

ACADEMIC REQUIREMENTS COMPLETION SYSTEM (ARCS)

Walk-Through Guides for Graduate Advisors

June 2023



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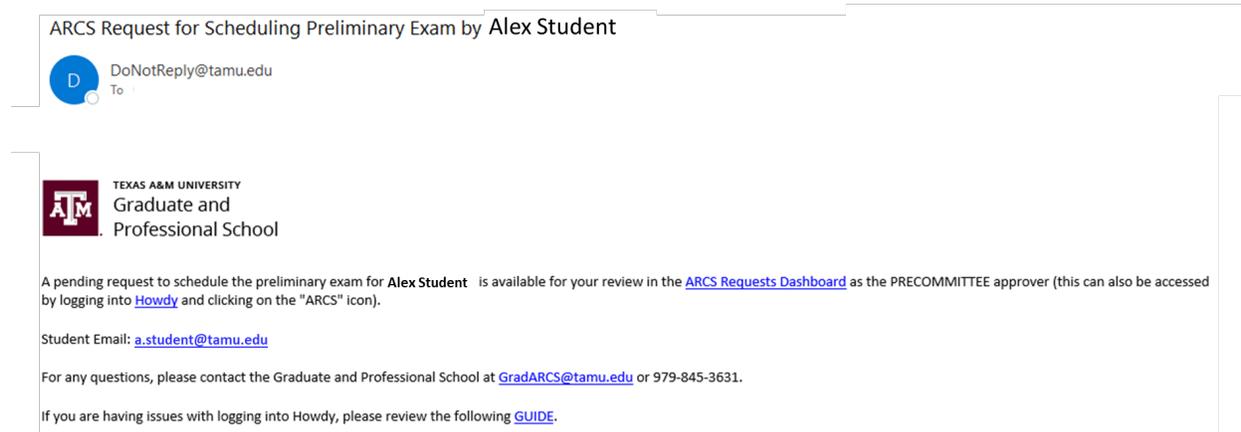
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NOTE: As we continue to improve the system, there might be some slight changes from the screenshots provided and the live version of ARCS.

PRELIMINARY EXAM REQUEST

Grad Advisor (Pre-Committee) Walk-Through

- 1) After a student submits their preliminary exam request, you will receive an email of a pending ARCS request. To access ARCS, select the [ARCS Requests Dashboard](#) link (see below):



- 2) If you are unable to access your ARCS dashboard through the [ARCS Requests Dashboard](#) link, please log into [Howdy](#).
 - a. After logging into Howdy, select the “ARCS” icon at the top of the page (see icon below):



- 3) Once inside of ARCS, you will see your “ARCS Requests” dashboard (see below):

The screenshot shows the ARCS Requests dashboard. At the top, there is a search bar with the text 'Type to search...'. Below the search bar is a table with the following columns: Requestor, College, Department, Major, Curriculum, Exam Date, Type, Status, and My Role. The table contains one row of data:

Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
Student, Alex	AT	MATH	MATH	PHD-AT	3/24/2023	Preliminary Exam	Pending My Review	PRECOMMITTEE

- a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- b) Any requests requiring your review will be labeled “Pending My Review” in the “Status” column.
- c) To open the student’s preliminary exam request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

- 4) After selecting the preliminary exam request, you will be taken to a new landing page containing information regarding the student’s request (see below):



Preliminary Exam Request

Instructions

- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and verify the committee information.

Curriculum

Doctor of Philosophy
 Level Graduate
 Program PHD [AT]
 Admitted Fall 2019 - College Station
 IG - Int'l Graduate
 Catalog Fall 2019 - College Station
 College Arts and Sciences
 Campus College Station
 Major Mathematics
 Major Dept Mathematics

Exam Details

Tentative Exam Completion Date: 3/10/2023
 Substitute: Deborah Bell-Pedersen (for Paulo Lima-Filho)

Change Request Approve Request Return Request

Exam Request Approval Comments

Role	Date	Comments
STUDENT	2/27/2023	Ready to take my preliminary exam.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/27/2023
PRECOMMITTEE	Review	
CHAIR	Pending	
DEPARTMENT	Pending	

- 5) In this screen you will be able to:
- View the student’s degree information in the “Curriculum” section.
 - View the approval status of the request in the “Exam Request Approval Status” section.
 - Review any comments for the proposal in the “Exam Request Approval Comments” section.
 - Change, approve, or return the request.
- 6) If the student has more than 6 hours of graded degree plan coursework remaining to complete, the Department approver will also need to approve the request.
- The number of hours of graded coursework remaining will be displayed in the “Exam Details” section **ONLY** if the student has more than 6 hours remaining (highlighted below):

Exam Details

Tentative Exam Completion Date: 3/24/2023
 Substitute: Deborah Bell-Pedersen (for Bojan Popov)

Hours of graded coursework remaining: 18

Change Request Approve Request Return Request

- 7) If a student is **NOT** registered in the semester they plan to take the preliminary exam, you will need to acknowledge that the student will be registered at the time they take their preliminary exam before you can approve the request (see below):

Exam Details

Tentative Exam Completion Date: 3/30/2023

* The student is required to be registered 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. The student is currently NOT registered in the term they plan to take the preliminary examination. By checking the acknowledgement box, you verify that the student will meet the registration requirement by the time the preliminary exam is held.

Required

Change Request Approve Request Return Request

NOTE: The student is required to acknowledge that they need to be registered in the semester they take the preliminary exam before submitting the request. Any subsequent approvers will also be notified that the student is not currently registered in the semester they plan on taking the exam.

- 8) If you click on “Change Request” or “Return Request”, the following landing pages will be displayed (see below):

Change Request

Change Requested

Instructions

- Please make any required changes to the information below.
 - Once changes have been made, select “Change Exam”.
- NOTE: All comments will be viewable by the student and approvers.

Tentative Exam Completion Date: 03/30/2023

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Comments:

Characters Remaining: 1000

Change Exam Back

- 1) On the “Change Request” landing page, you will have the option to:
- a. Change the “Tentative Exam Completion Date”
 - b. Select a substitute for a student’s exam
 - c. Add any “Comments” for the student and approvers

NOTE: Any comments added will be viewable by the student and any approvers.

- 2) If a substitute is needed for the student’s exam, and once you have identified an eligible substitute faculty member, use the “Graduate Committee Substitution” option (see below):

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

- a. Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.
 - b. If the substitute faculty member does not show up in the list of eligible list of faculty, please contact the Grad School at grad@tamu.edu.
- 3) Once you have made any necessary updates, click on “Change Exam”.

Return Request

Return Request

Instructions

- Enter reason below for returning the preliminary exam request.
- After confirming, the preliminary exam request will be returned to the student.
- NOTE: Comments will be viewable to the student and all approvers.

Reason for Request:*

Characters Remaining: 1000

- 1) On the “Return Request” landing page, you will have the option to return the student’s preliminary exam request.
- a. If you wish to return the students exam request, a reason for the return is required (**NOTE:** Any comments added will be viewable by the student and any approvers).
 - b. Once you have entered the reason for the return, click on “Return Request” to return the exam request to the student.

Approve Request

- 1) To approve a student's preliminary exam request, click on the "Approve Request" button. The following should then be displayed:

Preliminary Exam Request

Instructions

- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and verify the committee information.

Exam Details

Tentative Exam Completion Date: 3/10/2023

Substitute: Deborah Bell-Pedersen (for Paulo Lima-Filho)

Instructions

- If the student will use their advisory committee (designated on their degree plan) for the Preliminary Examination, click on "Approve Request".
- If the student requires a departmental committee for the Preliminary Examination, click on "Departmental Committee".
- **NOTE: The departmental committee option is only used by specific departments. If you are unsure whether your department uses this option, please contact your department head.**
 - After confirming your department uses the departmental committee, select the departmental designee, and then click on "Approve Request".
 - **NOTE:** The departmental designee will submit the Preliminary Examination grade on behalf of the entire committee.

Select committee type:
 Student Advisory Committee
 Departmental Committee

Approve Request

Back

Curriculum

Doctor of Philosophy

Level Graduate
Program PHD [AT]
Admitted Fall 2019 - College Station
IG - Int'l Graduate
Catalog Fall 2019 - College Station
College Arts and Sciences
Campus College Station
Major Mathematics
Major Dept Mathematics

- 2) If the student will use their advisory committee (designated on their degree plan), click on "Approve Request".
- 3) If the student requires a departmental committee for the preliminary exam, click on "Departmental Committee".

- a. You will then need to confirm that your department uses a departmental committee:

Preliminary Exam Request

Instructions

- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and verify the committee information.

Exam Details

Tentative Exam Completion Date: 3/24/2023

Substitute: Deborah Bell-Pedersen (for Bojan Popov)

Hours of graded coursework remaining: 18

Instructions

- If the student will use their advisory committee (designated on their degree plan) for the Preliminary Examination, click on "Approve Request".
- If the student requires a departmental committee for the Preliminary Examination, click on "Departmental Committee".
- **NOTE: The departmental committee option is only used by specific departments. If you are unsure whether your department uses this option, please contact your department head.**
 - After confirming your department uses the departmental committee, select the departmental designee, and then click on "Approve Request".
 - **NOTE:** The departmental designee will submit the Preliminary Examination grade on behalf of the entire committee.

Select committee type:
 Student Advisory Committee
 Departmental Committee

Approve Request

Back

Curriculum

Doctor of Philosophy

Level Graduate
Program PHD [AT]
Admitted Fall 2020 - College Station
OR - Graduate
Catalog Fall 2020 - College Station
College Arts and Sciences
Campus College Station
Major Mathematics
Major Dept Mathematics

Confirm Action

Departmental committees are only required for specific departments. Please confirm this is a requirement for your department.



OK

Cancel

- b. After confirming your department uses a departmental committee, you will then need to select a “Departmental Designee” **who will grade on behalf of the committee:**

Preliminary Exam Request

Instructions

- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and verify the committee information.

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2020 - College Station GR - Graduate
Catalog	Fall 2020 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Exam Details

Tentative Exam Completion Date: 3/24/2023
Substitute: Deborah Bell-Pedersen (for Bojan Popov)
Hours of graded coursework remaining: 18

Instructions

- If the student will use their advisory committee (designated on their degree plan) for the Preliminary Examination, click on "Approve Request".
- If the student requires a departmental committee for the Preliminary Examination, click on "Departmental Committee".
- **NOTE: The departmental committee option is only used by specific departments. If you are unsure whether your department uses this option, please contact your department head.**
 - After confirming your department uses the departmental committee, select the departmental designee, and then click on "Approve Request".
 - **NOTE:** The departmental designee will submit the Preliminary Examination grade on behalf of the entire committee.

Select committee type:

Student Advisory Committee

Departmental Committee

Departmental Designee:

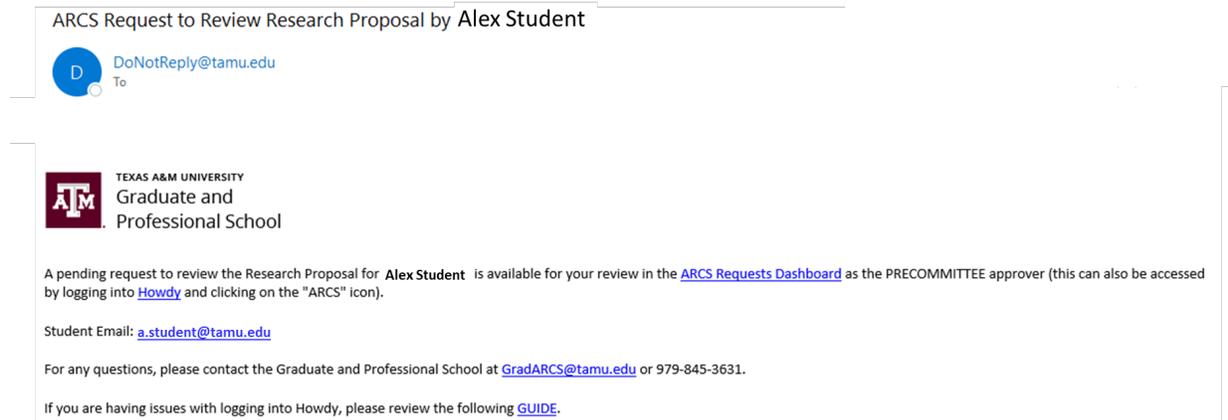
- c. After selecting the departmental designee, click on “Approve Request”

NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamu.edu.

PROPOSAL APPROVAL FORM

Grad Advisor (Pre-Committee) Walk-Through

- 1) After a student submits their proposal approval form, you will receive an email of a pending ARCS request. To access ARCS, select the [ARCS Requests Dashboard](#) link (see below):

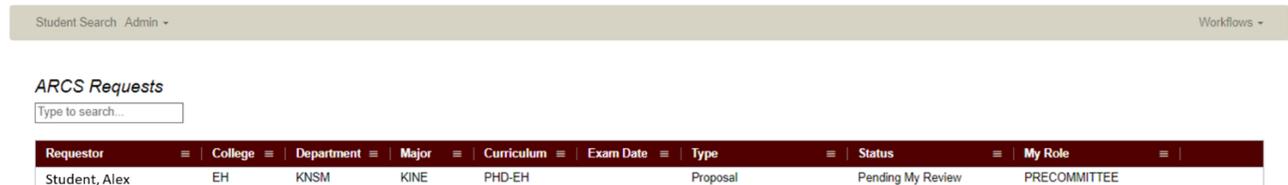


- 2) If you are unable to access your ARCS dashboard through the [ARCS Requests Dashboard](#) link, please log into [Howdy](#).

- a. After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):



- 3) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):



- a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- b) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.
- c) To open the student's proposal approval request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

4) After selecting the proposal request, you will be taken to a new landing page containing information regarding the student's request (see below):



Proposal

Instructions

- To view the student's uploaded Research Proposal, click on the "preview" icon next to the uploaded file.
 - NOTE: The file should include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- If changes need to be made to the student request, select "Update Proposal".
- If the request needs to be returned to the student, select "Return Proposal".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Proposal" and confirm your selection.

Curriculum

Doctor of Philosophy
 Level Graduate
 Program PHD [EH]
 Admitted Spring 2020 - College Station
 GR - Graduate
 Catalog Spring 2020 - College Station
 College School of Education and Human Development
 Campus College Station
 Major Kinesiology
 Major Dept Kinesiology & Sport Management

Proposal Details

Tentative Title: Graduation, Here I Come
 Uploaded File: My Awesome Proposal.pdf

Update Proposal Approve Proposal Return Proposal

Proposal Approval Comments

Role	Name	Date	Comments
No notes found			

Proposal Approval Status

Role	Status	Date
SUBMITTER	Submitted	2/27/2023
PRECOMMITTEE	Review	
MEMBER	Pending	
MEMBER	Pending	
MEMBER	Pending	
CHAIR	Pending	
DEPARTMENT	Pending	
GRAD_SCHOOL	Pending	

5) In this screen you will be able to:

- View the student's degree information in the "Curriculum" section.
- View the approval status of the request in the "Proposal Approval Status" section.
- Review any comments for the proposal in the "Proposal Approval Comments" section.
- Update, approve, or return the proposal request.

6) To view the student's uploaded document, click on the "View/Eye" icon next to the file name.

7) If you click on "Update Proposal" or "Return Proposal", the following landing pages will be displayed (see below):

Update Proposal

Proposal Update

Instructions

- Please make any necessary changes to the information below.
- NOTE: Comments will be viewable by the student and any approvers.

Tentative
Title:

Upload File

My Awesome Proposal.pdf

[Click to Review Research Compliance Requirements >](#)

Comments:

Characters Remaining:
1000

Update Proposal

Back

- 1) On the “Update Proposal” landing page, you will have the option to:
 - a. Change the “Tentative Title”
 - b. Upload a new file for the student using “Upload File”
 - c. Review the Research Compliance Requirements given to the student
 - d. Add any “Comments” for the student and approvers

NOTE: Any comments added will be viewable by the student and any approvers.

- 2) Once you have made any necessary updates, click on “Update Proposal”.

Return Proposal

Proposal Return

Instructions

- Enter the reason below for returning the Research Proposal request.
- Once the request is returned, the student will have the ability to make any required changes.
- **NOTE: If the request is returned, any previous approvals will be reset, and the Research Proposal will have to be re-approved.**

Comments:*

Characters Remaining: 4000

Return Proposal

Back

- 1) On the “Return Proposal” landing page, you will have the option to return the student’s proposal.
 - a. If you wish to return the students proposal, a reason for the return is required (**NOTE:** Any comments added will be viewable by the student and any approvers).
 - b. Once you have entered the reason for the return, click on “Return Proposal” to return the proposal to the student.

NOTE: If the request is returned, any previous approvals will be reset, and the proposal will need to be re-approved.

- 2) If a student’s proposal is returned, you will receive an email notification:

ARCS Research Proposal Request Returned for Alex Student

 DoNotReply@tam.u.edu
To

 TEXAS A&M UNIVERSITY
Graduate and
Professional School

The research proposal request for **Alexander Student** has been returned by the Committee. Please review the reason for the request return in your [ARCS Requests Dashboard](#) (this can also be accessed by logging into [Howdy](#) and clicking on the "ARCS" icon).

Student Email: a.student@tam.u.edu

For any ARCS related questions, please contact the Graduate and Professional School at GradARCS@tam.u.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following [GUIDE](#).

- 3) When the student re-submits their Proposal for review, you will receive an email notification of a pending request:

ARCS Request to Review Research Proposal by Alex Student

 DoNotReply@tam.u.edu
To

 TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to review the Research Proposal for **Alex Student** is available for your review in the [ARCS Requests Dashboard](#) as the PRECOMMITTEE approver (this can also be accessed by logging into [Howdy](#) and clicking on the "ARCS" icon).

Student Email: a.student@tam.u.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tam.u.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following [GUIDE](#).

Approve Proposal

Proposal

Instructions

- To view the student's uploaded Research Proposal, click on the "preview" icon next to the uploaded file.
 - NOTE: The file should include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.**
- If changes need to be made to the student request, select "Update Proposal".
- If the request needs to be returned to the student, select "Return Proposal".
 - NOTE:** If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Proposal" and confirm your selection.

Proposal Details

Tentative Title: Graduation, Here I Come

Uploaded File: My Awesome Proposal.pdf

Proposal Approval Comments

Role	Date	Comments
STUDENT	3/8/2023	My proposal is ready for review.

Curriculum

Doctor of Philosophy

Level: Graduate
Program: PHD [EH]
Admitted: Fall 2019 - College Station
GR - Graduate
Catalog: Fall 2019 - College Station
College: School of Education and Human Development
Campus: College Station
Major: Educational Administration
Major Dept: Educ Admn & Human Resource Dev

Confirm Action
Approve proposal?
OK Cancel

1) To approve the proposal, click on "Approve Proposal". You will be prompted to confirm your decision.

a. To complete the approval, click "OK".

NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamu.edu.

FINAL EXAM (DEFENSE) REQUEST

Pre-Committee/Chair Walk-Through

NOTE: If you are approving the Final Exam (Defense) request as the DEPARTMENT approver, detailed instructions for approving the request can be found in the Departmental [Guide](#).

- 1) After a student submits their final exam (defense) request, you will receive an email of a pending ARCS request when it is your turn to approve the request. To access ARCS, select the [ARCS Requests Dashboard](#) link (see below):

Precommittee Email

ARCS Request for Scheduling Final Exam by Alex Student



DoNotReply@tamu.edu
To Caster, Stephen



TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to schedule the final exam for Alex Student is available for your review in the [ARCS Requests Dashboard](#) as the PRECOMMITTEE approver.

Student Email: a.student@email.tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you have not claimed your NetID or have questions about your NetID, click [HERE](#).

If you need help enrolling in DUO or have any questions about DUO, click [HERE](#).

Chair Email

ARCS Request for Scheduling Final Exam by Alex Student



DoNotReply@tamu.edu
To Caster, Stephen



TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to schedule the final exam for Alex Student is available for your review in the [ARCS Requests Dashboard](#) as the CHAIR approver.

Student Email: a.student@email.tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you have not claimed your NetID or have questions about your NetID, click [HERE](#).

If you need help enrolling in DUO or have any questions about DUO, click [HERE](#).

- 2) If you are unable to access your ARCS dashboard through the [ARCS Requests Dashboard](#) link, please log into [Howdy](#).
- a) After logging into Howdy, select the “ARCS” icon at the top of the page (see icon below):



- 3) Once inside of ARCS, you will see your “ARCS Requests” dashboard (see below):

Precommittee Dashboard

Student Search Workflows ▾

ARCS Requests

Type to search...

UIN	Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
777008888	Student, Alex	BA	MKTG	BUAD	PHD-BA	2/28/2022	Final Exam	Pending My Review	PRECOMMITTEE

Chair Dashboard

Student Search Workflows ▾

ARCS Requests

Type to search...

UIN	Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
777008888	Student, Alex	BA	MKTG	BUAD	PHD-BA	2/28/2022	Final Exam	Pending My Review	CHAIR

- a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- b) Any requests requiring your review will be labeled “Pending My Review” in the “Status” column.
- c) To open a student’s request, click on the request that you want to view.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

- 4) After selecting the request, you will be taken to a new landing page containing information regarding the student's request (see below):

Selected term: **Fall 2021 - College Station**
Viewing: **Alex Student (777008888, No active email found)**

Overview Student Record
Notifications | Holds

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test
Exam Date: 2/28/2022
Exam Time: 10:00 AM
Location: Testing Town

Change Exam
Approve Request
Cancel Exam

Workflow Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/7/2022
PRECOMMITTEE	Approved	2/7/2022
CHAIR	Review	2/7/2022
DEPARTMENT	Pending	2/7/2022
GRAD_SCHOOL	Pending	2/7/2022

Curriculum

Doctor of Philosophy

Level: Graduate
Program: PHD [BA]
Admitted: Fall 2016 - College Station
IG - Int'l Graduate
Catalog: Fall 2016 - College Station
College: Mays Business School
Campus: College Station
Major: Business Administration
Major Dept: Marketing

- 5) On this page you will be able to:
- View the student's degree information in the "Curriculum" section
 - View the approval status in the "Workflow Status" section
 - Have the option to change, approve, or cancel the Final Exam Request.
- 6) If "Change Exam" is selected, the following screen should be displayed:

Instructions

- Please make any necessary changes to the information below.
- Changes to the final exam are allowed up to **2 days** prior to the final exam.
- A committee member substitute may be selected at any time prior to the start of the final exam.
- NOTE: If the final exam DATE is changed, a degree audit will be initiated to verify eligibility.

Change Requested

Title:

Do you plan on graduating this semester? Yes No

Date:

Time: : AM

Location:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

Change Final Exam
Back

7) In the above screen you will be able to make any necessary changes to the student's final exam request.

NOTE: If the Date of the exam is changed, an audit will occur to verify the student's continued eligibility to take the exam.

8) If one of the student's committee members is NOT able to attend the final exam, you will be able to select a substitute for the final exam on this screen (the option to select a substitute is also available on the approval screen).

a) Once you have identified an eligible substitute faculty member, use the "Graduate Committee Substitution" option (see below):

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private?

Public Private

Additional Comments:

Change Final Exam

Back

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

b) Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.

c) If the substitute faculty member does not show up in the list of eligible faculty, please contact the Grad School at grad@tamu.edu.

9) Once the required changes have been made, click the "Change Final Exam" button.

NOTE: After the student's final exam request has been approved by the Grad School, please contact the Grad School at grad@tamu.edu to make any changes.

10) If “Cancel Exam” is selected, the following screen should be displayed:

Instructions

- Enter reason below for cancelling the final exam request.
- After confirming cancellation of the final exam, the request will be invalidated.

Cancellation Request

Reason for Request:*

Characters Remaining: 1000

11) To cancel the exam, enter a reason for the cancellation in the “Reason for Request” box.

12) Next select “Cancel Final Exam”. You will then be prompted to confirm your cancellation of the final exam. If you wish to continue, click “OK”.

NOTE: Any previous approvals will be reset, and the student will need to log back into their My ARCS account to resubmit the final exam request.

13) If “Approve Request” is selected, the following screen will be displayed:

Exam Details

Title:

Do you plan on graduating this semester? Yes No

Date:

Time: : AM

Location:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

14) To approve the request, verify that the information the student entered is correct and select “Approve Final Exam”.

- a) If one of the student’s committee members is NOT able to attend the final exam, you will be able to select a substitute for the final exam in the “Graduate Committee Substitution” box.

NOTE: If any of the required fields are left blank, the system will highlight them when you click on “Approve Final Exam”. If the Date is changed, an audit will occur to verify the student’s continued eligibility to take the exam.

15) After the student’s final exam request has been approved by the Grad School, please contact the Grad School at grad@tamu.edu to make any changes.

16) If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamu.edu.