

RECORDS PROCESSING

GRADUATE ADVISOR WORKSHOP 2019

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

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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

Architecture
Geosciences
Engineering
Nursing
Science
Law



Debbie Starnes
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Degree Plans
Long Forms/Committee
Long Forms/Coursework
Research Proposals
Preliminary Exam Report
Final Exam Results
Admission to Candidacy
Transfer Work



Savannah Sanchez
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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

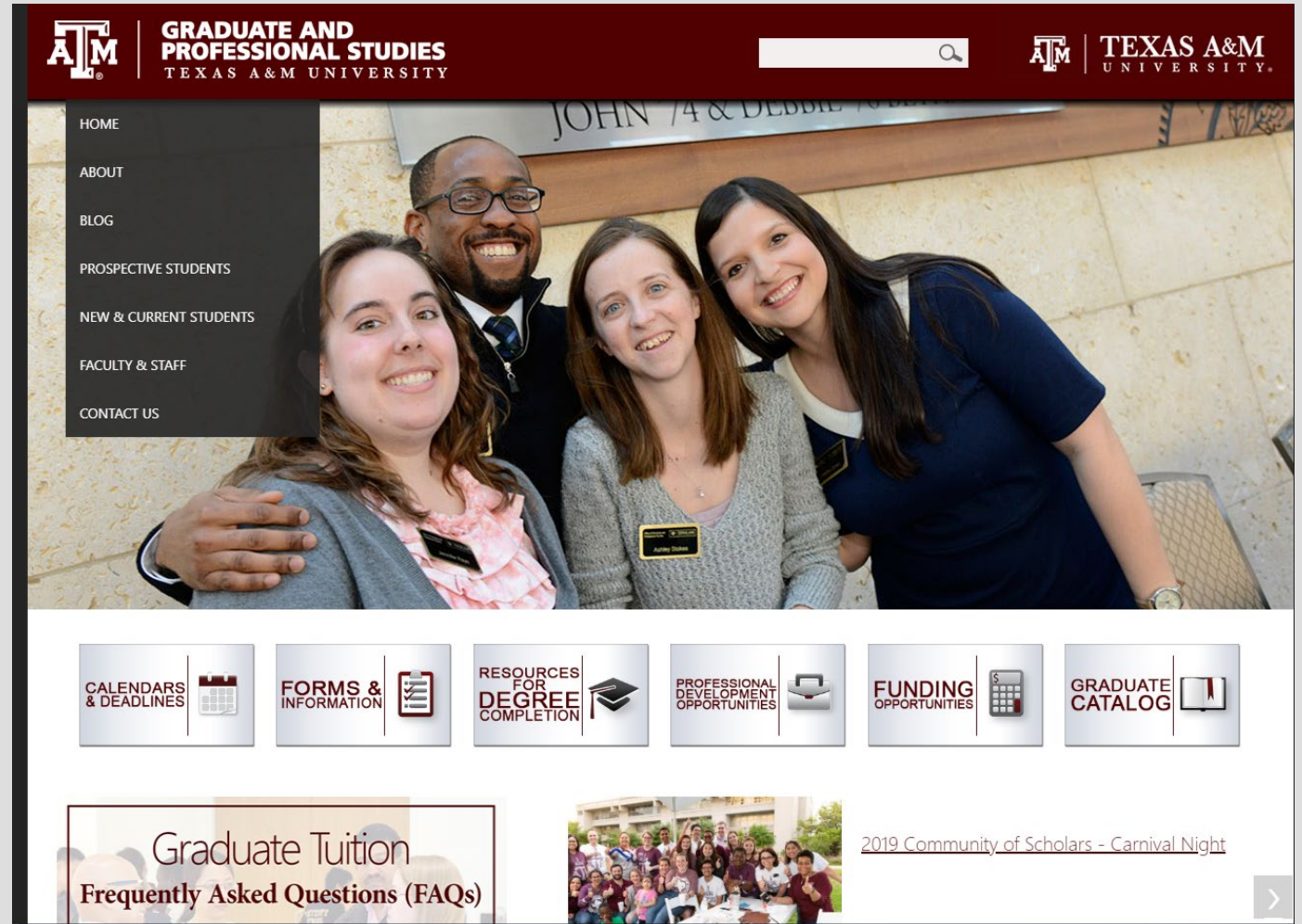
Document Type	Target Days
Degree Plans	20
ELP Documents	5
GRE Waivers	5
Letter of Intent	15
Long Form Petitions	15
MDD Petition	15
Preliminary Exam	15
Report of the Final Exam	5
Request for Letter of Completion	10
Research Proposal	15
Final Exam Request/Exemption	5
Request to Work Additional Hours	10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

Upcoming Deadlines (ogaps.tamu.edu/Buttons/Calendars)

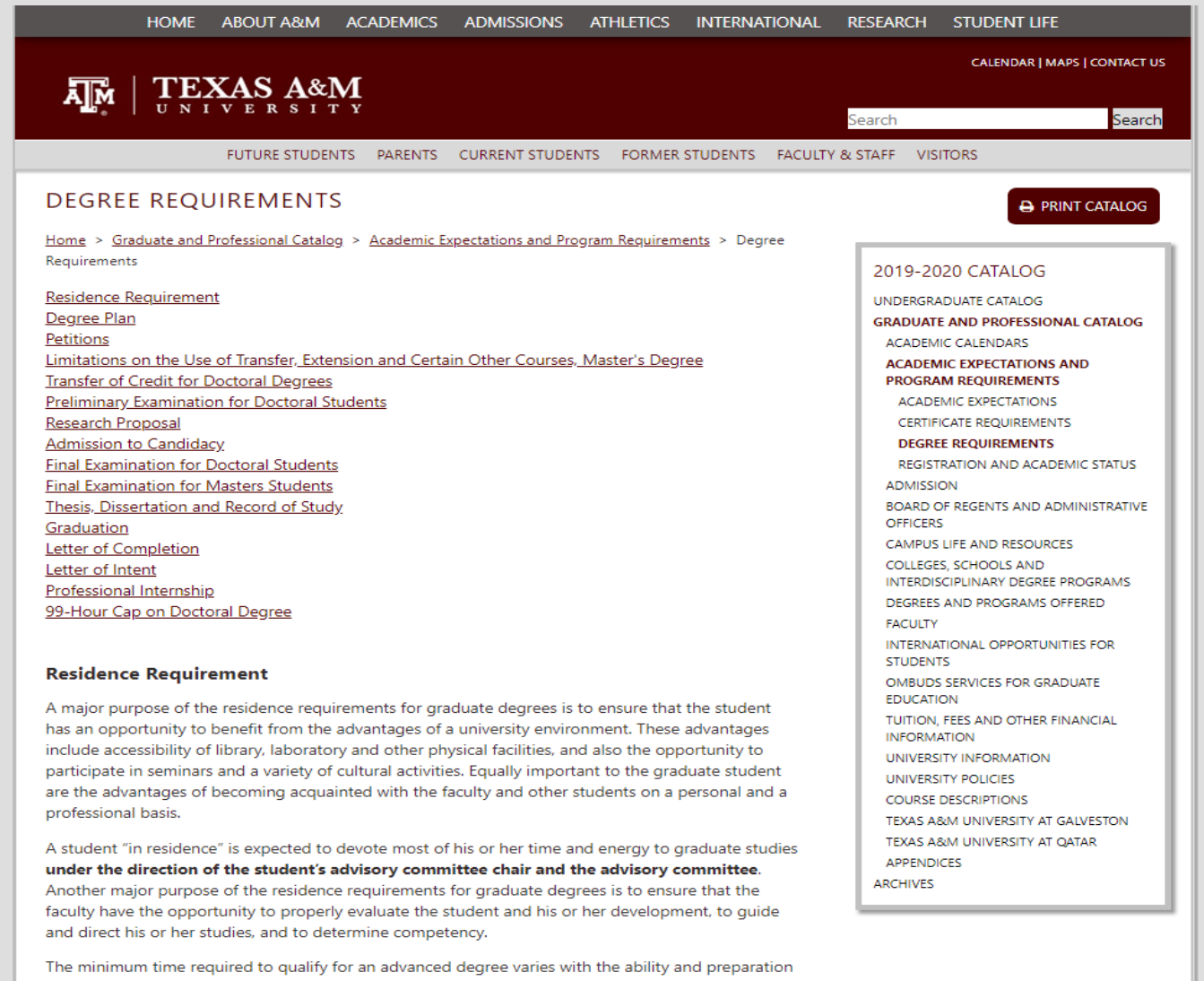
- **September 27** LAST DAY TO APPLY FOR DEGREES TO BE AWARDED IN DECEMBER BY 5:00PM without a late fee.
 - Last day for MS students to change degree to M.Eng. or M.C.S. and still graduate in December 2019.
- **October 4** Last day for thesis/doctoral students to submit “Request and Announcement of the 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

<https://ogaps.tamu.edu/>

- Calendars & Deadlines
- Forms & Information
- Resources for Degree Completion
- Professional Development Opportunities
- Funding Opportunities
- Links to Graduate Catalog, Thesis Requirements, and more



- Graduate Catalog
- 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.



The screenshot shows the Texas A&M University website's navigation menu with options like HOME, ABOUT A&M, ACADEMICS, ADMISSIONS, ATHLETICS, INTERNATIONAL, RESEARCH, and STUDENT LIFE. Below the navigation is a search bar and a secondary menu with options like FUTURE STUDENTS, PARENTS, CURRENT STUDENTS, FORMER STUDENTS, FACULTY & STAFF, and VISITORS. The main content area is titled "DEGREE REQUIREMENTS" and includes a list of links such as "Residence Requirement", "Degree Plan", "Petitions", and "99-Hour Cap on Doctoral Degree". A "PRINT CATALOG" button is visible in the top right corner of the content area.

2019-2020 CATALOG

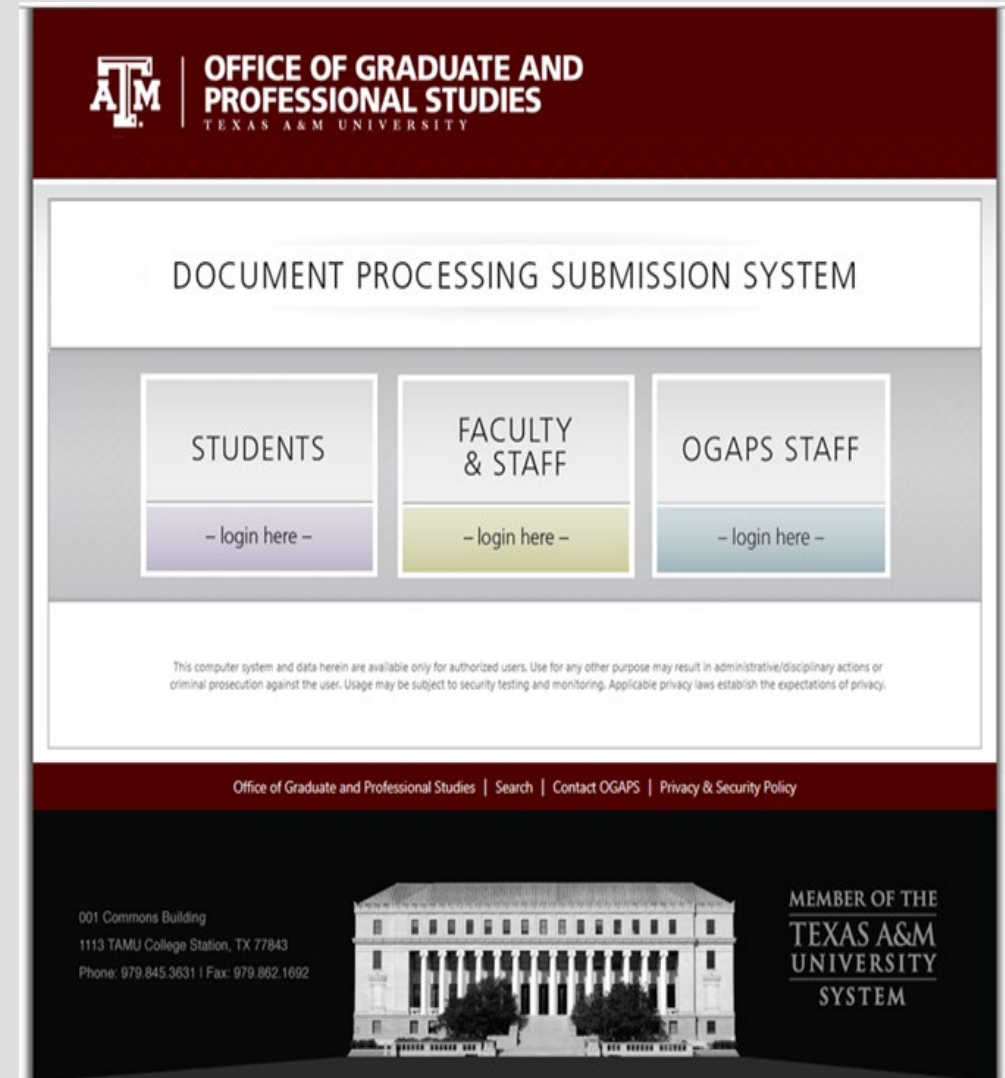
- UNDERGRADUATE CATALOG
- GRADUATE AND PROFESSIONAL CATALOG**
 - ACADEMIC CALENDARS
 - ACADEMIC EXPECTATIONS AND PROGRAM REQUIREMENTS**
 - ACADEMIC EXPECTATIONS
 - CERTIFICATE REQUIREMENTS
 - DEGREE REQUIREMENTS**
 - REGISTRATION AND ACADEMIC STATUS
 - ADMISSION
 - BOARD OF REGENTS AND ADMINISTRATIVE OFFICERS
 - CAMPUS LIFE AND RESOURCES
 - COLLEGES, SCHOOLS AND INTERDISCIPLINARY DEGREE PROGRAMS
 - DEGREES AND PROGRAMS OFFERED
 - FACULTY
 - INTERNATIONAL OPPORTUNITIES FOR STUDENTS
 - OMBUDS SERVICES FOR GRADUATE EDUCATION
 - TUITION, FEES AND OTHER FINANCIAL INFORMATION
 - UNIVERSITY INFORMATION
 - UNIVERSITY POLICIES
 - COURSE DESCRIPTIONS
 - TEXAS A&M UNIVERSITY AT GALVESTON
 - TEXAS A&M UNIVERSITY AT QATAR
 - APPENDICES
 - ARCHIVES

Degree Plans

- Formally declare your degree objective
- Establish the advisory committee
- 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



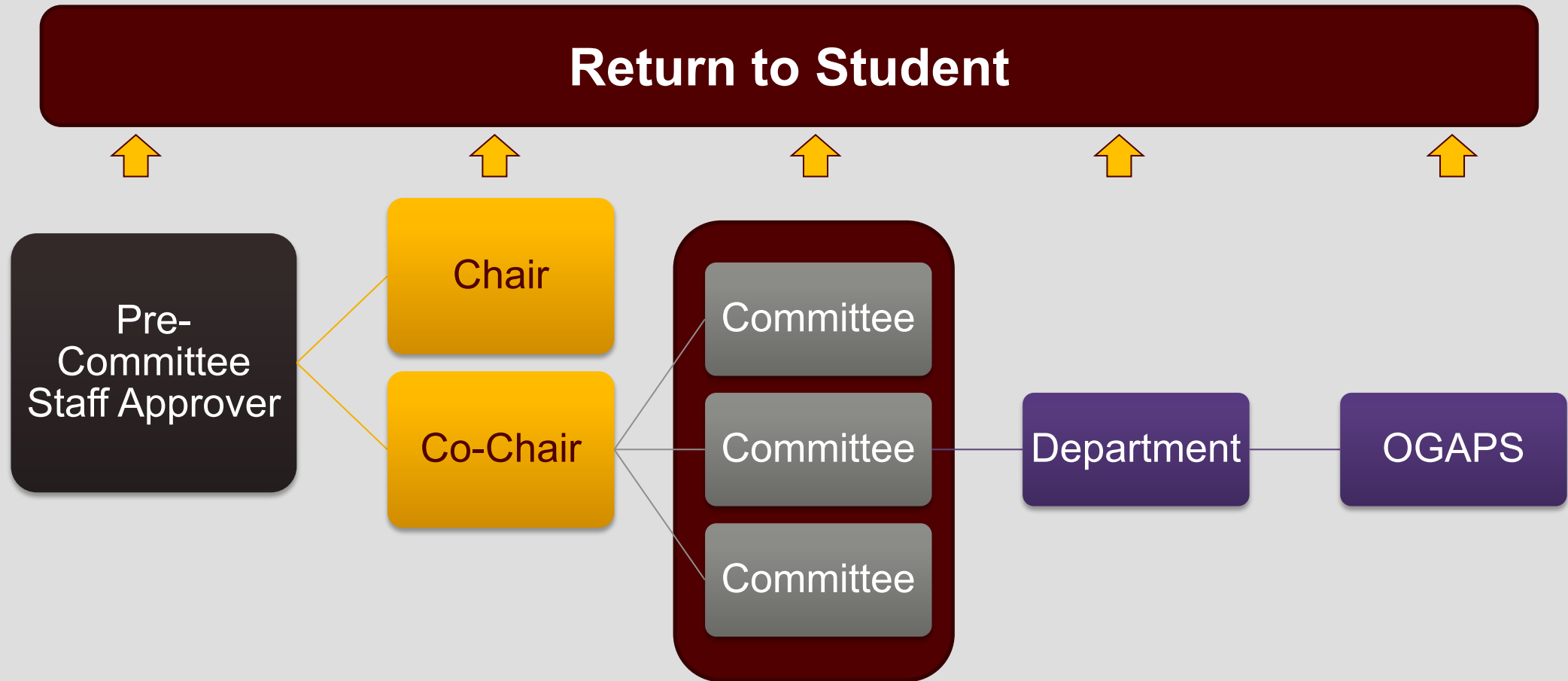
The screenshot shows the homepage of the Document Processing Submission System. At the top left is the Texas A&M University logo and the text "OFFICE OF GRADUATE AND PROFESSIONAL STUDIES TEXAS A&M UNIVERSITY". The main heading is "DOCUMENT PROCESSING SUBMISSION SYSTEM". Below this are three login buttons: "STUDENTS - login here -" (purple), "FACULTY & STAFF - login here -" (green), and "OGAPS STAFF - login here -" (blue). A disclaimer states: "This computer system and data herein are available only for authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy." At the bottom, there is a navigation bar with "Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy". The footer includes the address "001 Commons Building, 1113 TAMU College Station, TX 77843, Phone: 979.845.3631 | Fax: 979.862.1692", an image of a building, and the text "MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM".

Degree Plan Blocking Criteria

- Established by each college
- 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	MASTER'S		DOCTORAL
AGRICULTURE	During 2nd Regular Semester		During 4th Regular Semester
ARCHITECTURE	Block after 18 completed hours		Block after 30 completed hours
BUSH SCHOOL	During 3rd Regular 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	TBA		TBA
EDUCATION	Block after 15 completed hours		Block after 36 completed hours
ENGINEERING	Block after 9 completed hours		Block after 36 completed hours
GEOSCIENCES	Before the start of the 3rd Regular Semester		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	18 completed hours MS-STAT-XDE students only = 30 hrs		During 4th Regular Semester
VET. MEDICINE	No later than the end of the 2nd Regular 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:

Residency

- 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

English Language for Int. Students

- Must be verified to be admitted
- Must be certified to teach

Continuous Registration

- Thesis and Doctoral students are required to maintain continuous registration until all degree requirements have been completed.

Time Limits

- Coursework: 10 years-doctoral, 7 years-masters
- Preliminary Exam: 4 years
- Final Exam: 1 year

Typical Timeline/Milestones

Doctoral Degree Requirements*

* Requirements may vary within specific degree programs



Master's (Thesis Option) Degree Requirements*




Master's (Non-Thesis Option) Degree Requirements*



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

Reset Form
Print Form



ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES

**RESEARCH PROPOSAL FORM FOR
THESIS, DISSERTATION, OR RECORD OF STUDY**
Full proposal should be attached

For MS thesis students, it is important to note that this form must be submitted to OGAPS no later than 20 business days prior to submitting the Request and Announcement of Final Examination.

STUDENT INFORMATION

Name _____	UIN _____
Mailing Address _____	Major _____
Email Address _____	
*Signature _____	
Date _____	
Chair Name _____	Chair Email _____

*By signing this form, I certify that all research compliance requirements related to this proposal have been addressed prior to submission. I understand that if the research scope changes, those changes must be addressed with Research Compliance and Biosafety.

PROPOSAL INFORMATION

I submit for approval the following research proposal for my: thesis dissertation record of study

Tentative Title: _____

Please use the chart below to indicate any required protocol numbers related to your research. For each required and listed protocol number, please attach a copy of the Determination Letter, Approval Letter or AUP Approval Memo to the Research Proposal Form when submitting this form to OGAPS. This is not an all-inclusive list of all possible required compliance approvals, so check the website* below for full information.

Human Subjects	Biosafety	Animals																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 80%;">Human subjects (including survey data)</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>Human tissue/cell lines - If yes, were the tissues/cell lines commercially available?</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>Protected health information</td> </tr> </table>	Yes	No	Human subjects (including survey data)	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Human tissue/cell lines - If yes, were the tissues/cell lines commercially available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/>	<input type="radio"/>	Protected health information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 80%;">Human tissue/cell lines Recombinant DNA (e.g., viral vectors, recombinantly modified cell lines, or transgenic animals, plants, or insects)</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>Agents infectious to humans, animals or plants</td> </tr> </table>	Yes	No	Human tissue/cell lines Recombinant DNA (e.g., viral vectors, recombinantly modified cell lines, or transgenic animals, plants, or insects)	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Agents infectious to humans, animals or plants	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 80%;">Vertebrate animals Animal tissues/cell lines - If yes, were the tissues/cell lines commercially available?</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> </table>	Yes	No	Vertebrate animals Animal tissues/cell lines - If yes, were the tissues/cell lines commercially available?	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input type="radio"/> No
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<input type="radio"/>	<input type="radio"/>																																		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input type="radio"/> No																																	

*Please enter the protocol number below if you have answered YES to any of the questions above. If more space is required for protocol numbers, please attach an additional sheet. The student's name must be included on any required IRB or IACUC protocols and/or the IBC permit if it describes BSL-2 or BSL-3 activities.

List the IRB protocol number(s) (20XX-XXXX):	List the IBC protocol number(s) (20XX-XXXX):	List the IACUC protocol number(s) (20XX-XXXX):
--	--	--

For each required and listed protocol number, please attach a copy of the Determination Letter, Approval Letter or AUP Approval Memo to the Research Proposal Form when submitting this form to OGAPS.

*Additional information can be obtained at <http://rcb.tamu.edu> (click on "Obtain Approval" link) or by calling the Office of Research Compliance and Biosafety, Division of Research, at 979.458.1467.

Revised: 04/2019

GRADUATE AND PROFESSIONAL STUDIES

17

Admission to Candidacy


- Degree plan GPR of at least 3.0
- Graduate GPR of at least 3.0
- Passed Preliminary Exam
- 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: Yes _____ No _____
 2. Research proposal approved: Yes _____ No _____
 3. Formal course work completed: Yes _____ No _____
 4. Other course work remaining: _____
- May be admitted to candidacy upon completion of item(s):

Final Exam/Defense

- 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

Office of Graduate and Professional Studies 

Request and Announcement of the Final Examination
(Submit to the Office of Graduate and Professional Studies at least 10 working days prior to the defense date)

Permission is requested to hold final examination for _____
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

Approved Department Head

List committee member names (excluding co-/chair and dept. head) below; signatures are not required. Department and/or student should provide copies to committee members.

Committee Member

Committee Member

Committee Member

Committee Member

(if applicable) _____ will substitute for _____

Office of Graduate and Professional Studies Use Only

applied/should apply for _____ graduation	Course work completed _____
____ ELPE	Lacks: _____
____ Residency requirement	_____
____ Overall GPR	Incompletes: _____
____ Degree plan GPR	____ Registered
____ Admitted to Candidacy	____ Exam Approved
____ Proposal	____ Oral forms mailed _____
____ d/p: 90 day rule	____ Prelims

Last Revised: 6/23/2014

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

ATM

Office of Graduate and Professional Studies
Request and Announcement of the Final Examination
 (Submit to the Office of Graduate and Professional Studies at least 10 working days prior to the defense date)

Please click on the following link to submit a Public Defense Announcement on the OGAPS website: <http://tx.ag/defense>
 (Note: The STUDENT must submit the Public Defense Announcement request themselves due to FERPA requirements. The student must authenticate in order to access the defense request and their identity will be verified before publishing.)

Permission is requested to hold final examination 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 Head**
 Type or Print Name: _____

List committee member names (excluding co-/chair and dept. head) below; signatures are not required.
 Department and/or student should provide copies to committee members.

_____ Committee Member
 _____ Committee Member
 _____ Committee Member
 _____ Committee Member


(if applicable) _____ will substitute for _____

GRADUATE ADVISORS CHECKLIST: PLEASE COMPLETE THE CHECKLIST BELOW TO CONFIRM THAT THE STUDENT IS MEETING ALL REQUIREMENTS TO HOLD A FINAL EXAM.

Applied/should apply for _____ graduation _____	Coursework completed _____
<input type="checkbox"/> Residency requirement	Lacks: _____
<input type="checkbox"/> Overall GPR	_____
<input type="checkbox"/> Degree Plan GPR	Incompletes: _____
<input type="checkbox"/> Admitted to Candidacy (Ph.D. only)	Registered: _____
<input type="checkbox"/> Proposal	Prelims _____

Written Thesis/Dissertation Approval Form

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


TEXAS A&M UNIVERSITY
 Thesis Office
WRITTEN THESIS (M.S. / M.A.)
APPROVAL FORM

Student's Name: Veronica Mars
(Name must match TAMU student records)

Degree (check one): M.S. M.A.

Date of Defense: (mm/dd/yy or Exempt): 05/07/2013 Today's Date (mm/dd/yy): 08/01/2013

Anticipated Date of Graduation (Month Year): December 2013

Major Subject: Psychology

Thesis Title: Overcoming Trauma: A Problem Solving Approach to Dealing Adolescent Grief and and Abandonment

We the undersigned duly appointed committee have read and examined this manuscript. We certify it is adequate in scope and quality as a thesis for this master's degree and indicate our approval of the content of the document to be submitted to the Thesis Office for processing and acceptance, OR we indicate our dissent below. A vote by all members of the committee with at most one dissension is required to pass.

	Approve	Disapprove
<u>Wallace Fennel</u> Chair: Wallace Fennel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Logan Echols</u> Co-Chair: Logan Echols	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Eli Navarro</u> Member: Eli Navarro	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Richard Casablancas, Jr.</u> Member: Richard Casablancas, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Cindy Mackenzie</u> Member: Cindy Mackenzie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____	<input type="checkbox"/>	<input type="checkbox"/>
<u>Vinnie Van Lowe</u> Head of Department: Vincent Van Lowe		

Student Contact Information:
 909009090 _____ vmars@neptune.org _____
 UIN _____ Student's Email Address _____

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

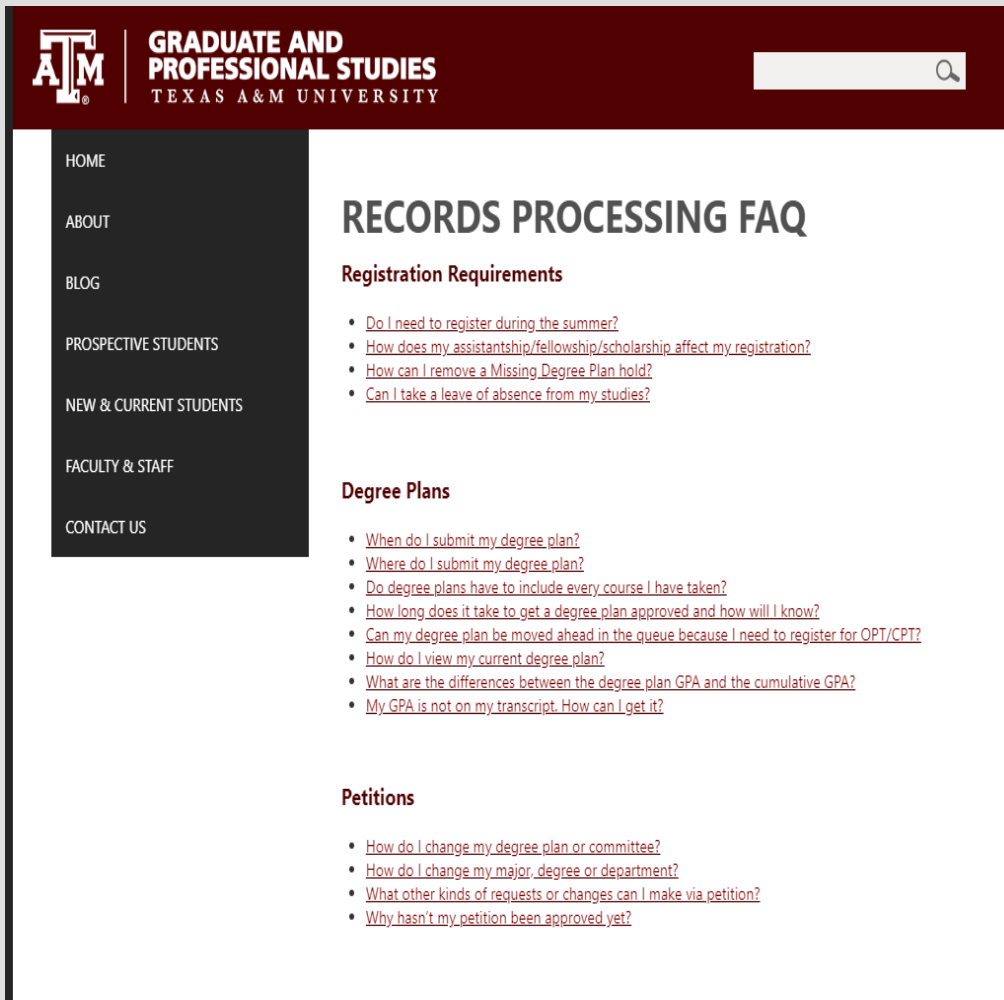
Revised 2/13

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.

Visit our FAQ:



The screenshot shows the TAMU Graduate and Professional Studies website. The header includes the TAMU logo and the text "GRADUATE AND PROFESSIONAL STUDIES TEXAS A&M UNIVERSITY". A search bar is visible in the top right. A left-hand navigation menu lists: HOME, ABOUT, BLOG, PROSPECTIVE STUDENTS, NEW & CURRENT STUDENTS, FACULTY & STAFF, and CONTACT US. The main content area is titled "RECORDS PROCESSING FAQ" and is divided into three sections: "Registration Requirements", "Degree Plans", and "Petitions". Each section contains a list of hyperlinked questions.

GRADUATE AND PROFESSIONAL STUDIES
 TEXAS A&M UNIVERSITY

RECORDS PROCESSING FAQ

Registration Requirements

- [Do I need to register during the summer?](#)
- [How does my assistantship/fellowship/scholarship affect my registration?](#)
- [How can I remove a Missing Degree Plan hold?](#)
- [Can I take a leave of absence from my studies?](#)

Degree Plans

- [When do I submit my degree plan?](#)
- [Where do I submit my degree plan?](#)
- [Do degree plans have to include every course I have taken?](#)
- [How long does it take to get a degree plan approved and how will I know?](#)
- [Can my degree plan be moved ahead in the queue because I need to register for OPT/CPT?](#)
- [How do I view my current degree plan?](#)
- [What are the differences between the degree plan GPA and the cumulative GPA?](#)
- [My GPA is not on my transcript. How can I get it?](#)

Petitions

- [How do I change my degree plan or committee?](#)
- [How do I change my major, degree or department?](#)
- [What other kinds of requests or changes can I make via petition?](#)
- [Why hasn't my petition been approved yet?](#)

Or contact us at:

ogapsprocessing@tamu.edu

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