&M’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).”

6.2.5 English Language Proficiency Verification for International Graduate Students from English-Speaking Countries

Applicants who are citizens of the following countries do not need to submit proof of English language proficiency for admission (and will receive automatic ELP Verification for registration):

American Samoa	Cayman Islands	Jamaica
Anguilla	Dominica	Liberia
Antigua and Barbuda	Federated States of Micronesia	New Zealand
Australia	Gambia	Nigeria
Bahamas	Ghana	Saint Kitts and Nevis
Barbados	Gibraltar	Saint Lucia
Belize	Grenada	Trinidad/Tobago
British Virgin Islands	Guyana	Turks and Caicos Islands
Canada (except Quebec)*	Ireland	United Kingdom

*Please note: While Canadian graduate students will meet the ELP Requirement for Admission, they do not automatically receive ELP Verification for registration (please see Section 4.4.1 above).

6.3 GRADUATE CONFIRMATION PROCESS

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

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the Office of Admissions.

6.4 EVALUATION AND ADMISSION TOOLS

6.2.1 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 EAS. 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 CAS 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 Google drive access.

6.2.2 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/AU = offer has been accepted and applicant is admitted
- AC/AV = offer of conditional admission 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.

NOTES:

6.2.3 TAMUDocs

[TAMUDocs](#) is the admission document database. Application documents (excluding letters of recommendation) for admitted students will be imported to TAMUDocs from WebAdMIT.

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

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

6.2.4 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. If the applicant is graduating from their current institution immediately prior to enrolling at Texas A&M University, the applicant should provide a partial official transcript to enable initial registration and then the final transcript when study at the previous institution is completed and any applicable degrees are awarded.**

6.2.5 Applicant Information System (AIS)

The [Applicant Information System](#) is the primary method of communication between the Office of Admissions and applicants. After an admission decision has been provided within WebAdMIT, EAS will load the application data to Compass. This is when the UIN is assigned, and the applicant record populates in AIS after an overnight data feed. Early the next morning, 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

6.2.6 Texas A&M 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.

NOTES:

6.2.7 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.

6.2.8 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.

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.

6.2.9 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.

6.2.10 General Person Identification (SPAIDEN)

- 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.

NOTES:

- Several email address types may be present. The Texas A&M University email address will be marked as priority.

The screenshot shows a web application window titled "General Person Identification SPAIDEN 9.3.10 (PROD)". The main content area displays a form for a person with ID "T00271224". The form is organized into several sections:

- IDENTIFICATION:** ID field contains "T00271224", Name Type is "PSPT", and Name from Passport is "Name from Passport".
- PERSON:** Last Name is "Test App", First Name is "Burundi", Middle Name is "N". There are also fields for Prefix, Suffix, Preferred First Name, and Full Legal Name.
- NON-PERSON:** Name field is empty.
- ID AND NAME SOURCE:** Last Update Origin is "SPAIDEN", Original Creation User is "SCTCVT", and Create Date is "28-AUG-2008".

 A sidebar on the left contains navigation icons. At the top right, there are buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS", along with a "Start Over" button.

6.2.11 General Person Information (SOAIDEN)

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

This is a close-up of the ID field from the previous screenshot. The ID "T00271224" is entered in a text box. To the right of the text box are three dots and a plus sign. A red arrow points to these symbols. Below the text box is a grey instruction bar that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." A "Go" button is visible to the right of the instruction bar.

This opens a dialog box. Click Person Search.

The screenshot shows a dialog box titled "Option List" with a close button (X) in the top right corner. Inside the dialog, there are three blue buttons: "Person Search", "Non-Person Search", and "Alternate ID Search". The "Person Search" button is highlighted with a light blue background. At the bottom right of the dialog is a "Cancel" button.

This opens SOAIDEN:

NOTES:

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.

6.2.12 Admissions Application Summary (SAASUMI)

- 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:

6.2.13 Admission Application/Checklist Summary (SAAACKL)

- 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: Start Over

APPLICATION SUMMARY

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

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

Record 1 of 1

FIELD OF STUDY

Type	Code	Department
MAJOR	ELEN	ECEN

Record 1 of 1

APPLICATION CHECKLIST

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	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

6.2.14 Prior College and Degree (SOAPCOQ)

- 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) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App, Burundi N Start Over

PRIOR COLLEGE SUMMARY

Prior College	Prior college Description	Degree *	Degree Description	College	Honor	Degree Date	Year	Attendance Dates From	Attendance Dates To	Transfer Hours
003645	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							

Record 1 of 6

NOTES:

6.2.15 Test Score Information (SOATEST)

- 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) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App, Burundi N. Start Over

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

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Test Scores (1) Test Scores (2) Test Scores (3)

Admission Request

Source UNOF Unofficial Source Equivalency Indicator

Revised or Recentered

Percentile	Percentile Type	Description	Percentile Date

10 Per Page Record 1 of 1

Percentiles are for test score **TFIR** taken on 02-MAY-2015

DETAILS
GR05 Scores can be a maximum of 3 - NUMERIC characters in range of 0.0 - 6.0

NOTES:

6.2.16 Hold Information (SOAHOLD/WOAHOLD)

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

Hold Information WOAHOLD 9.3.2[TAMU 1.1] (PROD)								
ID: T00271224 Burundi N Test App Hold Filter: <input type="radio"/> All Holds <input type="radio"/> All Active Holds <input type="radio"/> Active Transcript Holds <input checked="" type="radio"/> Active Registration Holds <input type="radio"/> Active Graduation Holds Start Over								
HOLD DETAILS Insert Delete Copy Filter								
Hold Type *	Hold Type Description	Reason	Amount	From *	To *	Origination Code *	Origination Code Description	Created User
A	Incomplete ADM file			09-NOV-2016	31-DEC-2099	ADMI	Admissions	
AA	Perm Resident Card Reqd	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	

Record 1 of 9

6.2.17 Person Comment (SPACMNT)

- Comments related to student.

Person Comment SPACMNT 9.3.9 (PROD)	
ID: T00271224 Test App, Burundi N Start Over	
PERSON COMMENT Insert Delete Copy Filter	
Comment Type * <input type="text" value="ADM"/> Admissions Comment Originator <input type="text" value="ADMI"/> Admissions Contact <input type="text"/> Contact Date <input type="text" value="24-APR-2015"/> <input type="button" value="Appointments"/> From Time <input type="text"/> Comments <input type="text" value="Test comment - CRH"/> <input type="button" value="Add"/>	To Time <input type="text"/> Add Date <input type="text" value="24-APR-2015"/> <input type="button" value="Calendar"/> Activity Date <input type="text" value="24-APR-2015"/> Last Updated by <input type="text" value="CATHERINERH"/>
Narrative Comments <input type="text"/>	
<p>Record 1 of 9</p>	

NOTES:

6.2.18 Application Supplemental Information (SOASUPL)

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

Application Supplemental Information SOASUPL 9.3 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App. Burundi N. Term: 201911 Application Number: 70 Start Over

SUPPLEMENTAL OR AGENCY DATA Insert Delete Copy Filter

Admission County	021 ... Brazos	<input type="checkbox"/> Under-represented Minority Indicator
	<input type="checkbox"/> Rural County Indicator	Number of Dependents
Admission State	...	Agency File Number
Admission Nation	...	Agency Application Year
Birth City	El Paso	Year Applied 1
Birth County	...	Year Applied 2
	<input type="checkbox"/> Rural County Indicator	Year Applied 3
Birth State	...	Year Applied 4
Birth Nation	...	<input type="checkbox"/> Agency Fee Waived
Admit School	...	Cycle Added
Self-reported	...	Cycle Changed
Ethnicity		Last Agency Report Date
Special Consideration		Effective Date
AMCAS ID		Next MCAT Date
AMCAS Bio Number		Application Type
	<input type="checkbox"/> Hispanic Indicator	

NOTES:

6.2.19 Student Mail (SUAMAIL)

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

Student Mail SUAMAIL 9.3.10 (PROD)

ID: T00271224 Test App, Burundi N

STUDENT MAIL

Basic Filter Advanced Filter

System: S Term: 999999 Module: Student Admin ID: Material:

Add Another Field ...

Clear All Go

System *	Term	Module	Admin ID	Material	Letter	Letter Description	Initiated Date	Print Date	Sc
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_RESRLIFE_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:

6.2.20 International Information (GOAINTL)

- 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 Insert Delete Copy Filter

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

Sequence Number Entry
 Number of Entries
 Date Requested
 Date Issued
 Start Date
 End Date

1 of 1 Per Page Record 1 of 1

DOCUMENT INFORMATION Insert Delete Copy Filter

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 Insert Delete Copy Filter

Nationality

Nation of Birth Federated States of Micronesia
 Nation of Citizen United States
 Native Language

Sponsor
 Employment Type
 Foreign Tax ID

Family

Spouse *
 Accompanying Person To Country
 Number of Children
 Accompanying Person
 Signature for *
 Availability of Funds

NOTES:

7 INTERNATIONAL STUDENT AND SCHOLAR SERVICES

7.1 DIRECTORY

International Student and Scholar Services
(979) 845-1824

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

<https://global.tamu.edu/iss>

7.2 OVERVIEW OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

International Student and Scholar Services (ISSS) supports international students, scholars, and their families as they navigate the American immigration system and life in the United States.

ISSS educates on policies and regulations and provides programs to enhance the Texas A&M international community experience. ISSS assists students and scholars in complying with the Department of State and Department of Homeland Security regulations and updates the Student Exchange Visitor Information System (SEVIS). Annually, ISSS supports approximately 6,000 currently enrolled international students from over 130 countries, 2,000 incoming students who need documentation from ISSS prior to enrolling, and 2,000 former students who are still in the United States with work authorization through an immigration status that is monitored by ISSS.

ISSS 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 CityCentre, and the School of Law. ISSS 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 ISSS prior to their first academic term of enrollment at Texas A&M. Additional information about the ISSS check-in requirement can be found on the [Student page](#) of the Global Engagement website.

All international students are **strongly encouraged** to participate in the [New International Student Orientation](#) (NISO) – with online and in-person options – 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

7.3.1 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 [ISSS website](#). All international students must complete a mandatory online check-in, regardless of immigration status.

If the student will need a 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 a Form DS-2019 (J-1 status) via ISSS. After obtaining the I-20 or DS-2019, the student can then schedule an appointment with a United States 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 ISSS.

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 need to transfer their SEVIS record from their current United States school to Texas A&M University and apply for a Form I-20 or DS-2019 from ISSS. After receiving the Form I-20 or DS-2019 from ISSS, then the student must complete the mandatory online check-in.

7.3.2 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 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 summer 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.
 - 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 ISSS. If a student drops below full-time enrollment without ISSS 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. One distance learning course may count towards the full-

NOTES:

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 ISSS authorization prior to working on campus and must receive annual renewal of the work authorization.
 - b. Off-Campus Work: Both F-1 and J-1 students need ISSS 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 ISSS right away.

7.3.3 nMandatory 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 ISSS [Health Insurance webpage](#) for more information.

7.3.4 Travelling Inside and Outside the United States

International students should carry their passports, including visa stamp, I-20 or DS-2019s and a copy of their I-94 while travelling inside the United States. They will need a travel signature from ISSS on their I-20 or DS-2019 before leaving the United States.

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 students on F-1 OPT and J-1 Academic Training are valid for 6 months. They should check with ISSS to see if travelling outside the United States will have any effect on their immigration status.

7.4 ACADEMIC DEPARTMENTS AND ISSS

Each academic term, ISSS must report to the United States 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 ISSS processes for international students involve the academic departments. Academic departments provide ISSS with valuable information regarding the students' academic status and progress. More resources can be found on the [International Student 101 webpage](#).

7.4.1 Common ISSS Processes that Involve Academic Departments

- Changes to Academic Program, including major/degree level/campus – permission to update the I-20 or DS-2019 to reflect the new major/degree level/campus
- 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

NOTES:

- 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

7.4.2 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.

7.4.3 Texas A&M University Funding Offer Letters

F-1 and J-1 students must submit evidence of financial resources to ISSS 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 can use that funding offer for the purpose of I-20 or DS-2019 issuance.

Funding documents must explicitly state the amount of funding the student will receive. The financial offer letter must be printed on department letterhead and must include the following:

- Name of the F-1 or J-1 holder
- Date of issuance of the offer letter
- Contact information for the employing or hosting department/office
- The effective academic term(s) of the offer.
 - New students: Term must match the student's term of admission.
 - Current students: Term must be current or future terms.
 - ISSS cannot accept financial documentation for past terms as evidence of financial support for current or future terms.
- The specific dollar amount(s) being offered and the frequency it will be distributed (once, each semester, monthly, bi-weekly, etc.)
- The benefits (i.e. insurance), if any, that accompany the financial offer** (If the letter does not specify insurance or any other benefit, ISSS cannot assume they are included.)
- Any waivers or contributions toward the cost of the student's tuition and/or fees. It is best to very specific with

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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
- 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, aid packages from departments **do not cover** all necessary expenses for ISSS to issue the Form I-20/DS-2019. If Texas A&M University funding does not fully cover the student's estimated cost of attendance for at least 1 year, 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 ISSS estimated cost of attendance and the financial documentation that can be accepted, visit the [Cost & Financial Documents webpage](#).

7.5 FINANCIALLY SPONSORED STUDENTS

Some international students are financially sponsored by government agencies, major corporations, or other sponsoring organizations. ISSS refers to these students as sponsored students. ISSS 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 one 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
- 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 United States under programs designed to enhance the development of their country and are required to return to their home country following the completion of the

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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 ISSS.

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8 RESOURCES AND SERVICES FOR TEXAS A&M STUDENTS GOING ABROAD

8.1 DIRECTORY

Education Abroad

Office location: Texas A&M University

112 Pavilion, PO 3262, College Station, TX 77843

Website: <https://global.tamu.edu/ea/>

Telephone: (979) 845-0544

Email: abroad@tamu.edu

Education Abroad at Texas A&M promotes and facilitates transformational and international experiences for all students. With offerings ranging from one week to one year in over one hundred different countries around the world, we help Aggies from freshmen to doctoral candidates find study, intern, research, or volunteer programs to fit their academic and personal interests, career goals, and budget.

Our services include, but are not limited to:

- Advising services and access to resources for travelers and facilitate pre-departure information for students and trip leaders;
- Passport services for students, staff, and the community;
- Monitoring travel advisories and restrictions, and communication to registered travelers;
- Conducting travel risk assessments;
- 24/7 emergency support;
- Facilitating access to international evacuation and medical insurance and much more.

Per [University Rule 13.04.99.M1 \(Student Travel\)](#), all students – including **graduate students** – who plan to travel internationally must register their travel through Education Abroad prior to departure. This includes travel to study, intern, research, volunteer, compete, and attend conferences. It also applies to independent travelers and students who will receive no credit or will travel internationally as TAMU employees.

Please note that countries and regions listed on the [TAMU System International Travel Advisory List](#) may require pre-approval from System Risk Management and University leadership. Travelers are encouraged to contact Education Abroad for questions and to start the process as early as possible.

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8.2 PASSPORT SERVICES

Education Abroad is a Passport Acceptance Facility. Students, faculty, staff and members of the community can apply for a United States passport at its College Station campus location by Evans Library. The office also provides photo services for American and foreign passports, as well as visa applications. The office is open to the public and parking is available nearby. For information on hours, application process, and fees, visit the [Passports page](#) on the Global Engagement website.

8.3 INTERNATIONAL MEDICAL AND EVACUATION INSURANCE

Education Abroad strongly recommends that all students traveling overseas have international health insurance coverage. Most domestic policies do not cover foreign medical care, overseas medical/security evacuation or repatriation of remains—items that can be extraordinarily expensive. International health insurance will provide students with the necessary coverage should they need to visit a doctor or hospital while abroad. Some hospitals abroad might require payment up front. Therefore, students must then file a claim upon returning to the United States to receive reimbursement. Refer to the student’s program’s insurance policy for more details.

8.1.1 International Medical Insurance Coverage When Participating in Texas A&M Programs

For programs coordinated by a Texas A&M department or student organization, trip leaders and participants are enrolled by Education Abroad into the university policy with Cultural Insurance Services International (CISI). CISI is medical insurance and emergency assistance providing coverage and reimbursement for subscribers. The plan includes accident and sickness coverage, evacuation and repatriation insurance, and other benefits and resources that are helpful in case of emergencies, delays, and more.

8.1.2 International Medical Insurance Coverage When Participating on Non-Texas A&M Programs

For programs that are not managed by TAMU and for independent experiences, students are strongly encouraged to self-enroll in the affordable and comprehensive CISI plan if their provider/host institution doesn’t have international health insurance coverage. Please check with the program contact to verify coverage details. Access to enroll in CISI is provided at the time of registration in the Education Abroad portal. Students are responsible for ensuring they have sufficient health and accident insurance for the duration of their time abroad.

8.4 EMERGENCY SUPPORT FROM EDUCATION ABROAD

Education Abroad has a team of staff trained to monitor events around the world and provide advice regarding travel plans from students, groups, and trip leaders. In the event of an incident abroad, students and trip leaders may reach Education Abroad 24/7 through its emergency phone at +1-979-255-6103 (call only); and for less urgent reports with response within 24 hours, they may send an email to AbroadEmergency@tamu.edu. Students may also contact their international insurance provider’s emergency number for medical support and information.

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8.5 EDUCATION ABROAD PROGRAMS

Below is information of the different program types and application processes.

- [Choosing a Program](#)
- [Meet with an Advisor](#)

Each program or registration process will have different deadlines and a designated Education Abroad staff member to assist with questions, the application process, and general trip preparations. For any destinations on the TAMUS International Travel Advisory List, further review is facilitated by Education Abroad in collaboration with a Global Risk Manager. If a student's country or region is on the list, please email Abroad@tamu.edu to obtain recommendations for consideration and approval.

8.4.1 Texas A&M Faculty-Led Programs

A number of Texas A&M faculty travel with students and teach courses abroad during the fall, spring, and summer sessions. Those programs may last 2 to 18 weeks, and students receive Texas A&M credit as the majority of the course is taught in the foreign location. Those programs are called Faculty-Led Programs, and they may provide stacked graduate/undergraduate coursework. Some courses are designed specifically for graduate students 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. Some faculty-led programs may have a graduate student as an assistant for the program as they do on campus. Graduate students interested in these opportunities should contact their graduate advisor or faculty leader.

8.4.2 International Field Trips

Field Trips are ideal for students who are new to traveling and wish to travel with fellow Aggies. Typically 1-2 weeks, these short-term experiences are connected to an on-campus course and give students the opportunity to connect what they have been learning in class to the real world.

8.4.3 Exchange Programs

Reciprocal Exchanges provide students the opportunity to study and live at an international university for either a semester or an academic year. They are established through a Memorandum of Agreement between Education Abroad or an academic unit at Texas A&M and an international institution. Some are open to all majors and others are only open to majors within a specific college/school. For more information about available options by region and college, see the [Exchange](#) page on the Global Engagement website. Participating students pay Texas A&M tuition and fees while enrolled at the international institution. There is also a dual application process: first, nomination by Education Abroad; and then completion of the application with the partnering institution.

8.4.4 Internships

Graduate students who would like to complete an international internship may find opportunities through [Education Abroad](#), [Graduate Student Career Services](#), their academic department, and other campus units. Some internships are either paid or unpaid. For more information, contact Education Abroad or the Texas A&M University Career Center.

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8.4.5 Direct Enrollment with Foreign Universities

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. For assistance with navigating the dual application process – first pre-approve courses with Education Abroad and then apply with the host institution – contact our advising team for transfer credit programs at TCAbroad@tamu.edu.

8.4.6 Other International Independent Experiences & Research Abroad

Students participating in experiences not coordinated by an affiliate provider, an exchange, or a Texas A&M entity are required to register with Education Abroad as well. The independent experience registration may apply in the event of one of the following:

- Traveling on approved university business;
- Serving as a trip leader (but is not enrolled in the program course);
- Receiving credit (Texas A&M credit or transfer credit from another institution);
- Participating in non-credit-bearing experiences (e.g. opportunities to research, intern, teach abroad, volunteer, or attend a conference/workshop/training);
- Receiving any support from a Texas A&M entity (e.g. funding, approved leave, or wages); or
- Traveling to satisfy a degree or graduation requirement (e.g. thesis or dissertation research).

While graduate students may be employed by a department in roles that necessitate these activities, they remain students while traveling and must register with Education Abroad. In addition to completing the Education Abroad registration, a **Concur Request** must be submitted anytime TAMU funds are used to support student international travel. Concur requests may be initiated by the student’s department or business office.

To ensure there is adequate time for each office to complete their review, Concur Request submissions and Education Abroad registration should be completed at least 4-6 weeks or earlier if possible prior to the planned departure date.

The independent experience registration links through Education Abroad follow:

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- [Independent Experience for No Credit](#)
- [Independent Experience for TAMU Credit](#) (pre-arranged through an academic department)
- [Independent Experience for Transfer Credit](#) (coursework transcribed by another institution)

8.6 SCHOLARSHIPS & FUNDING OPPORTUNITIES

Graduate students engaged in education abroad programs are eligible for additional funding. For more details, visit the [Funding page](#) on the Education Abroad website, LAUNCH's [database of national fellowships](#), and the [Types of Aid page](#) on the Scholarships and Financial Aid website.

A few of the many available funding opportunities are further described below.

8.5.1 Fulbright U.S. Scholar Program

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 United States and the host country. For more information contact natfellows@tamu.edu and visit www.cies.org.

8.5.2 Marshall Scholarships

This program supports graduate level study at a British institution. For more information, contact natfellows@tamu.edu and visit <https://www.marshallscholarship.org/>.

8.5.3 Rhodes

This award is available to support studies at Oxford University. An applicant must be a U.S. citizen between the ages of 18 and 23 and have at least a 3.8 GPA. For more information, contact natfellows@tamu.edu and visit <http://www.rhodesscholar.org/>.

8.5.4 Rotary Scholarships

For details on current scholarships available for students conducting studies and research abroad, contact the Bryan/College Station Rotary Club at <https://portal.clubrunner.ca/3801>.

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 \$12,500 per semester or \$25,000 per academic year. The application deadline is in January. For more information contact natfellows@tamu.edu and visit <http://www.borenawards.org>.

8.5.6 University Scholarships for Education Abroad Students

This single scholarship application facilitates consideration for multiple education abroad specific awards at Texas A&M, including the following:

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- Education Abroad Scholarship based on academic & co-curricular achievement (range of **\$500 - \$2,000**)
- Additional scholarships offered by individual colleges/departments across campus (amounts vary)

To be eligible for these scholarships, students must maintain full-time enrollment status for the term abroad. For graduate students, “full-time” enrollment is 9 credit hours for the semester and 4 credit hours for the summer. It is acceptable for students to enroll in coursework tied to the international experience and/or a combination of coursework.

Application is available at <https://uwide.tamu.edu/>

8.5.7 Graduate Student Research and Presentation Award

This travel award offered by the Graduate & Professional School with additional support provided by the [George & Barbara Bush Foundation](#), supports graduate students pursuing educational and professional development opportunities. Application deadlines are scheduled quarterly. For more information, visit <https://grad.tamu.edu/funding-your-education/travel-awards>.

8.5.8 Graduate and Professional Student Government Travel Award

This travel award offered by GPSG supports graduate and professional students with registration expenses (e.g. for conferences, career fairs, case competitions, and so forth). Award tiers differ based on the student’s level of participation at a conference, meeting, etc. Application deadlines are scheduled quarterly. For more information, visit <https://gpsg.tamu.edu/accessibility-2/awards-scholarships/travel-award/>.

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9 OFFICE OF THE REGISTRAR - RECORDS ADMINISTRATION & ARCHIVES

8.7 DIRECTORY

For the most up-to-date staff directory, please see the Officer of the Registrar's [Leadership and Team Directory](#).

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. We strongly encourage subscribing to the Office of the Registrar listserv in order to receive general information, updates, and reminders from our office. See Office of the Registrar's [Listserv webpage](#) for more information about how to join.

8.8 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.

9.1.1 Registration Access

Students and many advisors have registration access to add and/or drop courses on their schedules 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 (see Section 9.5.2 below). Students are advised to submit their withdrawal request in Howdy.

After the Add/Drop registration period, only the deans (or dean's designees) have registration access to add and/or drop individual 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 online Add/Drop Request in the Howdy Dashboard.

If a student is registering for the first time after the census date, the department will need to submit the paper [Request for Registration After Census Form](#).

Please refer to [Student Rules 1.18 to 1.20](#) for more information about Registration and Change in Schedule.

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9.1.2 Registration-Related Forms

Request/Form	Circumstances	Time Frame
<p>Add/Drop Requests (Online)</p>	<p>Student has already enrolled and needs 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 (see Section 9.2.4.2 below). For withdrawals, students initiate online in Howdy.</p> <p>An online processing guide is available to view to assist with using the online request system as follows: 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 between the end of the Add/Drop registration period and the term’s census date.</p> <p>Requests made prior to the current term census date by Deans or Dean’s designees are given registration access to manage Add/Drop Requests before census date.</p> <p>Requests submitted through this online request prior to the census date will be declined with a message to process in Compass.</p>
<p>Request for Registration After Census Form</p> <p><i>Form is on the Registrar’s website under News and Resources > Forms and Resources > Records Administration & Archives.</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>Please 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>Use to add classes after the official census date.</p> <p>Submit these forms to the Office of the Registrar <i>via</i>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fax: 979-845-1086 <input type="checkbox"/> In Person: GSC Bldg, Suite 1501 <input type="checkbox"/> Via Filex to recordsadmin@tamu.edu

9.1.3 Late Registration/Add Penalties

NOTES:

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).

Please note: Texas A&M 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.

Contact: Student Business Services – 979-847-3337, SBS@tamu.edu, or <https://sbs.tamu.edu/>

9.1.4 Add/Drop Requests

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.

Dropping a Course

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.

No Record (NR) Drop Type

No Record (NR) 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. NR 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 no charges

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associated with the course.

Please note: 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

The “W” drop type is generally used to drop a course 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 (Section 9.X below), for situations where extenuating circumstances exists and considering a course drop from a prior term.

Variable Credit Hour Changes

Changes to the number of Credit Hours should be made on or before census.

To change the number of hours of a **variable credit course** in which a student is enrolled, click on the section you want to update in the online Add/Drop on the Howdy Dashboard and select the link for the hours to change.

Please note: 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.

Grade Mode Changes

To change the grade mode of an eligible course **before** grades are posted (whether S/U to letter grade or letter grade to S/U), click on the section you want to update through the online Add/Drop Request System on the Howdy Dashboard and select the link for the Grade Mode to change for that specific section.

Please note: Once final grades have been posted, a grade of “X” will be entered for the course if the grade mode is changed, and the instructor will have to submit a grade change online in Howdy that routes to the department head for approval.

9.1.5 Withdrawal (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 and 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.

9.1.6 Request Registration after Census Form

This form is to be used only **after** the census date for students with no course enrollment. A \$200 late registration penalty will be assessed. Do not use this to add hours to an existing schedule.

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 designee) on file with the Office of the Registrar.

Completed forms must be submitted to the Office of the Registrar for processing.

8.9 GRADE CHANGES

9.1.7 Howdy Grade Change System (Online)

The online grade change 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.

Please note: grade changes in Howdy are initiated by primary instructors of record, then route to department and dean's designees authorized as grade change approvers on signature cards **and** who already have Compass Access.

9.1.8 Grade Change Report Form (Paper)

Grade changes may also be submitted using the paper Grade Change Report Form.

Paper Grade Change Report Form Requirements

The paper form will only be accepted if one or more of the following applies:

- Grade change request is for a grade earned prior to Fall 2009.
- If dean's signature and memo justification is required due to absence of the primary Instructor of Record being

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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.
- 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 a paper grade change form is needed, please email recordsadmin@tamu.edu for assistance in obtaining a blank form.

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 Records Administration & Archives Team 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.

Paper Grade Change Report Form Submission

Faxe: 979-845-1086 (faxes are routed directly into Registrar staff workflows and applied to student’s record).

Filex: recordsadmin@tamu.edu (paper forms should **not** be emailed directly to anyone).

In Person or Campus Mail: General Services Complex, Suite 1501 (if submitting in person or *via* campus mail, the Grade Change Report Form **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).

Student Handling of 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.

No-Grade (NG) Requests

The paper Grade Change Report Form is used to change a previously graded course grade to No-Grade (NG). No-Grade is generally used to change a grade from a course for extenuating, non-academic reasons, in a previously graded term.

An 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.

9.1.9 Additional Grade Change Guidelines

NOTES:

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.

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.

Grades Over One Year Old and Reducing 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.

8.10 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.

A process runs after the add/drop period for the term to mark any student in a Co-Op course or internship as full-time.

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.

Minimum and maximum hours required for the student to be enrolled will be set to the number of hours the student is enrolled in along with the internship course. 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.

8.11 GRADUATE CERTIFICATES

Certificate programs will appear on each student’s record as a separate curriculum record.

9.1.10 Types of Graduate Certificates

NOTES:

There are three types of [approved certificate programs](#):

Type	Description
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 awarded upon completion of the requirements independent of a degree.
Stand-Alone	A student is admitted to the program through the Office of Admissions. <u>The student may pursue the certificate without being enrolled in a degree program.</u> The certificate may be awarded upon completion of requirements.

9.1.11 The University Adjustment System (UAS)

Certificate-related requests are processed through the [University Adjustment System \(UAS\)](#).

Additional Curriculum Requests

If a student is admitted to a Major- or Degree-Dependent Certificate, the new curriculum record is added using an Additional Curriculum Request in the UAS. 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, the student 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 Graduate Certificate-Related UAS Requests

NOTES:

Other UAS requests 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.

9.1.12 Other Certificate Information

When to Add the Graduate Certificate

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.

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.)

Graduation Application for Certificate Completion

Students must submit a graduation application for each certificate the semester they will be completing requirements. Effective Fall 2024, a non-refundable \$25 Certificate Processing and Service Charge will be assessed to a student for each certificate graduation application submitted.

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. The report name is 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

NOTES:

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.

8.12 GRADUATION APPLICATION

Graduation applications for graduate degrees and certificates are submitted through Howdy.

9.1.13 Graduation Application Submission

Applications open the Monday after the prior term's graduation. A single graduation application must be submitted for each credential the student will be awarded (one per degree and one per certificate).

A non-refundable fee of \$47.50 per degree sought (\$100 for the College of Dentistry, College of Medicine, College of Nursing, and Irma Lerma Rangel College of Pharmacy) is assessed the semester a student applies for graduation.

9.1.14 Graduate Degree Deadlines and Submission Time Frame

Student Rule 14.1

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 of \$50 will 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 until 11:59 p.m. on the day before pre-registration for the next term(s) during fall or spring semesters, or the first Friday of the second summer term during the summer. Graduate degree applications submitted after this date (prior to the last class day) must be submitted through the [paper graduation application](#).

Certificate Graduation Applications

Unlike degrees, Certificate Graduation Applications will be available in Howdy from the time the application opens until

NOTES:

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.

NOTES:

Graduate and Professional School

Student Forms

NOTES:

10 GRADUATE AND PROFESSIONAL SCHOOL - STUDENT MILESTONES AND FORMS

8.13 SPECIAL REQUEST LETTER

Background: When another institution, employer, or other third-party entities require more information than a transcript can provide, 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 the status of various other degree requirements.

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 Howdy. 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 working 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:

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

These milestones are completed in the Academic Requirements Completion System (ARCS). Guides for utilizing ARCS for each group can be found below:

- [Student Guides](#)
- [Grad Advisor \(Pre-Committee\) Guides](#)
- [Department Guides](#)
- [Committee Guides](#)
- [Chair of Committee Guides](#)

8.15 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. Master’s thesis-option students must have a 3.5 overall GPA. Certain master’s non-thesis programs allow an exemption, but some do not.

This request is completed in the Academic Requirements Completion System (ARCS). Please see our [Guides for Requesting an Exemption](#) for additional instructions.

For further information about final examination prerequisites, refer to Section 4.20 above.

8.16 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, having no outstanding financial obligations with the University, and having no active holds that could withhold the diploma. A Letter of Completion cannot be issued once the degree has been conferred.

1. This form is currently completed through AdobeSign.
 - a. Updated information can be found on the [Letter of Completion page](#).
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 [input field]

Student's UIN [input field]

Student's TAMU Email [input field]

Student's Signature [signature area] Date 6/16/2022 | 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: [input field]

I wish to have my Letter of Completion mailed to the following address: [input field]

Request for Letter of Completion

Last Revised: 4/29/2022

NOTES:

Four horizontal lines for handwritten notes.

8.17 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 a 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 page](#).
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 program approver must select the beginning term option between:
 - a. if the student may begin only in the term listed; or,
 - b. if they will receive up to one calendar year to register.

Upon approval of the Graduate and Professional School, a copy will be sent to the student, department, 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:

8.18 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 Howdy, along with their UIN, Degree, and Major.
4. Student's signature is required.
5. Committee Chair signature with date is required.
6. Any graduation cancellations submitted after the Q-drop date must include the signature of the Department Head or Chair of the Interdisciplinary Program.

NOTES:

8.19 NON-RESIDENT TUITION WAIVERS

The steps to fill out an Assistantship Non-Resident Tuition Waiver Request are below:

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 students must meet graduate assistant registration requirements 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, Graduate Assistant Lecturer)
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 Non-Resident Tuition Waiver for Graduate Assistants is submitted using Adobe Sign. 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:

GRADUATE AND PROFESSIONAL SCHOOL



**Non-Resident Tuition Waiver Request for Graduate Assistants Employed in Non-Academic Departments
Or Late Waiver Requests for Students Employed in Academic or Non-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), Graduate Assistant Non-Teaching (GANT), Graduate Hall Director (GHD), and Veterinary Resident (VR) 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: Select... Year: _____
 I certify that I am 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: Select...
 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 the above-mentioned student is employed in an eligible GA position for the current semester.
 Printed Name of Authorized Signer _____ Signature _____ Date _____

Academic Department Information:

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

FOR GRAD SCHOOL USE ONLY:

Hours Registered: _____
 GPA: _____

Approved By:

 Associate Provost and Dean
 Graduate and Professional School
 Date _____

Last Revised: 9/26/2023

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:



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:

8.20 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. *Note: This form cannot be requested until the committee chair has approved the Copyright and Availability form.*

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

8.21 THESIS / DISSERTATION – COPYRIGHT AND AVAILABILITY FORM

The Copyright and Availability Form must 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, regarding accuracy, copyright, Institutional Review Board, and other applicable laws/requirements.
3. After consulting with the committee chair(s), the student should select the appropriate availability option.
4. If the Full Record Hold or Document Only Hold are chosen, the student must 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 approved by the committee chair(s) before the student can request the Document Approval form. It is NOT necessary for Thesis and Dissertation Services to approve the form before the Document approval form can be requested.

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:

8.22 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](#). 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.

8.23 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](#). 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:

8.24 REQUEST FOR FELLOWSHIP DEFERMENT

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

NOTES:

GRADUATE AND PROFESSIONAL SCHOOL



Request for Fellowship Deferment

Name: _____

UIN: _____ TAMU Email: _____

Reason for Request:

- Co-op
- Study Abroad
- Military leave
- Internship/Student Teaching
- Medical Withdrawal
- Another Scholarship/Fellowship
- Deferred Admission*
- Other (specify below)

Notes:

**can only defer for a maximum of one academic semester*

Check Fellowship(s):

- Dissertation
- Avilés-Johnson
- IDP Merit
- NSF-GRFP
- Pathways to the Doctorate
- Pathways to the Doctorate (CDEI)
- Other

I am requesting deferment of my fellowship funding from Select... (semester) of _____ (year) until Select... (semester) of _____ (year).

Signature: _____ Date: _____

NOTE:

1. To reactivate your fellowship funding you must submit a Request for Reinstatement Form.
2. 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.
3. 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.

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

Grad School Approval
 Approved By: _____ Date: _____

Please contact the Grad School at 979.845.3631 or at grad-award-admin@tamu.edu if you have any questions.

NOTES:

8.25 REQUEST FOR FELLOWSHIP REINSTATEMENT

1. To reinstate your fellowship, you must submit a [Fellowship Reinstatement Request](#).
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 that 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:

GRADUATE AND PROFESSIONAL SCHOOL



Request for Fellowship Reinstatement

Name: _____

UIN: _____ TAMU Email: _____

Check Fellowship:

- Dissertation
- Avilés-Johnson Fellowship
- IDP Merit
- NSF-GRFP
- Pathways to the Doctorate
- Pathways to the Doctorate (CDEI)
- Other

INFORMATION ON LEAVE OF ABSENCE

Reason for Leave:

- Co-op
- Study Abroad
- Military Leave
- Internship/Student Teaching
- Medical Withdrawal
- Another Scholarship/Fellowship
- Deferred Admission
- Other

Notes:

Attach Additional Documentation:

Semester and Year of Proposed Return:

Signature: _____ Date: _____

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

Grad School Approval

Approved By: _____ Date: _____

Please contact the Grad School at 979.845.3631 or by email at grad-award-admin@tamu.edu if you have any questions.

NOTES:

NOTES:

Graduate and Professional School

Faculty and Staff Forms

NOTES:

11 GRADUATE AND PROFESSIONAL SCHOOL - FACULTY/STAFF FORMS

8.26 689 (SPECIAL TOPICS) COURSE REQUESTS

689 (Special Topics) course requests are submitted *via* the Registrar’s online [Section Request System](#) (SRS). All course requests should be approved by the college/school at least five (5) working days prior to the class schedule inclusion registration deadline published by the Office of the Registrar each semester. For access to or questions about the system, please contact the [Scheduling Office](#) in the Office of the Registrar.

[University Rule FS.15.013](#) states that “A new graduate course may be taught under the designation Special Topics (689) twice following the initial approval for that designation. The course should then be given a regular course number and submitted for approval as a new course. A course may be taught as Special Topics for a third time providing it has been submitted for approval as a regular course. This will be monitored by the [Graduate and Professional School].”

For information on the SRS and submission of 689 requests, see the Registrar’s [Section Request System User Guide](#).

Contact: Graduate and Professional School – Grad-689Requests@tamu.edu or 979-845-3631
Office of the Registrar, Scheduling Office – Scheduling@tamu.edu or 979-458-4950

8.27 AUTHORIZED SIGNERS FORMS

General Information

Approved Editors and Viewers may access their academic units’ Authorized Signers Form by logging in to [Google Drive](#) with a TAMU NetID and password (ability to access and edit the Authorized Signers Form requires a TAMU email address and the Google Apps Account setting enabled in the “[Email Settings](#)” section on Aggie Account Gateway).

1. Each college/school, department, and IDP will need to provide the following information on their Authorized Signers Form:
 - The full names of all the unit’s relevant administrative faculty and staff;
 - Positions/titles;

NOTES:

- University Identification Numbers (UINs);
- NetIDs;
- @tamu.edu email addresses; and
- complete phone numbers.

2. The Authorized Signers Form should designate

- administrative faculty and/or staff authorized to enter and view nominations in the Graduate Committee Faculty Portal (GradCom);
- faculty authorized to approve nominations in GradCom;
- faculty and/or staff designated as Pre-Committee Staff Approvers for student documents in the Document Processing Submission System (DPSS) and the Academic Requirements Completion System (ARCS);
- faculty authorized to approve student documents in DPSS and ARCS;
- faculty and/or staff as Pre-Committee Staff Approvers in AdobeSign;
- faculty authorized to approve student documents in AdobeSign;
- faculty and/or staff authorized to enter and view nominations for Fellowships and Awards in InfoReady;
- faculty authorized to approve nominations for Fellowships and Awards;
- access for users of ImageNow and the Doctoral Student Profile System;
- point(s) of contact regarding graduate student documents;
- faculty and/or staff authorized to submit English Language Proficiency Compliance documents;
- faculty authorized to approve English Language Proficiency Compliance documents;
- faculty and/or staff authorized to submit non-resident tuition waivers; and
- faculty authorized to approve non-resident tuition waivers.

NOTES:

11.2.3 Interdisciplinary Degree Program Authorized Signers Form

Microsoft Word interface showing the "Interdisciplinary Degree Program (PROG)" form template. The form includes sections for administrative information, contact lists for faculty and staff, a table for graduate programs, and a detailed authorization matrix for various systems and roles.

CONTACTS

Faculty

Name	Title	UIN	NEJC	Email Address	Phone Number
Program Chair					

Staff

Name	Title	UIN	NEJC	Email Address	Phone Number

GRADUATE PROGRAM(S)

Major	Major Code	Course

AUTHORIZATIONS

Faculty

Name	Graduate Committee Faculty Portal (GradCom)			Document Processing Submission System (DPSS)/ Academic Requirements Completion System (ARCS)			AdobeSign		Graduate Student Records			Fellowships and Awards (InfoReady)		English Language Proficiency Compliance		Non-Resident Tuition Waivers	
	Enter/View Nominations	Program Approver	Proxy Approver	View/Complete Approver	Program Approver	Proxy Approver	Pre-Approver	Program Approver	Image/View SAMS/Choice Access	Doctoral Student Profile and Feedback System	Graduate Document Correspondence	Enter/View Nominations	Program Approver	Submit/Contact	Program Approver	Enter/Contact	Program Approver
	<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"/>
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	<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"/>

Staff

Name	Graduate Committee Faculty Portal (GradCom)			Document Processing Submission System (DPSS)/ Academic Requirements Completion System (ARCS)			AdobeSign		Graduate Student Documents			Fellowships and Awards (InfoReady)		English Language Proficiency Compliance		Non-Resident Tuition Waivers	
	Enter/View Nominations	Program Approver	Proxy Approver	View/Complete Approver	Program Approver	Proxy Approver	Pre-Approver	Program Approver	Image/View SAMS/Choice Access	Doctoral Student Profile and Feedback System	Graduate Document Correspondence	Enter/View Nominations	Program Approver	Submit/Contact	Program Approver	Enter/Contact	Program Approver
	<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"/>	<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"/>	<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"/>

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8.28 ENGLISH LANGUAGE PROFICIENCY COMPLIANCE

11.5.1 Alternative Verification/Certification Request Form

As of May 2024, the previous Alternative Verification and Alternative Certification Request Forms have been combined into a single document.

Colleges/Schools, Departments, and Interdisciplinary Degree Programs must initiate requests for Alternative Verification/Certification.

- Complete the student’s name, UIN, academic unit admitting the student, and the student’s enrollment term.
- Select the Request Type:
 1. Verification Only: The international graduate student qualifies for Alternative Verification only. Approval will provide an ELP status of Level 3 (ZW) which satisfies the ELP Verification Requirement for enrollment only.
 2. Verification and Certification: The international graduate student qualifies for Alternative Verification *and* Certification. Approval will provide an ELP status of Level 1 (ZA) which satisfies the ELP Verification Requirement for enrollment *and* the Certification Requirement for teaching.
- Select the Justification:
 1. Option One: The student received a Bachelor’s degree from an accredited academic institution located within the United States, but did not complete all coursework within the United States (Verification only).
 2. Option Two: The student received a Master’s degree from an accredited academic institution located within the United States (Verification only).
 3. Option Three: The student received a Bachelor’s degree and completed all coursework at an accredited academic institution located within the United States (both Verification and Certification).
 4. Option Four: The student holds citizenship with an English-speaking country recognized by the Office of Admissions (Certification). *Please note: native English speakers – except those from Canada – receive automatic Verification during admission.*
 5. Option Five: The student qualifies for Alternative Verification or Certification by other means. *Please note: strong justification and documentation must be provided.*
- The Department/Program Approver must sign and date the form. Please note: Department/Program Approvers must be administrative faculty members designated on the academic unit’s Authorized Signers Form.

Please submit the completed form to ELPCompliance@tamu.edu for timely review and approval.

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



English Language Proficiency Requirement
Alternative Verification/Certification Request Form

Colleges/Schools, Departments, and Interdisciplinary Degree Programs must initiate requests for [Alternative Verification/Certification](#). Please submit the completed form to ELPCompliance@tamu.edu.

Student Name: Student UIN:
 Admitting Academic Unit: Enrollment Term:

Request Type:

- VERIFICATION ONLY:** The international graduate student named above qualifies for Alternative Verification (through Options One, Two, or Five below). Approval will provide an ELP status of Level 3 (ZW) which satisfies the ELP Verification Requirement for enrollment only. Please note: the student must be fully-admitted before submission of an Alternative Verification Request.
- VERIFICATION AND CERTIFICATION:** The international graduate student named above qualifies for Alternative Verification and Certification (through Options Three, Four, or Five below). Approval will provide an ELP status of Level 1 (ZA) which satisfies the ELP Verification Requirement for enrollment and the Certification Requirement for teaching. Please note: the student must be fully-admitted before submission of an Alternative Verification and Certification Request.

Justification:

The international graduate student named above...

- OPTION ONE:** received a Bachelor's degree from an accredited academic institution located within the United States, but did not complete all coursework within the United States, and so qualifies for **Alternative Verification only**.*
- OPTION TWO:** received a Master's degree from an accredited institution located within the United States and so qualifies for **Alternative Verification only**.*
- OPTION THREE:** received a Bachelor's degree and completed all coursework at an accredited academic institution located within the United States and so qualifies for **both Alternative Verification and Certification**.*
- OPTION FOUR:** holds citizenship with an English-speaking country recognized by the [Office of Admissions](#) and so qualifies for **Alternative Certification**.** Please note: native English speakers – except those from Canada (which must verify residency in a province other than Quebec) – receive automatic Verification (ZE) during admission.
- OPTION FIVE:** qualifies for Alternative Verification or Certification by other means. Requests for Alternative Verification/Certification by other means requires strong justification which must be provided below. The college/school, department, or interdisciplinary degree program must provide complete documentation with this form to support the Alternative Verification or Certification request. Review will be conducted in accordance with Graduate and Professional School policies and university standards.

Approval:

Department/Program Approver*** Department/Program Approver Signature Date
 * Official transcript must be received and entered by the Office of Admissions on the Prior College Summary (SOAPCOQ) screen in Compass.
 ** Citizenship must be entered by the Office of Admissions on the International Information (GOAINTL) screen in Compass.
 *** Department/Program Approver must be an administrative faculty member designated on the academic unit's [Authorized Signers Form](#).

English Language Proficiency Requirement
Alternative Verification/Certification Request Form

Last Revised: 24 May 2024

NOTES:

11.5.2 English Language Proficiency Waiver for Admission

English Language Proficiency Waivers for Admission must be in the form of a memo:

- Routing
 - From and signed by the College/School Dean, Department Head, or intercollegiate faculty Program Chair
 - Routed through and signed by the appropriate College/School Graduate Operations Committee Dean
 - Addressed to the Associate Provost and Dean of the Graduate and Professional School

- Requirements
 - Full name and UIN (if available) of student
 - Program student is being accepted for
 - Explanation as to why the student does not meet the ELP Verification Requirement
 - Expired test scores (with date of original examination and results)
 - Pending conferral of a Bachelor's or Master's degree
 - Other reasons
 - Indication as to how the student will attain ELP Verification following admission
 - Retake of a standardized English language examination (with expected date)
 - Conferral of a Bachelor's or Master's degree (with degree and major, conferring institution, and expected date of graduation)
 - Other means
 - Any documentation required to support the request

- Submission:** complete and signed memoranda must be submitted to ELPCompliance@tamu.edu for timely review

- Approval:** following review, if approved, the request will be signed and then forwarded to the Office of Admissions to permit completion of the student's admission

NOTES:

11.5.3 Emergency Deferral Request Form

Under extenuating circumstances, academic units may initiate requests for Emergency Deferral of the English Language Proficiency Certification Requirement for international graduate students who are Level 3 Verified (Ineligible) for hire in a teaching position. Approval will provide the student with a one-time, one-semester-only deferral of the ELP Requirement for employment in a teaching position.

- Include the student's name and UIN.
- Indicate the semester for which the Emergency Deferral is being requested.
- Select one of the three justification options included:
 1. Option One: A previously assigned graduate assistant is no longer able to teach.
 2. Option Two: An unanticipated student enrollment increase required the academic unit to create additional course sections and must now hire a Level 3 Ineligible graduate student.
 3. Option Three: Other unexpected circumstances necessitate the academic unit hire a Level 3 Ineligible international graduate student for a teaching position.

For the option selected, provide a brief explanation in support of the option selected. Please note: Failure or inability to schedule TOEFL, IELTS, or ELPE is no longer considered an acceptable justification.

- The supervising faculty member must sign the form and include the date on which it was signed.
- The student must provide the date on which a CTE-ELP Intake Assessment has been scheduled and include a copy of the confirmation with the request.
- The designated Department or Program Approver and appropriate Graduate Operations Committee Dean must sign the form and include the date on which it was signed.
- The Graduate and Professional School will either approve or decline the Emergency Deferral and return the signed document with decision.

Please submit the form to ELPCompliance@tamu.edu for timely review and approval.

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



English Language Proficiency Requirement Emergency Deferral Request Form

International graduate students with an English Language Proficiency (ELP) status of Level 3 (Verified only) are ineligible for hire in a teaching position, e.g., Graduate Assistant-Teaching (GAT). Under extenuating circumstances, academic units may initiate requests for Emergency Deferral of the ELP Requirement. Approval will provide the international graduate student (named below) with a one-time, one-semester-only deferral of the ELP requirement for employment in a teaching position. Emergency Deferrals may not extend beyond the single semester requested, and both the student and academic unit must fulfill the requirements detailed below during the semester of employment.

To receive approval, 1) the academic unit must provide justification as to the necessity for hire of a Level 3 Ineligible student, 2) the academic unit must assign a faculty member to supervise the student during the semester of Emergency Deferral, and 3) the student must participate in the CTE-ELP Program during the period of Emergency Deferral.

Please submit the completed form to ELPCompliance@tamu.edu. The Graduate and Professional School may decline this request if the criteria above are not met. Please note: the academic unit must receive approval from the Graduate and Professional School of this request before the hiring process is initiated.

Student Name

Student UIN

Semester of Requested Emergency Deferral

1) JUSTIFICATION

- OPTION ONE:** A previously assigned graduate assistant is no longer able to teach. Please briefly summarize the circumstances for which the academic unit is now required to hire a Level 3 Ineligible international graduate student (e.g., the previous GAT accepted a GAR offer, left the program, etc.).

- OPTION TWO:** An unanticipated student enrollment increase required the academic unit to create additional course sections and must now hire a Level 3 Ineligible international graduate student. Please indicate the course, number of additional students, and number of additional sections added.

English Language Proficiency Requirement
Emergency Deferral Request Form

1

Last Revised: 24 July 2023

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- OPTION THREE: Other unexpected circumstances necessitate the academic unit hire a Level 3 Ineligible international graduate student for a teaching position. Please provide a brief justification as to why the academic unit did not anticipate hiring the student (please note: inability to schedule TOEFL, IELTS, or an ELP Exam is no longer considered as an acceptable justification).

2) FACULTY REVIEW

During the semester of Emergency Deferral, the academic unit must assign a faculty member to conduct periodic reviews – including in-class observations – of the student’s teaching performance with the first review conducted during the first month of the semester. The signature below affirms that the assigned faculty member will conduct the required performance reviews and take appropriate action if the student’s performance is deemed unacceptable.

<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px; text-align: center;">SIGNATURE</div>	<div style="border: 1px solid black; height: 20px;"></div>
Supervising Faculty Member	Signature	Date

3) CTE-ELP REQUIREMENT

*During the semester of Emergency Deferral, the student must participate in the [English Language Proficiency \(ELP\) Program](#) with the Center for Teaching Excellence (CTE). In order to receive approval, the student must schedule an intake assessment **before** submission of this form. Please note: To schedule an intake assessment, the student must first contact CTE at CTE-ELP@tamuj.edu or 979-458-3966 and indicate that an academic unit has offered a teaching position under an Emergency Deferral. Please indicate the Intake Assessment date below and include a copy of the emailed appointment confirmation with this request.*

Date of CTE-ELP Intake Assessment:

Department/Program and College/School Confirmation

The academic unit, the student, and the supervising faculty member accept that this Emergency Deferral will apply to the semester indicated above only. Under the terms agreed to above, approval of this request will allow the student to be employed in a teaching position in the semester indicated above only. In order to continue in a teaching position, the student must achieve Level 1 Certification before the hiring date for the next semester. If the student does not receive a Level 1 certifying score on an approved examination, the student must either be transferred to a non-teaching (GANT or GAR) position or terminated from employment.

<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px; text-align: center;">SIGNATURE</div>	<div style="border: 1px solid black; height: 20px;"></div>
Department/Program Approver	Signature	Date
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px; text-align: center;">SIGNATURE</div>	<div style="border: 1px solid black; height: 20px;"></div>
Graduate Operations Committee Dean	Signature	Date

English Language Proficiency Requirement
Emergency Deferral Request Form

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



Graduate and Professional School Decision

- The Graduate and Professional School approves this request for Emergency Deferral. The student indicated above is allowed to be employed in a teaching position in the semester indicated above only.*
- The Graduate and Professional School declines this request for Emergency Deferral.*

Graduate and Professional School Approver:

Signature:

Date:

NOTES:

8.29 REQUEST FOR DOCTORAL STUDENT TO ADD A SECONDARY MASTER'S DEGREE PROGRAM

1. This is completed in AdobeSign. This can be found on the [Graduate and Professional School website](https://grad.tamu.edu/knowledge-center/forms/request-to-add-secondary-curriculum) at <https://grad.tamu.edu/knowledge-center/forms/request-to-add-secondary-curriculum>.
2. This completed form should be submitted by the doctoral department of the student.
3. Student/department should indicate which circumstance they are requesting to add the secondary program.
4. Student's name should be listed exactly as it appears in Compass. Include UIN.
5. 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.
6. Check the appropriate box for the proposed secondary master's program. Write out the department name or code and major.
7. Please provide the expected semester and year of graduation for the master's degree.
8. Student's name should be listed exactly as it appears in Compass.
9. 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.
10. Department should specify any stipulations for either the doctoral or master's programs related to the addition of the secondary degree program.
11. Student should sign and date the form.
12. Both department heads are required to sign the form. If the student currently has a committee for either degree program, that committee is also required to sign the form.

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: _____

Revised: 9/22/2016

NOTES:

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

Revised: 9/22/2016

NOTES:

8.30 ACADEMIC DEPARTMENT APPROVAL FOR GRADUATE ASSISTANT TO WORK >50% EFFORT

1. HROE, AgriLife, and Engineering Grad Partner(s) process the Academic Department Request for a Graduate Assistant to work greater than 50% FTE (20 hours per week) for their respective employees.
 - a. The graduate student must meet [Graduate Assistantship registration requirements](#).
 - b. The form can only be submitted for one semester at a time.
2. The student's name and UIN must be listed as they appear in COMPASS.
3. The form must note if the student status is F1 or J1
4. Academic Term of Request: provide the semester that the work is being completed (e.g. Fall 2016).
5. 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.
6. Summary of Duties: A description of duties for each position is required.
7. Provide information regarding the student's additional appointment or increased effort.
8. List the Department Point of Contact for the additional appointment; include email and phone number.
9. 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.
10. If the student's academic home is in Texas A&M Galveston, AgriLife, or the College of Engineering, the 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 an F1 or J1 student request to work greater than 20 hours per week during a fall or spring term when classes are in session
- The student is not meeting Graduate Assistant Registration requirements 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 **BEFORE** the 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 terms, holidays, and university break periods. The total hours per week includes all combined jobs. The employer will then attach this form 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). Please refer to [International Student & Scholar Services F1 & J1 Employment guidelines](#). A termination date is required in alignment with the regulation for [Summer and Break employment](#).

***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, Year): _____ Is the GA Status F1 or J1 (yes or no) _____	
Primary Graduate Assistantship Appointment Information	
Job Title: _____	Hours worked per week: _____
Employing Department: _____	Semester Credit Hours: _____
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
 By signing this form, the signatory is attesting to their support of the student assuming these additional responsibilities and confirming that the student is making satisfactory academic progress.

Name of Department Head/Advisory Committee Chair for the student's Academic Department:
 Signature: _____ Printed Name: _____

GALVESTON, AGRILIFE, & ENGINEERING ONLY
 Name of College GOC Dean:
 Signature: _____ Printed Name: _____

Questions can be directed to grad-employment@tamu.edu

Last Revised: 06/06/2023

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