**OFFICE OF GRADUATE & PROFESSIONAL STUDIES** 



## **Records Processing**

## **GRADUATE ADVISOR WORKSHOP 2019**



## OGAPS RECORDS PROCESSING TEAM

Agriculture **Bush School** Dentistry Education Liberal Arts Mays Medicine **Public Health** Vet Med **IDPs**: **Agribusiness Ecology & Evol. Biology** Energy **Genetics** Marine Biology **Molecular & Env. Plant Sciences** Toxicology **Biotechnology** Neuroscience Water Management & Hydro Science



Stacy Hernandez shernandez@tamu.edu Degree Plans Long Forms/Committee Long Forms/Coursework Research Proposals Preliminary Exam Report Final Exam Results Admission to Candidacy Transfer Work



Kim Widdison k-widdison@tamu.edu MDD Petitions Request for Final Exam/Exemption Long Forms/Time Limits Long Forms/Waivers & Exceptions Special Request Letters Letters of Completion & Intent Graduation Cancellation Full-Time Cert Request Graduation Clearance Process



## OGAPS RECORDS PROCESSING TEAM

Architecture Geosciences Engineering Nursing Science Law



**Debbie Starnes** <u>dstarnes@tamu.edu</u> Degree Plans Long Forms/Committee Long Forms/Coursework Research Proposals Preliminary Exam Report Final Exam Results Admission to Candidacy Transfer Work





Savanah Sanchez sdsanchez@tamu.edu MDD Petitions Request for Final Exam/Exemption Long Forms/Time Limits Long Forms/Waivers & Exceptions Special Request Letters Letters of Completion/Intent Graduation Cancellation Full-Time Cert Request Qatar/Galveston Relations

Karen Seago kseago@tamu.edu Communications Request to Work Additional Hours Back-up to all processors as needed

## **Records Processing Documents**

Document Type	Target Days
Degree Plans	20
ELP Documents	5
GRE Waivers	5
Letter of Intent	15
Long Form Petitions	15
MDD Petition	15
Preliminary Exam	15
Report of the Final Exam	5
Request for Letter of Completion	10
Research Proposal	15
Final Exam Request/Exemption	5
Request to Work Additional Hours	10
Special Request Letter	15

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- September 27 LAST DAY TO APPLY FOR DEGREES TO BE AWARDED IN DECEMBER BY 5:00PM without a late fee.
   Last day for MS students to change degree to M.Eng. or M.C.S. and still graduate in December 2019.
- October 4 Last day for thesis/doctoral students to submit "Request and Announcement of the Final Examination" or 10 working days prior to the examination, whichever comes first to the Office of Graduate and Professional Studies.
- **October 18** Last day to take final exam (defend dissertation/record of study)
- October 25 Last day to submit a signed approval form and PDF of the dissertation in final form by 5:00 p.m. Signed approval form is submitted to OGAPS. The PDF file must be submitted via the web to http://thesis.tamu.edu.

-Last day for non-thesis students to submit "Request and Announcement of the Final Examination" or 10 working days prior to the examination, whichever comes first to the Office of Graduate and Professional Studies.

- November 8 Last day to submit "Request for Exemption from Final Examination" for students in M.Eng. or M.Ed. in EPSY.
   -Last day to take final exam for non-thesis Masters students
- November 15 Last day for all students to drop courses with no penalty (Q-drop). Last day to officially withdraw from the University.
- **December 4** Last day to apply for graduation

# **Resources: OGAPS Website**

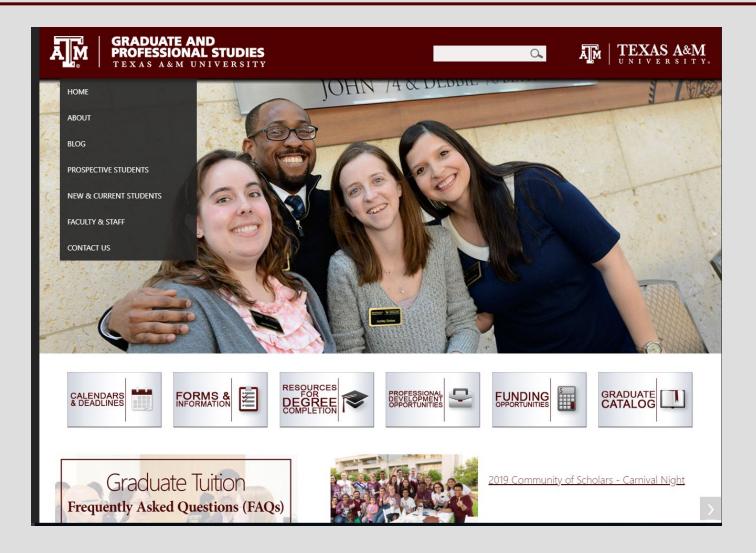
## https://ogaps.tamu.edu/

- Calendars & Deadlines
- Forms & Information

TEXAS A&M

**A**M

- Resources for Degree
   Completion
- Professional Development Opportunities
- Funding Opportunities
- Links to Graduate Catalog, Thesis Requirements, and more



## **Resources: Graduate Catalog**

• Graduate Catalog

Ā M

- TAMU requirements
  - Minimum University requirements
  - However, specific to each program
  - Includes TAMUG and TAMUQ
- Committee size, specific course restrictions and minimum degree plan hours are loaded into DPSS for Audit Rules.

Search	$\mathbf{A}_{\mathbf{M}} \mid \mathbf{TEXAS}_{\mathbf{V} \in \mathbf{R}} \mathbf{A}_{\mathbf{M}}^{\mathbf{k}}$	CALENDAR   MAPS   CONTACT
Home > Graduate and Professional Catalog > Academic Expectations and Program Requirements > Degree       2019-2020 CATALOG         Regularements       UNDERGRADUATE CATALOG         Degree Plan       GRADUATE AND PROFESSIONAL CATALOG         Petitions       UNDERGRADUATE CATALOG         Itimitations on the Use of Transfer, Extension and Certain Other Courses, Master's Degree       AcaDEMIC CALENDARS         Transfer, of Credit for Doctoral Students       Research Proposal         Admission to Candidacy       AcaDEMIC CALENDARS         Final Examination for Doctoral Students       Research Proposal         Admission to Candidacy       Registration and Record of Study.         Graduation       Completion         Letter of Intent       Professional Internship         Portoral Degree       Completion         Letter of Intent       Professional Internship         Portoral Degree       Completion As a opportunity to benefit from the advantages of a university environment. These advantages include accessibility of Ilivary, laboratory and other physical facilities, and also the opportunity to participate in seminars and a variety of cultural activities. Equally important to the graduate student are the advantages of becoming acquainted with the faculty and other students on a personal and a professional basis.       Course Descention Students         A student "in residence" is expected to devote most of his or her time and energy to graduate studiers under the direction of the student's advisory com		
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ADCLINES		
		ARCHIVES

The minimum time required to qualify for an advanced degree varies with the ability and preparation

## **Document Processing Submission System**

#### **Degree Plans**

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- Formally declare your degree objective
- Establish the advisory committee

TEXAS A&M

- List specific courses required for degree program
- Track progress toward degree completion

#### Petitions

- Committee Change
- Coursework Change
- MDD (Major, Degree, Department)
- Waivers/Exceptions
- Time Limits

ALM OFFICE OF GR		
DOCUMENT PR	OCESSING SUBN	IISSION SYSTEM
STUDENTS - login here -	FACULTY & STAFF - login here -	OGAPS STAFF - login here -
		rpose may result in administrative/disciplinary actions or vicable privacy laws establish the expectations of privacy.
Office of Graduate and Profes 001 Commons Building 1113 TAMU College Station, TX 77843 Phone: 979.845.3631 I Fax: 979.862.1692	ssional Studies   Search   Contact OGA	PS Privacy & Security Policy MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

# Degree Plan Blocking Criteria

• Established by each college

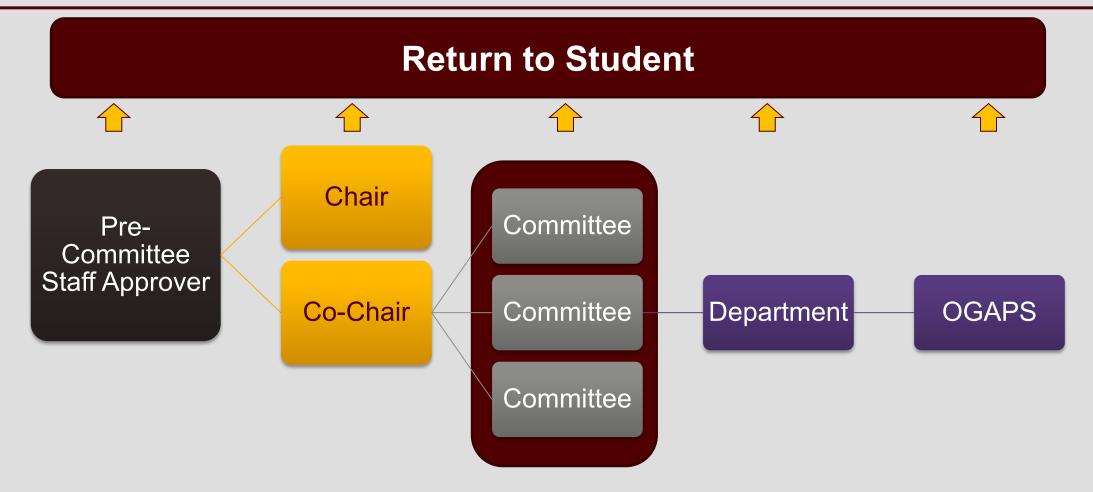
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- Degree Plan Hold automatically removed when degree plan reaches "OGS" status in DPSS
  - Degree Plan holds can be removed with an email from the GOC Dean of the student's College

COLLEGE	MAST	TER'S	DOCTORAL
AGRICULTURE	During 2nd Re	gular Semester	During 4th Regular Semester
ARCHITECTURE	Block after 18 completed hours		Block after 30 completed hours
BUSH SCHOOL	During 3rd Re	gular Semester	N/A
BUSINESS	MS Block after 24 completed hours	MBA Block after 36 completed hours	Block after 48 completed hours PPA Students NOT blocked
DENTISTRY	TE	3A	TBA
EDUCATION	Block after 15 c	completed hours	Block after 36 completed hours
ENGINEERING	Block after 9 c	ompleted hours	Block after 36 completed hours
GEOSCIENCES		of the 3rd Regular ester	Before the start of the 4th Regular Semester
LAW	TBD		N/A
LIBERAL ARTS	Must file a degree plan before registration in the term following the term in which the student has registered for 20 or more hours.		Must file a degree plan in the term following the term in which the student has registered for 66 or more hours.
MEDICINE	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).
NURSING	Block students if they have not submitted their plans by the end of their second term – This has been submitted to EIS 03/22/19 RR		N/A
PUBLIC HEALTH	After completing (9) semester credit hours		After completing (30) semester credit hours.
SCIENCE	MS-STAT-XDE	eted hours students only = 30 rs	During 4th Regular Semester
VET. MEDICINE		e end of the 2nd Semester	No later than the end of the 4th Regular Semester



## Order of Approval





# **Document Status Codes**

- **INC** Document has been created and must be submitted to begin the approval process. All documents except the MDD Petition must pass an audit before submitted.
- **AU1** Document has been audited and is ready for submission. If the document is edited, it will have to be audited again before it can be submitted for approval.
- **STF** Document has been submitted and is being reviewed by a staff member in the program.
- **SF2** Document has been submitted and is being reviewed by a staff member in the second program.
- **COM** Document has been submitted and is being reviewed by the advisory committee.
- **CM2** Document has been submitted and is being reviewed by the second advisory committee.



# **Document Status Codes**

- **DEP** Document has been approved by the advisory committee and is now being reviewed by the departmental approver.
- **DP2** Document has been approved by the second advisory committee and is now being reviewed by the second department.
- **RCD** A problem has been found by the committee or department while reviewing the document. The student should read the reviewer's comments in the notification e-mail they receive and make appropriate revisions.
- **OGS** Document has been approved by the advisory committee and department. It is now being reviewed by the Office of Graduate and Professional Studies.
- **APP** Document has received final approval from the Office of Graduate and Professional Studies.
- **RET** Document has been returned by OGS due to an error or missing requirements. If no edits are made, it will go directly to the department for approval when resubmitted. If edits are made, the student must re-audit and submit to the committee for approval again.

## Timelines/Milestone Con't

## Additional Requirements:

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## Residency

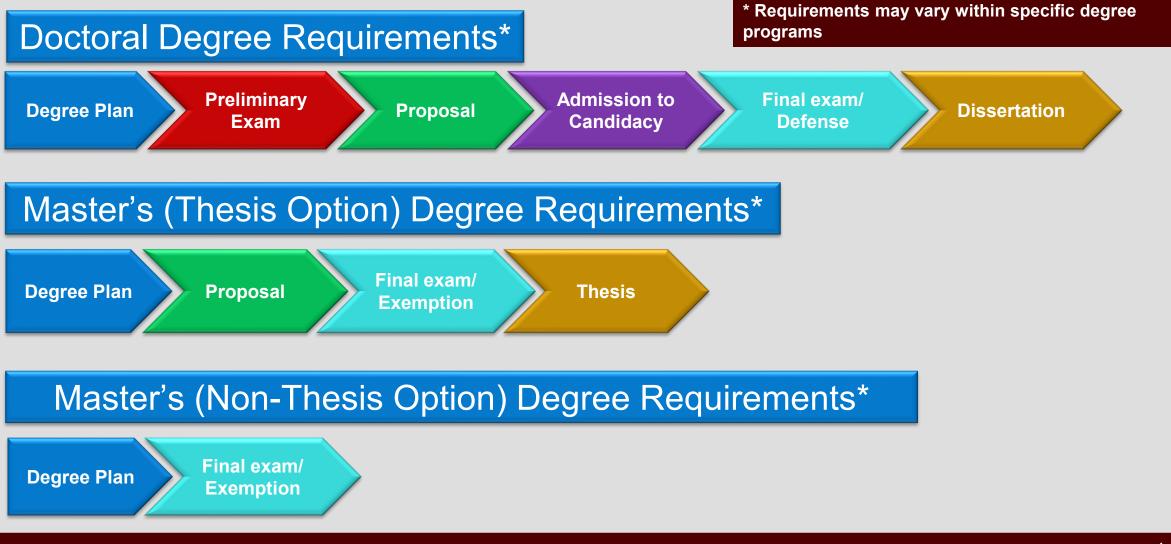
### English Language for Int. Students

## Continuous Registration

### Time Limits

- Doctoral Students:
  - Master's degree: one academic year
  - Bachelor's degree: one academic year plus one semester
- Master's Students: one semester at 9 hours
- Must be verified to be admitted
- Must be certified to teach
- Thesis and Doctoral students are required to maintain continuous registration until all degree requirements have been completed.
- Coursework: 10 years-doctoral, 7 years-masters
- Preliminary Exam: 4 years
- Final Exam: 1 year





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## **Preliminary Exam**

In order to be eligible to take their Prelim Exam students must:

- Be registered in the semester they take the exam
- Have an approved degree plan on file
- Have an overall and degree plan GPA of 3.0 or higher
- Have no more than 6 hours of course work (not including 691s) remaining at the end of the semester

#### Office of Graduate and Professional Studies



#### PRELIMINARY EXAMINATION CHECKLIST

The student is responsible for completing this checklist before the preliminary exam is scheduled. This checklist must accompany the report of the exam results (using the Office of Graduate and Professional Studies (OGAPS) form, "Report of Preliminary Exam"). The student should initial each appropriate blank indicating that the specified criterion has been satisfied, or where appropriate, been waived. Failure to satisfy the listed criteria will result in the given exam being disallowed in which case it will need to be retaken.

Student's Signature: \_\_\_\_\_\_ UIN: \_\_\_\_\_

Type or Print Name: \_\_\_\_

Please initial each statement in the space provided below:

- Registered for semester or 5-week term during which the exam occurs. (If the entire exam is between semesters, then the student must have been registered for the preceding term.)
- Student has an approved degree plan on file with the Office of Graduate and Professional Studies.
- 3. \_\_\_\_\_ GPR over all eligible courses since beginning graduate work at Texas A&M is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy. (Includes 300 and 400 level courses taken while in a graduate program but does not include transfer courses.)
- GPR over all courses on the degree plan (excluding transfer courses) is greater than or equal to 3.000 as indicated in the degree evaluation in Howdy.
- All committee members have determined the format, scheduled, and agreed to attend and/or administer the exam/s or found a substitute. Only one substitute is allowed; there may not be a substitute for the chair.
- At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s)

If no, waiver approved b	oy Department Head:	
Approved:		
Sign:	Sign:	
Advisory Committee Chair Print/type Name:	Department Head OR Intercollegiate Faculty Chair Print /type Name:	Date:

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## **Preliminary Exam**

After the Exam, both the Report <u>and</u> Checklist need to be submitted to OGAPS. Please make sure the following information is filled out:

- Student Name
- UIN

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- Number of Votes
- Date
- Signatures from all Committee
   members

	Preliminary Examination
The undersigned duly appointed exam	nining committee has conducted the preliminary
examination of STUDENT NAME	UIN . We have examined
the candidate for a mastery of all field	s in the program and for an adequate knowledge of
the literature in these fields.	
	(Votes are to be tallied, e.g., 3 pass; 1 no pass. A aduate committee with at most one dissention is
Number of Pas	ss Votes Number of No Pass Votes
address the inadequacies emer "Please strike thro Date Name:	ging from this examination. nigh the inappropriate words in bold face. Chair or Co-Chair Please strike through the inappropriate words.
Name:	Co-Chair or Member. Please strike through the inappropriate words
	Member
Name:	Member
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	Member
Nama -	
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Last Revised: 6/12/2014



## Proposal

- Reasonably detailed outline of dissertation research project
- Signatures from all committee members, department head, and student
- Research proposal attached in full
- Should be submitted at least 20 working days prior to the Request for Final Examination
- Follow new procedures for biosafety compliance

			Print
CADEMIC AFFAIRS	DIES		
THES	IS, DISSERTATIO	POSAL FORM FO N, OR RECORD C should be attached	
or MS thesis students, it is importan ior to submitting the Request and A			o OGAPS no later than 20 business days
	STUDENT	INFORMATION	
Name		UIN	
Mailing Address		Major	
Email Address		*By signing this form	, I certify that all research compliance
*Signature			o this proposal have been addressed prior to and that if the research scope changes, those
Date		changes must be add	essed with Research Compliance and Biosafety.
Chair Name		Chair Email	
rotocol number, please attach a copy esearch Proposal Form when submit	of the Determination ting this form to OG	Letter, Approval Lett APS.	ur research. <mark>For each required and listed</mark> er or AUP Approval Memo to the ls, so check the website* below for ful
	B	iosafety	Animals
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Admission to Candidacy

- Degree plan GPR of at least 3.0
- Graduate GPR of at least 3.0
- Passed Preliminary Exam

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- **Approved Dissertation Proposal**
- Completed all graded course work on degree plan
- Met Residency Requirement

#### FOR OFFICE OF GRADUATE AND PROFESSIONAL STUDIES USE ONLY

1. Residence requirement complete: 2. Research proposal approved: 3. Formal course work completed:

Yes No No Yes

Yes — No —

- 4. Other course work remaining: May be admitted to candidacy upon completion of item(s):



- The Request for Final Examination should be submitted at least 10 working days prior to date of the exam
- Original signatures from the chair and department head are required
- All changes to Degree Plan must be submitted prior to Final Exam

	Announcement of the Final Examination te and Professional Studies at least 10 working days prior to the defense date)
Permission is requested to hold f	
i.d.#	for the degree of
	All committee members have been consulted and have agreed to the following schedule:
	Date:
	Time:
	Location:
	Print and sign below to indicate the student's academic records have been reviewed, and he/she is qualified to take the final examination.
	Approved Chair or Co-Chair
	Approved Co-Chair
List committee member names	Approved Department Head
	Approved Department Head (excluding co-/chair and dept. head) below; signatures are not required. uld provide copies to committee members. Committee Member
	(excluding co-/chair and dept. head) below; signatures are not required. uld provide copies to committee members.
	(excluding co-/chair and dept. head) below; signatures are not required. uld provide copies to committee members. Committee Member
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Last Revised: 6/23/2014

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## Final Exam/Defense

- Requirements to be eligible for Final Exam
  - Cumulative and Degree
     Plan GPAs 3.0 or higher
  - Admitted to candidacy
  - No D, F, or U grades on
     Degree Plan
  - Students can only have I, X, or be registered for S/U courses

Office of Graduate and Profe	essional Studies
Request and Annou	ncement of the Final Examination
1	fessional Studies at least 10 working days prior to the defense date)
(Note: The STUDENT must submit the Public De	ublic Defense Announcement on the OGAPS website: http://tx.ag/defense efense Announcement request themselves due to FERPA requirements. The efense request and their identity will be verified before publishing.)
Permission is requested to hold final examination	1 for
i.d.#	for the degree of
	All committee members have been consulted and have agreed to the following schedule:
	Date: Time:
	Location:
	Print/type name and sign below to indicate the student's academic records have been reviewed, and he/she is qualified to take the final examination.
	Signature: Approved Chair
	Type/Print Name:
	Signature: Approved Co-Chair
	Type or Print Name:
	Signature: Approved Dept Hea Type or Print Name:
Department and/or student should provid	co-/chair and dept. head) below; signatures are not required.
	Committee Member
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(if applicable)	
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(if applicable)	will substitute for
(if applicable)	will substitute for

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## Written Thesis/Dissertation Approval Form

• Submitted by Deadline Day

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- Review cannot start without it
- Committee Signatures can be scanned if original
- Department Head signature must be on form itself

UNIVERSITY s Office		
SIS (M.S. / M.A AL FORM	)	
		01/2012
	m/dd/yy): 08/	01/2013
Approach to Dealin	g Adolescent	Grief and
icate our approval of	the content of	the document to be
	Approve	Disapprove
	X	
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	s Office SIS (M.S. / M.A AL FORM 4.A. Today's Date (m 2013 Approach to Dealin d examined this man icate our approval of c. OR we indicate our	s office SIS (M.S. / M.A.) AL FORM 4.A. Today's Date ( <i>mmidd/yy</i> ): <u>08/</u> 013 Approach to Dealing Adolescent dexamined this manuscript. We cent cate our approval of the content of c, OR we indicate our dissent below uired to pass.

The student must submit this signed approval form and a PDF file of the thesis to the Thesis Office for review. Students must clear the Thesis Office within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the thesis in final form. The Office of Graduate and Professional Studies posts a calendar for each semester, and these dates must be observed.

PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THE THESIS OFFICE.

Sterling Evans Library - Room 612

Revised 2/13

# Letter of Completion

## **Per the Graduate Catalog:**

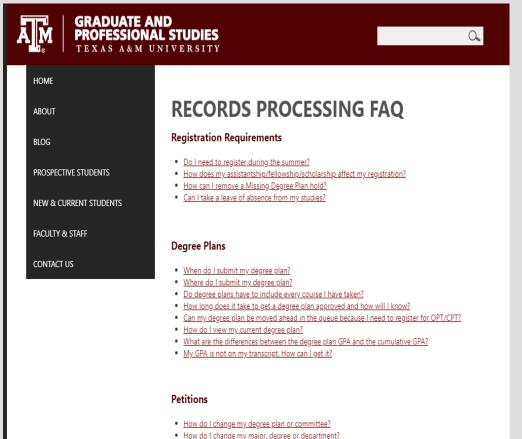
- The letter of completion certifies that the student has completed all academic requirements for the degree and states the date the degree will be awarded.
- This letter may be requested anytime from the point the student has completed all requirements for the awarding of the degree and until five days prior to commencement.

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Any Questions?

#### Visit our FAQ:



- How do I change my major, degree or department?
- What other kinds of requests or changes can I make via petition?
- <u>Why hasn't my petition been approved yet?</u>

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### Or contact us at:

ogapsprocessing@tamu.edu

Office of Graduate and Professional Studies 112 Jack K. Williams Administration Bldg. (979) 845-3631