

11.1 689 (SPECIAL TOPICS) COURSE REQUESTS

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

For information on the SRS and submission of 689 requests, see the Registrar’s User Guide (<https://sectionrequest.tamu.edu/UserGuide/SRSUserGuide.pdf>).

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

11.2 AUTHORIZED SIGNERS FORMS

1. Log in to Google Drive (<https://drive.google.com/>) with your 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 (<https://gateway.tamu.edu/settings/email/>)).
2. 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 faculty leadership and position titles (Dean, Department Head, or Program Chair; Associate Dean(s), Assistant Department Head(s), Program Co-Chair(s); Graduate Instruction Committee Chair; Graduate Operations Committee Dean; etc.)
 - The full names of all the unit’s relevant staff and position titles (Administrative Assistant(s), Program Coordinator(s), Graduate Advisor(s), etc.)
 - The University Identification Number (UIN) of all authorized faculty signers and staff
 - The TAMU email addresses of all authorized faculty signers and staff
 - The NetID of all authorized faculty signers and staff
 - The phone number of all authorized faculty signers and staff
3. The Authorized Signers Form should designate
 - faculty and/or staff authorized to enter and view nominations in the Graduate Committee Faculty Portal (GradCom);
 - faculty authorized to approve nominations in GradCom;

NOTES:

- faculty and/or staff as Pre-Committee Staff Approvers for student documents in the Document Processing Submission System (DPSS);
- faculty authorized to approve student documents in DPSS;
- 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;
- faculty and/or staff as Pre-Committee Staff Approvers in DocuSign;
- faculty authorized to approve student documents in DocuSign;
- access for user of ImageNow and the Doctoral Student Profile System;
- point(s) of contact regarding graduate student documents;
- faculty and/or staff authorized to submit non-resident tuition waivers; and
- faculty authorized to approve non-resident tuition waivers.

NOTES:

11.2.1 College/School Authorized Signers Form

College/School Template ☆ 📄 ☁
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Authorized Signers Form

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11.2.2 Department Authorized Signers Form

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Authorized Signers Form

NOTES:

11.2.3 Interdisciplinary Degree Program Authorized Signers Form

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GRADUATE PROGRAM(S)		
MBR	MBR Code	Course

Authorized Signers Form

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

NOTES:

11.3 ENGLISH LANGUAGE PROFICIENCY – ALTERNATIVE VERIFICATION FORM

1. Complete the student’s name and UIN.
2. The Department Head must sign the form.
3. If selecting option two, please attach all justification and documentation to support the request, such as transcripts associated with training or courses completed for English oral skills at a university and/or institution other than Texas A&M University.

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES



Alternative Verification Form English Language Proficiency Requirements

Departments initiate alternative verification requests.

Date: _____

Student Name: _____

Student UIN: _____

Department Head Name (Print): _____

Department Head Signature: _____

OPTION ONE: I certify that the international student listed above holds a master's degree from an accredited institution located in the U.S., and therefore qualifies for alternative verification.

OPTION TWO: Other Alternative Verification Requests

All other requests for alternative verification require strong department justification and review in compliance with Office of Graduate and Professional Studies policies and guidelines. The student should provide the department with documentation to support the alternative verification request. Departments should provide a brief justification below for the alternative verification request. Attach all supporting documentation to this form.

English Language Memo

Last Revised: 4/22/2019

NOTES:

11.4 ENGLISH LANGUAGE PROFICIENCY – ALTERNATIVE CERTIFICATION FORM

1. Include the student’s name and UIN.
2. A designated department or program approver must sign the form and include the date on which it was signed.
3. Select one of the three justification options available. If selecting Option Two, please provide a statement of justification in the space provided and attach relevant documentation to support the request(e.g. transcripts associated with training, courses completed for English oral skills at a university and/or institution other than Texas A&M University, etc.).

NOTES:

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES



Alternative Certification Form English Language Proficiency Requirements

Departments initiate alternative certification requests.

Date: _____
Student Name: _____
Student UIN: _____
Department Head Name (Print): _____
Department Head Signature: _____

Check one of the following options:

- Option One:** The student named above has received a baccalaureate degree following four years of study at an accredited institution or institutions located in the U.S., and therefore qualifies for alternative certification.
- Option Two:** The student named above is a citizen of one of the approved countries listed by the [Office of Admissions](#) and the department requests an alternative certification for this student. Please list the approved country below.
- Option Three:** Other Alternative Certification Requests
All other requests for alternative certification require strong department justification and review in compliance with Office of Graduate and Professional Studies policies and guidelines. The student should provide the department with documentation to support alternative certification requests based on previous experiences and/or training. Departments should provide a brief justification below for the alternative certification request. Attach all supporting documentation to this form.

Last Revised: 3/15/2017

NOTES:

11.5 ENGLISH LANGUAGE PROFICIENCY – EMERGENCY DEFERRAL REQUEST FORM

1. Include the student’s name and UIN.
2. Indicate the semester for which the Emergency Deferral is being requested.
3. Select one of the three justification options included. Provide a brief explanation in support of the option selected (please note: inability to schedule TOEFL, IELTS, or ELPE is no longer considered as an acceptable justification for Option Three).
4. The supervising faculty member must sign the form and include the date on which it was signed.
5. The student must provide the date on which a CTE-ELP Intake Assessment has been scheduled and include a copy of the confirmation.
6. 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.

NOTES:



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 Graduate Assistant-Teaching (GAT) or Graduate Assistant-Lecturing (GAL) positions. Under special 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 as a GAT or GAL. Emergency Deferrals may not be extended beyond the single semester of conditional eligibility, 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 duration of the Emergency Deferral, and 3) the student must participate in the CTE-ELP Program during the period of conditional eligibility.

Please submit the completed form to ELPCompliance@tamu.edu. The Graduate and Professional School may decline to approve 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 GAT or GAL 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/GAL 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 and number of additional sections added.

NOTES:

Graduate and Professional School - Faculty/Staff Forms ✦ English Language Proficiency – Emergency Deferral Request Form

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



OPTION THREE: Other unexpected circumstances requires the academic unit to hire a Level 3 Ineligible international graduate student for a GAT or GAL position. Please provide a brief justification (please note: inability to schedule TOEFL, IELTS, or an English Language Proficiency Examination 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.

Supervising Faculty Member	Signature	Date
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3) **CTE-ELP REQUIREMENT**

During the semester of Emergency Deferral, the student must participate in the [English Language Proficiency 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: students must contact CTE at CTE-ELP@tamu.edu or 979-458-3966 before they can register online. Please indicate the Intake Assessment date below and include a copy of the 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. Approval of this request will grant the student Level 2 Conditional Eligibility under the terms agreed to above. In order to continue in a GAT or GAL position, the student must achieve Level 1 Certification by the end of the semester of employment and 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.

Department/Program Approver	Signature	Date
Graduate Operations Committee Dean	Signature	Date

English Language Proficiency Requirement
Emergency Deferral Request Form


2

Last Revised: 9 June 2023

NOTES:

Graduate and Professional School - Faculty/Staff Forms ✦ English Language Proficiency – Emergency Deferral Request Form

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL SCHOOL



Graduate and Professional School Decision

The Graduate and Professional School approves this Emergency Deferral Request and will grant Level 2 Conditional Eligibility to the student named above.

The Graduate and Professional School declines this Emergency Deferral Request.

Graduate and Professional School Approver: _____

Signature: _____

Date: _____

English Language Proficiency Requirement:
Emergency Deferral Request Form

3

Last Revised: 9 June 2023

NOTES:

11.6 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 - Faculty/Staff Forms ✦ Academic Department Approval For Graduate Assistant To Work >50% Effort

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

NOTES:

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

1. This is completed in AdobeSign.
 - a. 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://ogsdpps.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://ogsdpps.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://ogsdpps.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: _____

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