



English Language Proficiency Guide

**THE GRADUATE AND
PROFESSIONAL SCHOOL**

2025-2026 Edition

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Notes:

1 ENGLISH LANGUAGE PROFICIENCY COMPLIANCE

1.1 Graduate and Professional School

The Graduate and Professional School advocates for continual improvement in graduate education at Texas A&M University. We aim to provide customer-friendly, accurate, and timely support services to graduate and professional students, faculty, and staff.

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

The office maintains university policies regarding English Language Proficiency (ELP) Requirements; provides information to prospective and current students, faculty, and graduate advisors on ELP policies and procedures; processes ELP Waivers for Admission, Alternative Verification and Certification requests for incoming graduate students to enable registration; and oversees graduate teaching assistant compliance with ELP Requirements.

Each Fall and Spring semester, the office conducts audits of all international Graduate Assistant Teachers (GATs) and Lecturers (GALs) to ensure the English language proficiency of all graduate students engaged in teaching and other curricular duties.

1.2 Directory Summary and General Contacts

English Language Proficiency Compliance Office

204 Nagle Hall
1113TAMU
College Station, TX 77843-1113
ELPCompliance@tamu.edu
<https://grad.tamu.edu/>

Dr. Fuhui Tong

Associate Provost and Dean
fuhuitong@tamu.edu

Erika Brigham

Executive Assistant to the Associate Provost and Dean
erika.brigham@tamu.edu

Dr. Charles Criscione

Associate Dean
ccriscione@bio.tamu.edu

Mark C. Gleason

Coordinator
mark.gleason@tamu.edu

Name	Title	Email Address
Patrick Brophy	Senior IT Professional	propain525@tamu.edu
Hakim Marquez	Graduate Records Processor	hakimm@tamu.edu
Ginessa Payne	Senior Instructional Consultant	glawsonpayne@tamu.edu
Michele Vick	Instructional Consultant	michelevick@tamu.edu
Kim Widdison	Graduate Records Coordinator	k-widdison@tamu.edu

Notes:

GRADUATE AND PROFESSIONAL SCHOOL OFFICE EMAIL ADDRESSES	
Graduate and Professional School	Grad@tamu.edu
English Language Proficiency Compliance	ELPCompliance@tamu.edu
Center for Teaching Excellence	CTE@tamu.edu
CTE English Language Proficiency Program	CTE-ELP@tamu.edu
Graduate and Professional Data Team	GradData@tamu.edu
Graduate Student Employment and Benefits	Grad-Employment@tamu.edu
Graduate Ombuds Officer	Ombuds@tamu.edu
Graduate Records Processing Team	GradProcessing@tamu.edu
Teaching Assistant Training and Evaluation Program	Grad-TATEP@tamu.edu

1.3 Graduate Administrative Services

1.3.1 GradAdvisors Listserv

The Grad Advisor Listserv is a mailing service through which the Graduate and Professional School, as well as other entities around campus, disperse information relevant to graduate and professional students, advisors, and programs at Texas A&M University.

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

Subscribing/Unsubscribing from the Listserv

To subscribe to the Grad Advisor Listserv, send an email to listserv@listserv.tamu.edu with the following commands as a single line in the body of the message:

- Subscribe GRADADVISORS Firstname Lastname (*where “Firstname” and “Lastname” is your real name*).
- No “Subject” is required. You do not need to include your email address in your message. LISTSERV automatically uses the address from your email.

Notes:

To unsubscribe or sign off from the Grad Advisors Listserv, send an email to listserv@listserv.tamu.edu with the following command as a single line in the body of your message:

- SIGNOFF GRADADVISORS
- *Your email must come from the account you used when you subscribed to the list.*

Submitting Notifications to the Listserv

Messages should be sent to gradadvisors@listserv.tamu.edu for approval and should be addressed to the intended recipients: "Grad Advisors.". The moderator acts only as a filter for unnecessary information and does not edit or tailor individual emails for submission. Each email should be carefully crafted, meticulously proofread and edited, and have contact information clearly listed.

Examples of Listserv Appropriate Information

All content submitted to the listserv should be applicable to the campus community as a whole, rather than one specific college/school or department.

- Scholarship/Grant/Fellowship information
- Information for graduate and professional students and advisors related to programming, events, and professional development
- Updates/changes to graduate academic requirements
- Student Rule information relevant to graduate students or programs

1.3.2 Authorized Signers for Academic Units

Authorized Signers Forms enable academic units across Texas A&M University to maintain important contact information with the Graduate and Professional School, and grant administrative faculty and staff the ability to access university platforms or approve graduate student documents. Each college or school, department, and interdisciplinary degree program (IDP) is required to have an Authorized Signers Form on file with the Graduate and Professional School.

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

All available parts of the Authorizations section should be completed for all academic units.

Please be prepared to assign roles for the Graduate Committee Faculty nominations process, the Document Processing Submission System and Academic Requirements Completion System (if applicable), AdobeSign, graduate student document contacts, graduate Fellowships and Awards nominations, English Language Proficiency Compliance, and for the processing of Non-Resident Tuition Waivers.

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

Notes:

Authorized Signers Form Access

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

Each academic unit must designate an Editor with the Graduate and Professional School who will be responsible for maintenance of the Authorized Signers Form. Should the unit’s Editor change, please notify Grad-AuthSigners@tamu.edu for a transfer of access. The Graduate and Professional School will also provide Viewer access to all Deans, Department Heads, and IDP Chairs.

Academic Unit Contacts

The Contacts section of the Authorized Signers Form must be fully completed for all faculty and staff in the academic unit with graduate administrative roles listed on the form. Please provide their full names, titles, UINs, NetIDs, email addresses, and phone numbers.

English Language Proficiency Compliance Authorizations

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

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

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

Graduate Student Records

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

Graduate Document Correspondence: Please indicate the faculty and/or staff who should be a primary point of contact with regards to graduate student documents. Secondary contacts can also be designated on the academic unit’s form.

1.4 Digital Platforms**1.4.1 Graduate and Professional Student Documents in TAMUDocs**

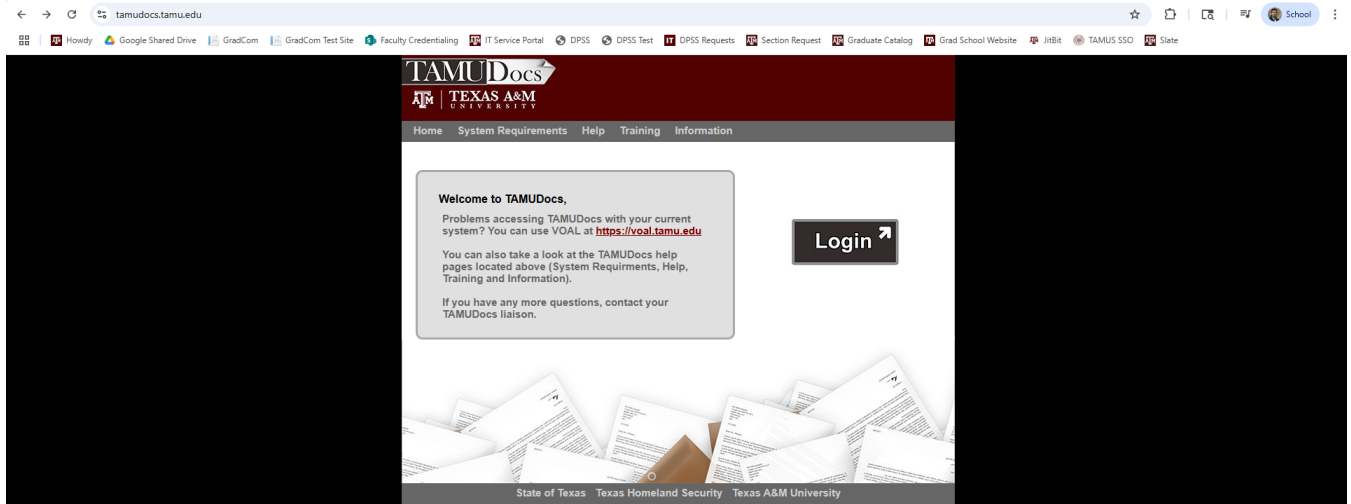
TAMUDocs – also referred to as Perceptive Content or ImageNow – houses student documents submitted to and processed by the Graduate and Professional School.

Academic units must indicate on their Authorized Signers Form who should have access to view documents that have been submitted to the Graduate and Professional School (see Section 1.3.2 above). This access will allow administrative faculty and staff to see what has been processed and approved or returned by Graduate Records Processing. To view the

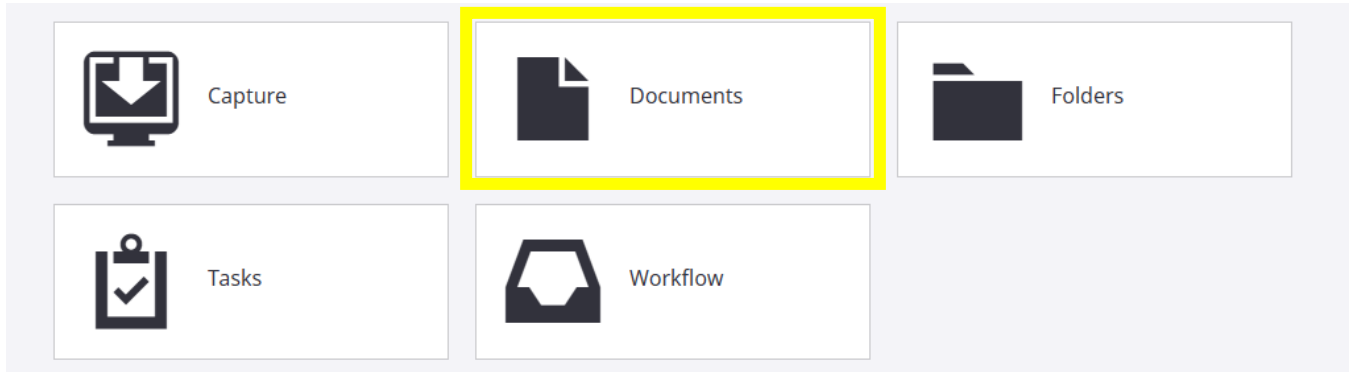
Notes:

student documents in TAMUDocs,

1. log in to the [TAMUDocs web portal](https://tamudocs.tamu.edu) or the Perceptive Content client (if it is already installed on the desktop) with a NetID and Password.

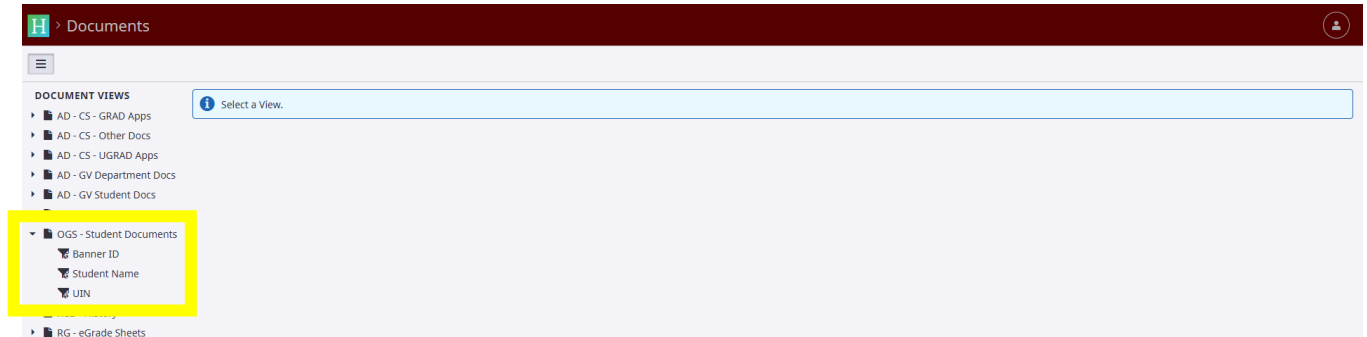


2. Click the “Documents” button.



Notes:

- For Graduate and Professional School documents, select the “OGS – Student Documents” tab under “Document Views” and search by Banner ID, Student Name, or UIN. For example, to search by UIN, click on the filter labeled, “Search by UIN”. A prompt will pop-up for you to enter a UIN.



- Double click any document to open/view it. *Please note: You will only be able to view documents linked to your specific department. You will not have access to route the document or add any stamps or annotations for the Graduate and Professional School.*
- To perform another search, click on the Banner ID, Student Name, or UIN under “OGS – Student Documents” to open the prompt again.

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

Graduate Authorized Signers – grad-authsigners@tamu.edu or 979-845-3631

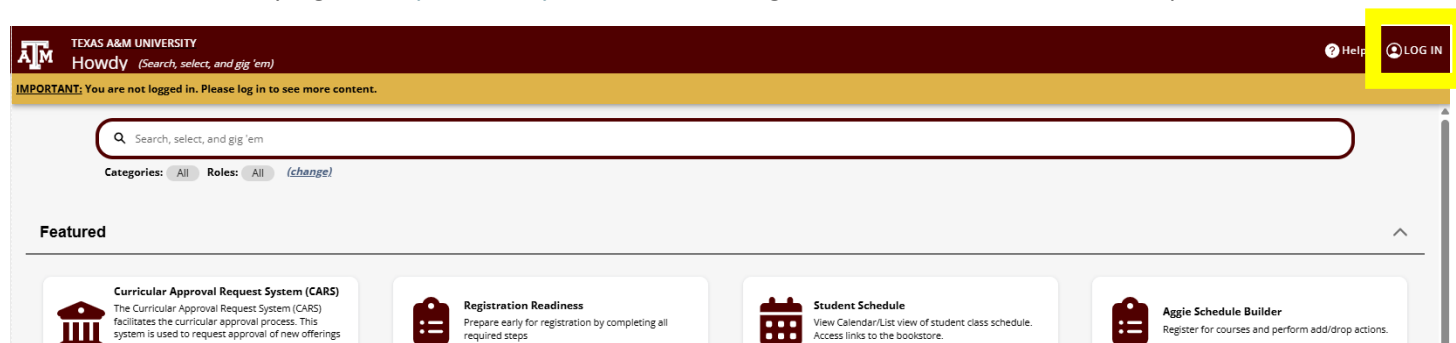
1.4.2 Howdy Portal

The [Howdy Portal](#) is Texas A&M University's secure web-based platform for students, applicants, faculty, and staff. It serves as a centralized hub to access various university resources and services, including academic records, financial aid, billing, registration, and more. Within the Howdy Portal, advisors are able to access degree evaluations, Compass, Reports, ARCS, TAMUS SSO, and more.

A new version of the Howdy Portal was implemented as of Summer 2025. This new version provides an enhanced way for advisors to access resources and student information. “New Howdy” is customizable in that advisors can favorite cards that they use most often, hide cards they do not need, reorganize their home page as needed, and find more information from across the university using a robust search feature.

Notes:

To access “New Howdy,” go to <https://howdy.tamu.edu/> and log in with a valid TAMU NetID and password.



1.4.3 Compass

Compass, the student information system, provides critical support to the administrative and academic operations of Texas A&M University by maintaining an electronic database of student records. It is accessible online to authorized users. Compass support is divided into six functional areas: admissions processing, registration, student records, student accounts and billing, student financial aid, and degree evaluation.

Compass Access

If your job duties require you to use Compass, you will need a Compass Account Request form initiated by the Primary Authorizing Agent (PAA) within the employee tab of Howdy. After you complete the Basic Navigation training, you will receive your Compass account. You will then be notified to take additional training if needed. Prerequisites for acquiring Compass access include knowing your NetID and password, acquainting yourself with the Howdy web portal, completing the EIS Application Security Statement of Acknowledgement, and completing FERPA training.

The following Compass security groups are necessary to obtain Compass forms which display items associated with graduate student progress and provide access to generate a graduate degree evaluation:

G_REGI_CAPP_DEG_AUDIT_VIEW

Grants access to the Advisor Menu Channel on the Instructor/Howdy Dashboard in the Howdy Portal. With this security group, advisors can generate degree evaluations and access the advisor functions in self-service. Includes Compass forms: SMARQCM, SMACACT, SMAPRLE.

G_REGI_CAPP_ADJUSTMENT_VIEW

Provides query level access to Compass forms which display archived degree audit data. Includes Compass forms: SMASARA, SMASLIB.

G_CLGR_GRAD_STU_INFO_VIEW

Provides query level access to Compass forms which display graduate GPA, graduate student advisory committees, faculty committee assignments, non-course requirements, thesis/dissertation information and accumulated doctoral hours and terms. This group also provides Compass Reports access to all Graduate and Professional School reports which are used by department, interdisciplinary degree program, and college/school graduate advisors. Includes Compass forms: SOAGPAT, SHICMID, SHICMBQ, SHANCRS, SHAQPNO.

Notes:

Compass Training

Compass training is currently completed in the Introductory Training available through Enterprise Information Systems (EIS) at the beginning of the Compass account setup process. Additional information is available through the Employee tab on the Howdy Portal. Under this tab, there is a channel entitled “Compass User Training” that contains various electronic presentations on Compass topics.

Compass Reports

Compass Reports is a repository of Compass-based reports which allows approved users to display, download, and print documents created by a variety of TAMU offices. Compass Reports is accessed via the Compass Reports link in the Compass Channel on the Employee tab in the Howdy Portal or via the Compass Reports Icon in the Howdy Portal.

Compass Reports Access

Following the same process used to request or update a Compass account, PAAs request access to reports for their Compass users by completing the ‘Compass Account Request Form’ In Howdy. The security group which contains the desired report is listed on the request. The electronic form is routed to EIS for approval.

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

G_CLGR_####_DEPT_RPRT

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

The Graduate and Professional School will include all Graduate and Professional School reports used by departments and colleges/schools in specific security groups available by college/school and department. Please have your PAA contact Trent Smith at smitht@tamu.edu for the specific group that needs to be requested.

English Language Proficiency Compass Reports

The following lists some common graduate student-related reports available through COMPASS Reports:

Report Name	Description
PWS_GRAD_GPR_XX	College/school specific report that lists whether the graduate student has an approved degree plan, completed degree plan hours, degree plan GPR, cumulative GPR, incompletes, completed S/U hours, and committee chair.
PWS_ELP_CERTIFICATION_XX	English Language Proficiency levels, as they relate to English Language Certification for international students.
SRC_CS_GRAD_STU_ENROLL_XX	Graduate students enrolled for the semester or term.

Notes:

The ELP Compass Report will list all international graduate students by college/school (PWS_ELP_CERTIFICATION_XX). PAAs should contact Data Services at GradData@tamu.edu for the specific group that needs to be requested.

The following is among the information available through the ELP Compass Report:

<i>Column Title</i>	<i>Description</i>
ELP STATUS	Student's current ELP status based upon scores, citizenship, or alternative means
ELP DESC	Description of student's ELP status
CITIZENSHIP	Country code indicating the student's citizenship as established with the Office of Admissions
ENGL SPEAKING	Indicates whether the country is on the Office of Admissions' list of English-speaking countries
COUNTRY	Description of student's country code of citizenship
TFES	Test of English as a Foreign Language (TOEFL) Essentials Speaking score
TFIS	Test of English as a Foreign Language (TOEFL) iBT Speaking score
ILT4	International English Language Testing System (IELTS) score and date exam was completed
TESP	Pearson Test of English score (no longer accepted)
ELPO	English Language Proficiency Examination Oral score

International graduate students are assigned an ELP status code in Compass that can be used to determine their eligibility to hold a graduate teaching position. Graduate advisers can access these codes *via* the Howdy portal or in Compass on the Academic Non-Course (SHANCRS) screen in the Z1EL row.

All relevant ELP status codes are shown in the table under Sections 4.3 and 5.2.5 below.

Notes:

2 INTERNATIONAL GRADUATE STUDENTS

2.1 Classification

Texas A&M University defines an international graduate student as any applicant who

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

While most international students have F-1 or J-1 immigration status (see Section 2.2.2 below), there are international students enrolled at Texas A&M in many other immigration statuses as well.

2.2 Requirements

2.2.1 English Language Proficiency Requirements

All international graduate students are required to meet the university's English Language Proficiency Requirements for admission (see Section 3.2), registration (Section 4), and teaching (Section 5.2).

International graduate students who have applied for or hold Permanent Residency, or hold Texas residency under SB-1528, are *not* subject to English Language Proficiency Requirements.

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

2.2.2 F-1 and J-1 Visas

After international students are admitted to the university and have accepted their offer of admission, they will need to follow the instructions on the [ISSS website](#). All international students must complete a mandatory online check-in, regardless of immigration status.

It is important for F-1 and J-1 students to maintain their immigration status while pursuing their academic program.

Contact: International Student and Scholar Services – ISSS@tamu.edu or 979-845-1824

2.2.3 Registration

To register for courses at Texas A&M University, international graduate students are required to attain ELP Verification (see Section 4 below). Please reference [Student Rules 1.18 to 1.20](#) for more information about Registration and Change in Schedule.

It is strongly encouraged to subscribe to the Office of the Registrar listserv in order to receive general information, updates, and reminders from the Registrar's Office. Please see [Office of the Registrar Listserv](#) for more information about how to join.

Notes:

Contact: Office of the Registrar – <https://registrar.tamu.edu/>

2.2.4 On-Campus Employment

For eligibility to hold a graduate assistantship with instructional or curricular support responsibilities, Texas State law (Education Code, [Section 51-917](#)) and Texas A&M University [requires](#) international graduate students to achieve ELP Certification. The Division of Human Resources and Organizational Effectiveness (HROE) at Texas A&M requires prospective or current international students hired for assistantships that carry teaching responsibilities to attain English Language Proficiency Certification (see Section 5.2 below).

Proof of English language proficiency for Certification is demonstrated by achieving a minimum required score on an acceptable standardized examination or alternative means.

Students on F-1 or J-1 status are limited to 20 hours per week of on-campus employment during the Fall and Spring semesters. Students may work more than 20 hours per week in the summer, winter, or spring break periods.

Eligibility for on-campus employment automatically ends if a student graduates, if the I-20/DS-2019 expires, or for violation of status. If a student exceeds 20 hours per week of on-campus employment during a Fall or Spring semester, or if a student continues to work on-campus after their eligibility to do so expires, they may lose legal status.

Contact: Division of Human Resources and Organizational Effectiveness – Grad-Employment@tamu.edu

Notes:

3 ENGLISH LANGUAGE PROFICIENCY ADMISSION REQUIREMENT

3.1 Graduate Admissions Directory and General Contacts

Mailing Address:

Office of Graduate Admissions
Texas A&M University
P.O. Box 40001
College Station, TX 77842-4001

Physical Address (for Express Mail):

Office of Admissions – Texas A&M University
General Services Complex
750 Agronomy Road, Suite 1601
0200 TAMU
College Station, TX 77843-0200

General Phone:

979-845-1060 (Aggie One Stop)

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

General Website:

<http://admissions.tamu.edu>

Academic Unit(s)	Primary Analyst Contact	Secondary Contact	Tertiary Contact
ENGINEERING	Alice Brown mary-a-brown@tamu.edu 979-458-5136	Linda Kimple lindakimple@tamu.edu 979-458-5160	Crystal Little crystal-little@tamu.edu 979-458-5128
ARTS AND SCIENCES	Linda Kimple lindakimple@tamu.edu 979-458-5160	Alice Brown mary-a-brown@tamu.edu 979-458-5136	Crystal Little crystal-little@tamu.edu 979-458-5128
AGRICULTURE AND LIFE SCIENCES BUSH SCHOOL MARINE SCIENCES AND MARITIME STUDIES	Josie Flores josie.flores5@tamu.edu 979-458-5137	Ethan Elliott ee013@tamu.edu 979-458-5122	Crystal Little crystal-little@tamu.edu 979-458-5128

Notes:

Academic Unit(s)	Primary Analyst Contact	Secondary Contact	Tertiary Contact
EDUCATION AND HUMAN DEVELOPMENT DENTISTRY, NURSING, PHARMACY, PUBLIC HEALTH VETERINARY MEDICINE AND BIOMEDICAL SCIENCES (GRADUATE)	Gwen Phillips gphillips@tamu.edu 979-458-5132	Ethan Elliott ee013@tamu.edu 979-458-5122	Crystal Little crystal-little@tamu.edu 979-458-5128
ARCHITECTURE PERF, VISUALIZATION, AND FINE ARTS MEDICINE	Ethan Elliott ee013@tamu.edu 979-458-5122	Gwen Phillips gphillips@tamu.edu 979-458-5132	Crystal Little crystal-little@tamu.edu 979-458-5128
BUSINESS, LAW VETERINARY MEDICINE AND BIOMEDICAL SCIENCES (PROFESSIONAL) QATAR CAMPUS	Crystal Little crystal-little@tamu.edu 979-458-5128	Howard Nelson howard.h.nelson@tamu.edu 979-458-5125	Catherine Roueche-Herdman catherinerh@tamu.edu 979-458-5124

3.2 Items Required for English Language Proficiency

All international graduate students must meet minimum English language proficiency standards. To achieve admission, international graduate students must meet the English Language Proficiency Admission Requirement. Proof of English language proficiency is demonstrated by

- achieving a minimum required score on an acceptable standardized examination,
- citizenship with certain English-speaking countries, or
- completion of a bachelor's degree or higher at an accredited academic institution within the United States.

3.2.1 Official Test Scores

Standardized Test Score Requirements

Official test scores must be reported directly to Texas A&M by the testing agency to be considered official.

The University accepts the following standardized examinations for the purposes of admission and ELP **Verification**:

- Test of English as a Foreign Language (TOEFL) Essentials and iBT
- International English Language Testing System (IELTS) Academic
- Graduate Record Examinations (GRE)
- Graduate Management Admission Test (GMAT)

Please note: The university does not accept the IELTS One Skill Retake or the English Language Proficiency Examination (ELPE) to meet the ELP Requirements for Admission or Registration.

Notes:

If an international graduate applicant does not hold citizenship with an English-speaking country, or has not obtained a bachelor's degree or higher at an accredited academic institution within the United States, the following global standardized tests are acceptable to meet the ELP Admission Requirement:

- a TOEFL-iBT Overall score of at least 80 (550 on old paper-based version);
- a TOEFL-Essentials Overall score of at least 8.5;
- an IELTS Academic Overall score of at least 6.0;
- a GRE Verbal score of at least 146 (400 on the old scale); or
- a GMAT Verbal score of at least 22.

Scores from examinations administered more than two years before submission of the admissions application are not eligible for use. Tests should be taken at least eight weeks prior to the appropriate application deadline to ensure timely receipt and processing of results. For information on submitting official test scores, see subsection below.

International graduate students who meet the ELP Admission Requirement through test scores will automatically receive ELP Verification for registration (see Section 4 below) and may or may not be eligible for ELP Certification for teaching (see Section 5.2. below).

Please note: Individual academic units may choose to establish ELP standards that exceed the university minimums listed above.

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

Official Test Score Reporting

To report TOEFL (both Essentials and iBT) scores:

- For GraduateCAS (all programs other than engineering and business at Texas A&M University), use code 6003.
- For EngineeringCAS (all programs in the College of Engineering), use code **B887**.
- For BusinessCAS (all programs in Mays Business School), use code **B888**.

To report IELTS Academic scores:

- Texas A&M University only accepts scores submitted electronically by the IELTS testing center. *No paper forms will be accepted.* The student must contact the testing center and request that scores be sent electronically to "Texas A&M University (College Station and Galveston)."
- As of Spring 2024, Texas A&M University accepts results of an IELTS One Skill Retake for the Speaking Section only (no other One Skill Retake scores are currently accepted), and the One Skill Retake can only be used for ELP Certification. The Office of Admissions is currently unable to receive the score report with a One Skill Retake directly from the testing service. Students who have completed the One Skill Retake, and already requested that the original score report be sent to the Office of Admissions, should contact their admitting academic unit regarding submission of the score report with a One Skill Retake.
- Texas A&M University does not accept the IELTS General Test.

Notes:

To report GRE scores, use code

- For GraduateCAS (all programs other than engineering at Texas A&M University, use code **6003**.
- For EngineeringCAS (all programs in the College of Engineering), use code **4119** (a department code is not required).

To report GMAT scores: For all programs at Texas A&M University, use code **7B7K957**.

Tests should be taken at least eight weeks prior to the appropriate application deadline to ensure timely receipt and processing of results.

Official test scores must be received by the Office of Admissions and entered into Compass.

Scores which meet the university minimum requirements for ELP Verification or Certification will automatically update the student's ELP status and remove an ELP hold. (See subsection above or Section 5.2.2 below for required scores.)

For more information about acceptable English language examinations or how to submit scores, see the [International Graduate page](#) on the Office of Admissions website.

3.2.2 Citizenship with Certain English-Speaking Countries

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

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

**Please note: Citizens of Canada will meet the ELP Admission Requirement, but they do not automatically receive ELP Verification (see Section 4.1.2 below).*

3.2.3 Official Transcripts

Official transcripts must be provided from every senior level college/university attended (not required from community colleges unless requested by the specific program). Transcripts issued in a language other than English must be accompanied by an official English translation. Academic credentials from China must be verified by the Center for

Notes:

Student Services and Development (CSSD).

A bachelor's degree or higher (master's, doctoral, etc.) completed at an accredited academic institution within the United States is acceptable to meet the ELP Admission Requirement. Transcripts must be provided during the application process for evaluation. **If an American bachelor's degree or higher is indicated on an application, the applicant will not be required to submit official test scores for admission** (unless otherwise required by the graduate program).

Please note: Higher degrees (master's, doctoral, etc.) in progress will not satisfy the ELP Admission Requirement.

3.3 Admission Evaluation Tools

3.3.1 WebAdMIT

WebAdMIT is the application review portal provided within the respective CAS and includes functions such as customizable review assignments, scoring models, and email templates. Admission decisions are provided in WebAdMIT and downloaded to Compass by EAS. WebAdMIT is integrated with the Texas A&M Central Authentication Service, and users may access production (current) WebAdMIT via the Employee tab in Howdy using their NetID. Access to prelaunch WebAdMIT requires a separate log in and password. Email your Graduate Admissions Liaison to gain access to WebAdMIT.

Current WebAdMIT: <https://current.webadmit.org>

Prelaunch WebAdMIT: <https://prelaunch.webadmit.org>

Admissions hosts a monthly meeting for CAS Department Admins on the first Thursday of the month. Minutes from prior meetings and recordings of previous WebAdMIT trainings can be found in the TAMU Google Shared Drive. Email your Graduate Admissions Liaison for Google drive access.

3.3.2 Graduate Tracking Report and Decision Codes

The Graduate Tracking Report is a useful tool for your admission process. This report will provide a comprehensive list by program of all applicants who have received an admission decision within WebAdMIT. Please refer to these decision codes to learn which applicants have accepted the offer of admission:

- RF/RC = applicant has not accepted the offer OR Admissions has not yet processed the acceptance (CONF)
- AF/AU = offer has been accepted and applicant is admitted
- AC/AV = offer of conditional admission has been accepted and applicant is admitted
- CF = offer/admission is cancelled
- DG = applicant was denied admission
- SD = applicant should contact the Office of Admissions to resolve an issue preventing admission

An updated report is available in CSV format every day through Compass Reports on the *Compass Reports card* in the Howdy Portal. This report will display the admission decision, test scores, and international and/or sponsored status. Please contact your liaison in the Admissions Office if you have any questions about this report or do not see it in

Notes:

Compass Reports.

3.3.3 Admission Documents in TAMUDocs

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

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

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

3.3.4 Uploaded Transcripts

Graduate applicants may upload transcripts in the CAS they are utilizing for admission, or via the Applicant Information System (AIS) after an admission decision has been provided. **Admitted applicants must submit official transcripts to replace uploaded transcripts prior to initial registration. If the applicant is graduating from their current institution immediately prior to enrolling at Texas A&M University, the applicant should provide a partial official transcript to enable initial registration and then the final transcript when study at the previous institution is completed and any applicable degrees are awarded.**

3.3.5 Applicant Information System

The [Applicant Information System](#) (AIS) is the primary method of communication between the Office of Admissions and applicants to graduate academic programs (excluding Business and Law). After an admission decision has been provided within WebAdMIT, EAS will load the application data to Compass. This is when the UIN is assigned, and the applicant record populates in AIS after an overnight data feed. Early the next morning, AIS generates the Application Acknowledgment letter with UIN and instructions on creating a NetID to access Howdy and view the admission decisions. AIS will send the App Ack letter (by email) every three days for two weeks if the applicant does not log in to Howdy or AIS.

After two weeks, emails will cease and a paper version is mailed. Applicants to graduate academic programs in Business and Law are provided their UINs from EAS after admission.

Notes:

3.4 Special Circumstances

3.4.1 Admission without Final Transcript or Diploma

Applicants admitted with a final transcript or diploma (degree statement) pending will be required to submit the missing credential during their first semester of enrollment. Failure to submit the required credentials to the Admissions Office during the first semester of enrollment will result in a registration hold for subsequent semesters.

Registration holds for initial registration will not be removed until official (not uploaded) transcripts are provided to the Office of Admissions. These do not need to be final transcripts, but should replace the uploaded transcripts used to review for admission.

3.4.2 English Language Proficiency Waivers for Admissions

In rare, extenuating circumstances, an international graduate admit may not be able to meet the ELP Admission Requirement in the timeframe needed to meet immigration requirements. While most international graduate admits are able to proceed through the admission/immigration-sponsorship process normally, an English Language Proficiency Waiver for Admission may be required when an international graduate admit will meet the ELP Admission Requirement through a bachelor's degree or higher from an accredited academic institution within the United States, but

- conferral will not be made until an August immediately preceding a Fall enrollment term;
- conferral will not be made until a December immediately preceding a Spring enrollment term; or
- conferral will not be made until a May immediately preceding a Summer enrollment term.

In these cases, the admitting academic unit may request an English Language Proficiency Waiver for Admission on the students' behalf. Approval of the request will allow the Office of Admissions to complete a student's admission to the university but does *not* satisfy the ELP Verification Requirement for registration (see Section 4.2 below).

Waiver requests must be submitted through the ELP Waiver for Admission Request Form (see Section 6.2.2 below).

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

*Please note: Approval of the waiver will allow for completion of admission to the university **only**. The student will still be required to attain ELP Verification in order to register for courses following completion of the admission process (see Section 4.2 below).*

3.5 Graduate Admission Compass Forms Guide

This guide will provide basic information about the admission-related forms and offer some hints and tips about navigating in Compass.

Notes:

3.5.1 General Personal Identification (SPAIDEN)

Contains Compass ID, Alternate Identification, Address, Telephone, Biographical, Email, Emergency Contact.

- Alternate ID Tab includes the CAS ID as last name so that it is a searchable field.
- SP denotes the permanent address. SM denotes local/current mailing address.
- Several email address types may be present. The Texas A&M University email address will be marked as priority.

General Person Identification SPAIDEN 9.3.10 (PROD)

ID: T00271224 Test App, Burundi N. Start Over

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

IDENTIFICATION Insert Delete Copy Filter

ID: T00271224 Name Type: PSPT Name from Passport

PERSON Insert Delete Copy Filter

Last Name: Test App Prefix: Suffix: Preferred First Name: Full Legal Name: Middle Name: N

NON-PERSON Insert Delete Copy Filter

Name:

ID AND NAME SOURCE Insert Delete Copy Filter

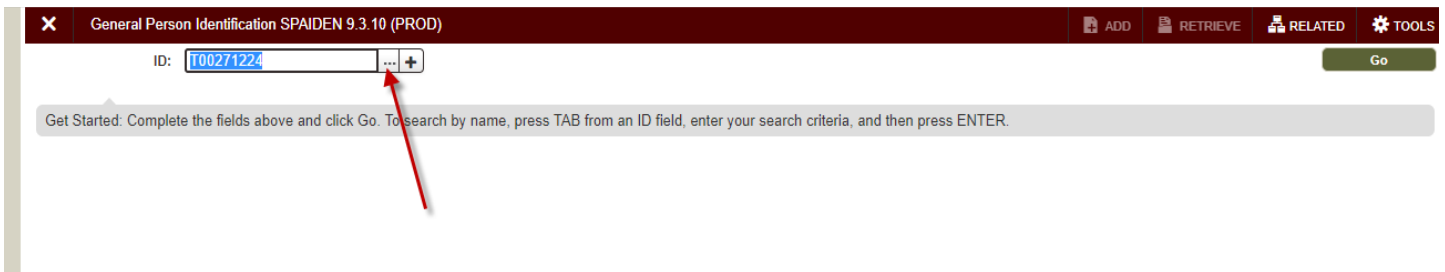
Last Update Origin: SPAIDEN

Original Creation User: SCTCVT Create Date: 28-AUG-2008

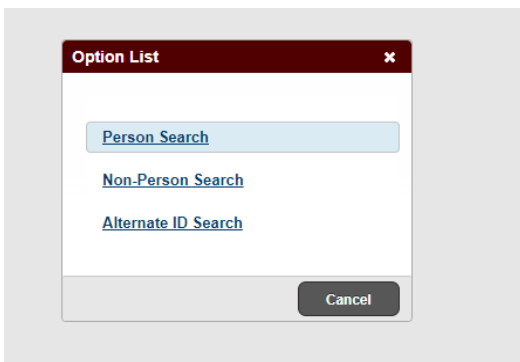
Notes:

3.5.2 General Person Information (SOAIDEN)

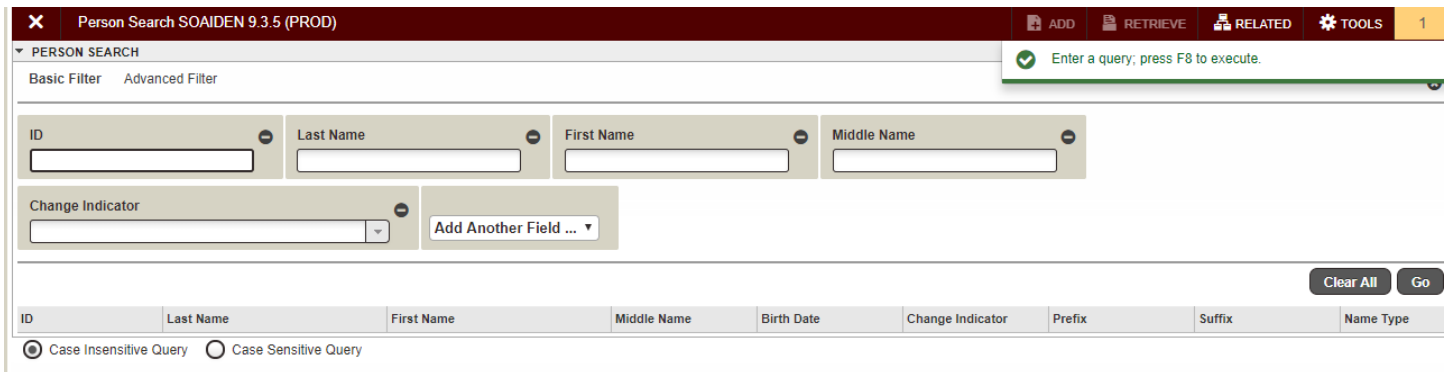
Click the three dots between the ID and the + on SPAIDEN:



This opens a dialog box. Click Person Search.



This opens SOAIDEN:



Enter the applicant's last name and first name. Hit F8 to execute the search. You may also search by CAS ID (followed by %) in the Last Name field. *Example:* 123456789% for the Last Name, then search.

Notes:

3.5.3 Admissions Application (SAASUMI)

Shows summary of all applications, application number, Admission Type, Student Type, Residence Type, Status, Status Date, Decision, Decision Date, Curricula.

- Leave elements in Key block to view all applications submitted in Summary block.
- Enter term and/or Program code to filter to only see apps of a particular type.
- Information in Curricula Summary and Field of Study is related to the application highlighted in the Summary block.

3.5.4 Admission Application/Checklist Summary (SAAACKL)

Items marked as Mandatory are required for completion prior to a decision.

- Other items may be required later, sometimes requiring a hold to be placed on the applicant.
- Use of term in Key block will filter to only show applications for that term. Leave blank to view all terms.
- Use scroll bar in Application Summary block to select a specific term. Information in the checklist will reflect requirements for the selected term.

✕ Admission Application/Checklist Summary SAAACKL 9.3.9 (PROD)
 ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App, Burundi N. Term: Start Over

APPLICATION SUMMARY

Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description	Session
201831			I	I - Incomplete	27-FEB-2018	67	GR	GR - Graduate	

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Record 3 of 64

CURRICULUM

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

1 of 1
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Record 1 of 1

FIELD OF STUDY

Type	Code	Department
MAJOR	ELEN	ECEN

1 of 1
1 Per Page
Record 1 of 1

APPLICATION CHECKLIST

Admission Request *	Admission Request Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator	First Request	Last Request
APPR	Application Processed				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
BCMN	Bacterial Meningitis Application Processed	07-AUG-2013	30	IMMUN DATE: 07-AUG-2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
CT01	College Transcript 1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTB4	Final Trn 4 year Bachelors 1		CCH508	University In China	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTF1	College Trns Final Grades 1		CSW240	Jonkoping Intl Business School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTFG	College Trans w/ Final Grades		CCH330	Peking Univ (Beijing Univ)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CTUB	Final Trans w/Bach Degr US 1				<input type="checkbox"/>	<input checked="" type="checkbox"/>		
CTUM	Final Trans w/Master Degr US 1		C03645	Texas Wesleyan University	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
GRTS	Graduate Test Score				<input type="checkbox"/>	<input checked="" type="checkbox"/>		
HST1	High School Transcript 1	13-AUG-2015	421015	Riggs High School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PERM	Permanent Resident Card				<input type="checkbox"/>	<input type="checkbox"/>		
UGTS	Unofficial Graduate Test Score	29-OCT-2014	PG3V	Test Date 21-AUG-2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
YFCG	\$65 Grad Application Fee CS	12-MAR-2018		65.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
YPC1	CS Payment	12-MAR-2018		65.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

1 of 1
20 Per Page
Record 1 of 14

Notes:

3.5.5 Prior College and Degree (SOAPCOQ)

Prior college, Transcript Received Date, Degree, Attendance Dates, Prior College Address. Degree date is entered when proof of award of degree is received.

Prior College Summary SOAPCOQ 9.3 (PROD)										
ID: T00271224 Test App, Burundi N.										
PRIOR COLLEGE SUMMARY										
Prior College	Prior college Description	Degree *	Degree Description	College	Honor	Degree Date	Year	Attendance Dates From	Attendance Dates To	Transfer Hours
C03645	Texas Wesleyan University	MS	Master of Science					05-JAN-2015	01-MAY-2017	
CAS030	University of Melbourne	BS	Bachelor of Science					01-SEP-2001	01-MAY-2005	
CAS030	University of Melbourne	MS	Master of Science					01-SEP-2005	01-MAY-2007	
CCH330	Peking Univ (Beijing Univ)	000000	Undeclared					01-SEP-2013	01-MAY-2014	
CSW240	Jonkoping Intl Business School	000000	Undeclared					01-AUG-2008	01-JUL-2009	
CXX999	GCE Advanced	000000	Undeclared							

Record 1 of 6

3.5.6 Test Score Information (SOATEST)

Test Code, Test Score, Test Date, Admissions Request, and Source. Test Codes that begin with a "P" are student-reported and not official.

Test Score Information SOATEST 9.3.6 (PROD)			
ID: T00271224 Test App, Burundi N.			
TEST SCORE INFORMATION			
Test Code *	Description	Test Score *	Test Date *
TFIR	TOFLI Reading	28	02-MAY-2015
PG3Q	Prospect GRE Revised Quant	150	21-AUG-2014
PG3V	Prospect GRE Revised Verbal	149	21-AUG-2014
PG3W	Prospect GRE Revised Writing	5.0	21-AUG-2014
PIL5	Prospect IELTS Overall Band	6.5	11-NOV-2012
AP10	AP - English Lang & Comp	4	31-JAN-2011
AP17	AP - Comp Gov & Politics	5	31-JAN-2011
FLSP	HS Foreign Language-Spanish	2.0	31-JAN-2011
GR01	GRE Verbal Code	160	08-JAN-2009
GR03	GRE Analytical Code	172	08-JAN-2009
GR05	GRE Writing Assessment	5.0	08-JAN-2009

Record 1 of 11

Admission Request: Source: UNOF Unofficial Source

Equivalency Indicator: ☐ Revised or Recentered:

Percentile	Percentile Type	Description	Percentile Date

Record 1 of 1

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

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

Notes:

3.5.7 Hold Information (SOAHOLD/WOAHOLD)

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

Hold Information WOAHOLD 9.3.2[TAMU 1.1] (PROD)								
ID: T00271224 Burundi N Test App Hold Filter: <input type="radio"/> All Holds <input type="radio"/> All Active Holds <input type="radio"/> Active Transcript Holds <input checked="" type="radio"/> Active Registration Holds <input type="radio"/> Active Graduation Holds Start Over								
HOLD DETAILS								
Hold Type *	Hold Type Description	Reason	Amount	From *	To *	Origination Code *	Origination Code Description	Created User
A	Incomplete ADM file			09-NOV-2016	31-DEC-2099	ADMI	Admissions	ADMI
AA	Perm Resident Card Req'd	PR Card		25-APR-2016	31-DEC-2099	ADMI	Admissions	ADMI
IC	Check-In at ISS Required			25-JAN-2016	31-DEC-2099	ISSX	International Student Services	ISSX
AH	Final High School Transcript	Contact ADMI at 979-845-1060		15-SEP-2015	15-SEP-2099	ADMI	Admissions	ADMI
BA	Advising Required	didn't attend Dean's Meeting		18-JUL-2013	31-DEC-2099	CLEN	College of Engineering	CLEN
IC	Check-In at ISS Required	201331		07-MAY-2012	31-DEC-2099	ISSX	International Student Services	ISSX
IM	Tuberculosis Screening Needed	Incomplete Immunization		23-SEP-2011	31-DEC-2099	STHX	Student Health 979-458-8310	STHX
XR	Converted Registration Hold	CHECK-IN AT INTERNATIONAL S...	0.00	21-MAR-20...	31-DEC-2099	ISSX	International Student Services	ISSX
BX	Missing Documents	ADMISSION FILE INCOMPLETE	0.00	07-JAN-2008	31-DEC-2099	ISSX	International Student Services	ISSX

3.5.8 Person Comment (SPACMNT)

Comments related to student.

Person Comment SPACMNT 9.3.9 (PROD)			
ID: T00271224 Test App, Burundi N			
PERSON COMMENT			
Comment Type *	ADM	Admissions Comment	To Time
Originator	ADMI	Admissions	Add Date
Contact			24-APR-2015
Contact Date	24-APR-2015		Activity Date
	Appointments		24-APR-2015
From Time			Last Updated by
			CATHERINERH
Comments	Test comment - CRH		
Narrative Comments			

Notes:

3.5.9 Application Supplemental Information (SOASUPL)

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

Application Supplemental Information SOASUPL 9.3 (PROD)		ADD	RETRIEVE	RELATED	TOOLS
ID: T00271224 Test App, Burundi N. Term: 201911 Application Number: 70					
SUPPLEMENTAL OR AGENCY DATA Insert Delete Copy Filter					
Admission County	021 ... Brazos	<input type="checkbox"/> Under-represented Minority Indicator			
	<input type="checkbox"/> Rural County Indicator	Number of Dependents			
Admission State	...	Agency File Number			
Admission Nation	...	Agency Application			
		Year			
Birth City	El Paso	Year Applied 1			
Birth County	...	Year Applied 2			
	<input type="checkbox"/> Rural County Indicator	Year Applied 3			
Birth State	...	Year Applied 4			
Birth Nation	...	<input type="checkbox"/> Agency Fee Waived			
Admit School	...	Cycle Added			
Self-reported Ethnicity	...	Cycle Changed			
Special Consideration	...	Last Agency Report			
AMCAS ID		Date			
AMCAS Bio Number		Effective Date			
	<input type="checkbox"/> Hispanic Indicator	Next MCAT Date			
		Application Type			

Notes:

3.5.10 Student Mail (SUAMAIL)

Where Admissions letters are tracked.

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

Student Mail SUAMAIL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS 1

ID: T00271224 Test App, Burundi N. Start Over

STUDENT MAIL Insert Delete Copy Filter

Basic Filter Advanced Filter

System Term Module Admin ID Material

S 999999 Student

Add Another Field ...

Clear All Go

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

Student Mail SUAMAIL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Test App, Burundi N. Start Over

STUDENT MAIL Insert Delete Copy Filter

System *	Term	Module	Admin ID	Material	Letter	Letter Description	Initiated Date	Print Date	Sound
S	201831	Admissions	69	GC03	ADC_GR_A	Graduate Admit	21-JUN-2018	21-JUN-2018	Gen
S	201641	Admissions	59	GC19	ADC_SBS_WF_DF	SBS Wells Fargo Data Feed	11-FEB-2016	11-FEB-2016	Gen
S	201641	Admissions	59		ADH_RES LIFE_DF	HSC Residence Life Data Feed	11-FEB-2016	11-FEB-2016	Gen
S	201641	Admissions	59		HSA_UIN_EMAIL	HSC UIN Email	11-FEB-2016	11-FEB-2016	Gen
S	201631	Admissions			CSA_HB4046_EML	Email opting in directory info	20-NOV-2015	20-NOV-2015	Gen
S	201631	Admissions			CSA_HB4046_EML	Email opting in directory info	12-NOV-2015	12-NOV-2015	Gen
S	201611	Admissions			CSA_HB4046_EML	Email opting in directory info	20-NOV-2015	20-NOV-2015	Gen
S	201611	Admissions			CSA_HB4046_EML	Email opting in directory info	12-NOV-2015	12-NOV-2015	Gen
S	201531	Admissions	47	UC09	ADC_FR_A	Freshmen Admit	10-FEB-2015	10-FEB-2015	Gen
S	201531	Admissions	52	GC02	ADC_IG_D	Intl Graduate Deny	30-OCT-2014	30-OCT-2014	Gen

Record 1 of 20

Notes:

3.5.11 International Information (GOAINTL)

Visa Information-Admissions will enter Permanent Resident (PR-Visa Type) info.

- Document Information.
- Passport Information.
- Certificate of Eligibility.
- Nationality-Admissions will enter nation of birth, nation of citizenship.

International Information GOAINTL 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Burundi N Test App Start Over

Visa Passport Certification of Eligibility Nationality

VISA INFORMATION Insert Delete Copy Filter

Visa Type	F1 Academic Student	Sequence Number	1 Entry
Visa Number		Number of Entries	
Nation of Issue		Date Requested	
Issuing Authority		Date Issued	
Port of Entry		Start Date	
		End Date	15-FEB-2016

Record 1 of 1

DOCUMENT INFORMATION Insert Delete Copy Filter

Document	Description	Source	Description	Date Requested	Disposition *	Date Received
RFINDO	Financial Documents	I	Incomplete	23-SEP-2011	Pending	
RIQUES	Immigration Info Questionnaire			23-SEP-2011	Pending	
SREVSU	Documents under review			19-FEB-2016	Pending	

Record 1 of 3

International Information GOAINTL 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS

ID: T00271224 Burundi N Test App Start Over

Visa Passport Certification of Eligibility **Nationality**

NATIONALITY/FAMILY INFORMATION Insert Delete Copy Filter

Nationality

Nation of Birth	FM Federated States of Micronesia	Sponsor	
Nation of Citizen	US United States	Employment Type	
Native Language		Foreign Tax ID	

Family

Spouse *	Not Reported
Accompanying Person To Country	
Number of Children	
Accompanying Person	
Signature for *	Not Reported
Availability of Funds	

Notes:

4 ENGLISH LANGUAGE PROFICIENCY VERIFICATION REQUIREMENT FOR REGISTRATION

All international students are required to obtain English Language Proficiency **Verification** to register for courses at Texas A&M University. Proof of English language proficiency for ELP Verification is demonstrated by

- achieving a minimum required score on an acceptable standardized examination,
- citizenship with certain English-speaking countries, or
- completion of a Bachelor's degree or higher (Master's, Doctoral, etc.) at an accredited academic institution within the United States.

4.1 Verification Attained during Admission

ELP Verification may have been obtained during the admissions process through minimum required scores on an acceptable standardized examination (see Section 3.2.1 above) or citizenship with an English-speaking country (see Section 3.2.2 above).

4.1.1 Standardized Global Examinations

If the student submitted scores from a standardized English language examination which met the minimum required for admission to the university (see Section 3.2.1 above), the student will automatically receive ELP Verification during the admission process.

Please note: If the student met the ELP Admission Requirement through test scores submitted with an application, an official copy of the score report must be submitted by the testing service to the Office of Admissions following acceptance (see Section 3.2.1 above).

4.1.2 Citizenship with Certain English-Speaking Countries

International graduate students holding citizenship with an approved English-speaking country (see Sections 3.2.2 above), except citizens of Canada (see 4.2.1 below), will automatically receive ELP Verification during the admission process.

*Please note: If the student met the ELP Admission Requirement through citizenship with certain English-speaking countries, official test scores **do not** need to be provided for admission or registration (unless otherwise required by the graduate program).*

4.2 Alternative Verification

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

Please note: International graduate students who met the ELP Admission Requirement through official test scores or

Notes:

citizenship with an English-speaking country – other than Canada – **do not** require Alternative Verification and will automatically receive ELP Verification (see Sections 3.2.1 and 3.2.2 above).

4.2.1 Acceptable Justifications for Alternative Verification

Alternative Verification is required for all international graduate students who met the ELP Admission Requirement through

- a bachelor's degree or higher from an accredited academic institution within the United States, or
- Canadian citizenship (except residents of Quebec).

*Please note: International graduate students who met the ELP Admission Requirement through official test scores or citizenship with an English-speaking country – other than Canada – **do not** require Alternative Verification.*

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

4.2.2 Alternative Verification/Certification Request Form

Requests must be submitted by an academic unit on the student's behalf by use of the Alternative Verification/Certification Request Form (see Section 6.2.1 below). Requests must be signed and submitted by the academic unit to ELPCompliance@tamu.edu for timely review.

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

4.3 English Language Proficiency Status Codes

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

The following ELP status codes indicate that the student is eligible to register for courses:

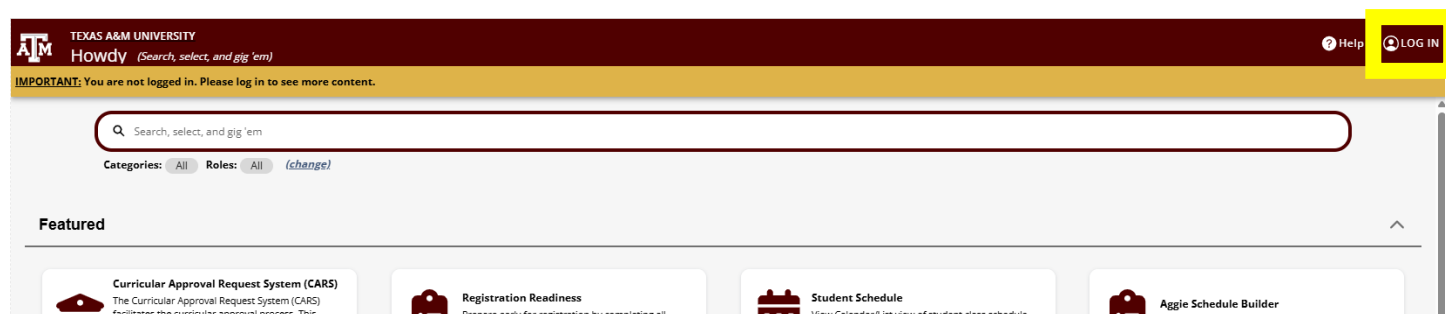
- Z1: Level 1 Certified
- ZA: Level 1 Alternatively Certified
- ZZ: ELP Not Required
- Z2: Level 2 Conditionally Certified
- ZD: Level 2 Conditionally Certified through Emergency Deferral
- ZV: Level 3 Verified
- ZW: Level 3 Alternatively Verified
- ZE: Level 3 Native English Speaker
- ZT: Level 3 Verified (Conditional Certification Expired)

Graduate students who are Not Verified (ZN) are ineligible to register for courses.

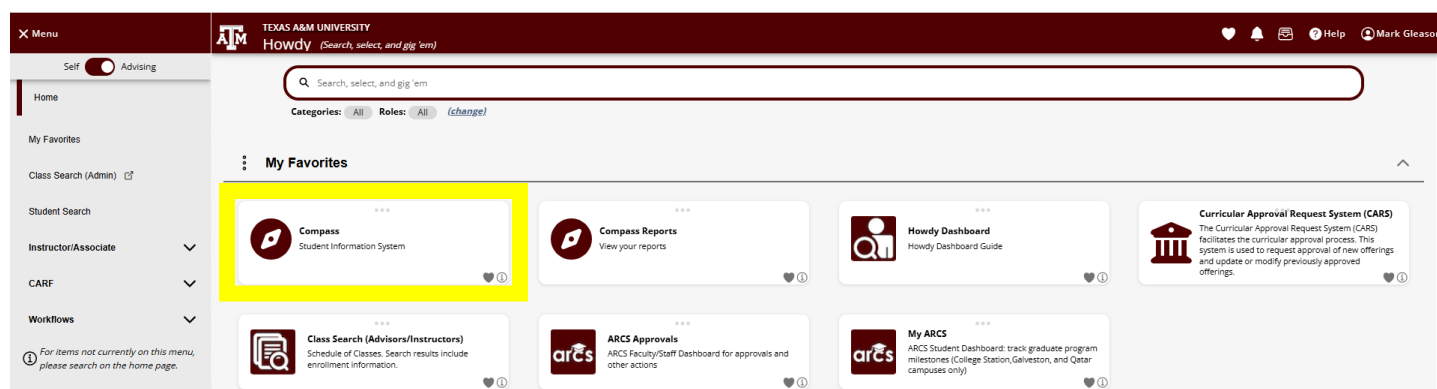
Notes:

4.3.1 ELP Status Codes in Compass

Faculty and staff with Compass access can check the ELP status codes of their students through Compass Reports on the [Howdy Portal](#).



To view an individual student's ELP status, click the *Compass card*.

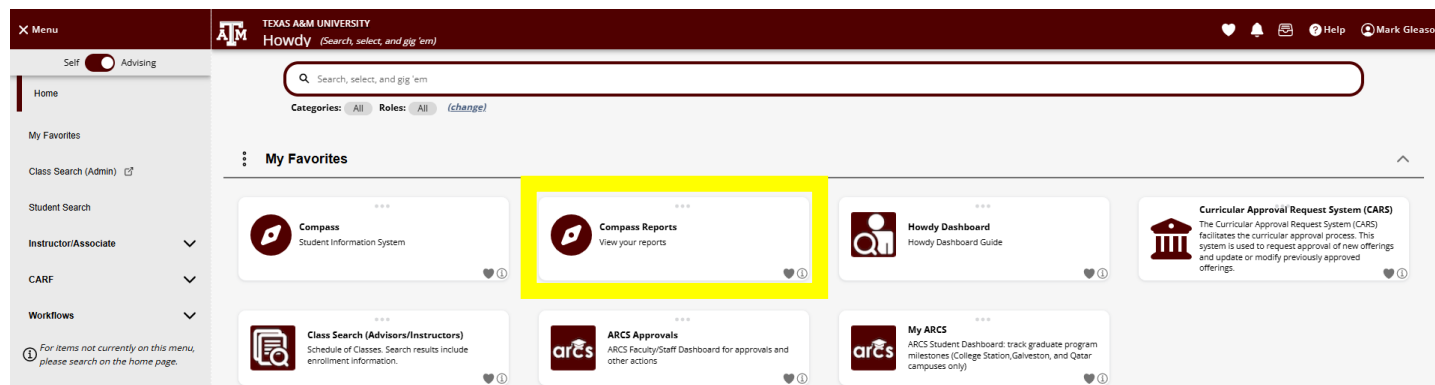


In Compass, go to the Academic Non-Course (SHANCRS) screen and enter the student's UIN. The student's ELP status will be listed under the Status column in the row marked "Z1EL" under the CAPP Non-Course Requirement column.

Notes:

4.3.2 ELP Status Codes in Compass Reports

To see the ELP statuses for all students in a given college/school, click the *Compass Reports* card.



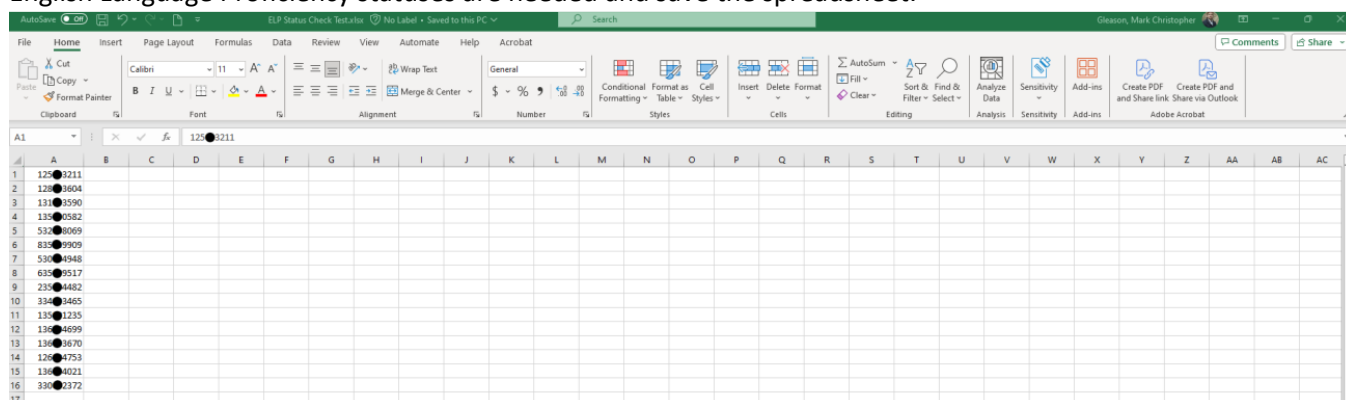
In the field under “Report Name,” search for the report titled “PWS_ELP_CERTIFICATION_XX” with your two-letter College/School code as the last two letters. In this report, the column “ELP STATUS” has the above indicated codes and the column “ELP GAT_GAL ELIGIBLE” translates the codes into whether the student is eligible to teach “YES” or not “NO.”

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

4.3.3 ELP Status Check Application

Advisors may also generate a report of several selected students through *Compass Reports*

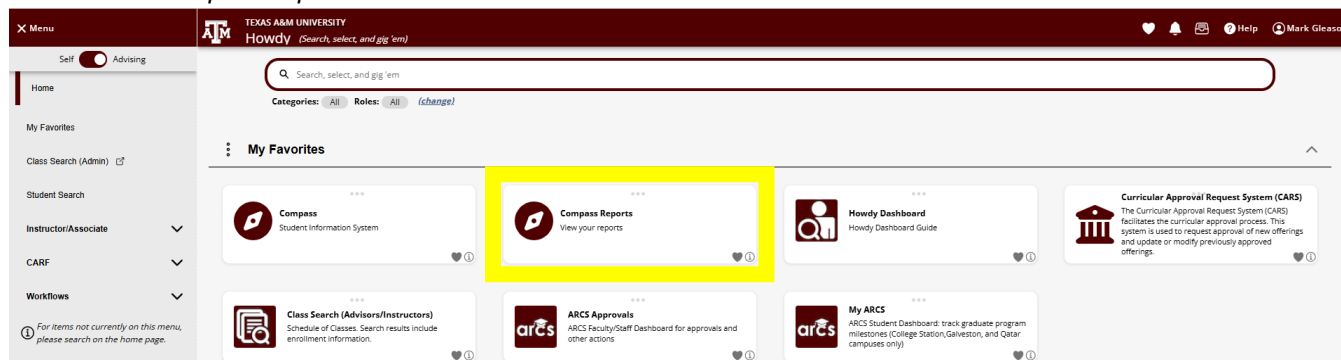
1. Create an Excel spreadsheet with a list of the UINs (no other information is required) for all students whose English Language Proficiency statuses are needed and save the spreadsheet.



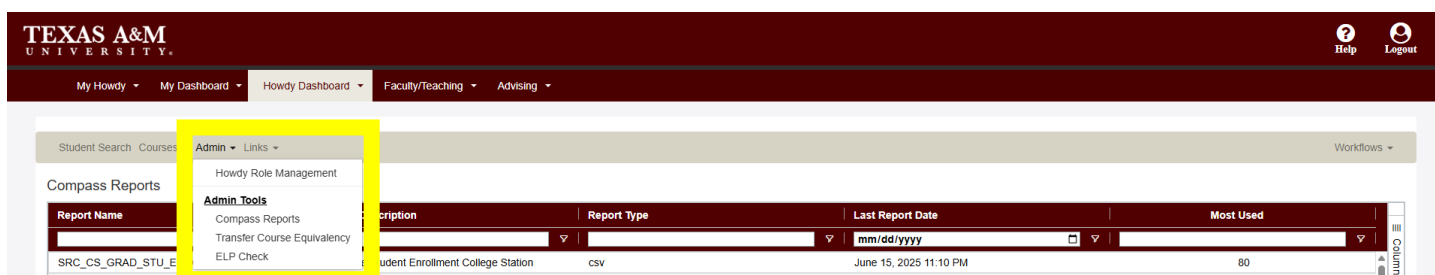
Notes:

English Language Proficiency Verification Requirement for Registration ✦ English Language Proficiency Status Codes

- Log in to the Howdy Portal with a NetID and password.
- Click on the *Compass Reports* card.



- Click the Admin tab and “ELP Check” under Admin Tools.



- Click “Browse” to select the Excel spreadsheet with student UINs and then click “Submit.”



Notes:

- Howdy Dashboard will then create a table with each student's UIN, Name, GAT/GAL Eligibility, ELP Status Code, and a Description of the ELP status code.

ELP Status

UIN	NAME	ELP GAT_GAL ELIGIBLE	ELP STATUS	ELP DESCRIPTION
235 ● 4482	K [REDACTED]	No	ZT	Verified - Cond Cert Expired
635 ● 9517	M [REDACTED]	No	ZV	Verified
334 ● 3465	F [REDACTED]	No	ZV	Verified
136 ● 4699	P [REDACTED]	No	ZV	Verified
135 ● 1235	Q [REDACTED]	No	ZE	Native English Speaker
530 ● 4948	A [REDACTED]	Yes	ZZ	Level 2 Cond Certified
135 ● 0582	K [REDACTED]	Yes	ZZ	Level 2 Cond Certified
330 ● 2372	L [REDACTED]	Yes	ZA	Certified by Alternate Means
532 ● 9069	C [REDACTED]	Yes	ZA	Certified by Alternate Means
835 ● 9909	P [REDACTED]	Yes	ZZ	Level 2 Cond Certified
136 ● 4021	R [REDACTED]	Yes	ZZ	ELP Not Required
128 ● 3604	S [REDACTED]	Yes	Z1	Level 1 Certified
131 ● 3590	T [REDACTED]	Yes	Z1	Level 1 Certified

Total Count: 16

Students with an ELP status code of ZV, ZE, ZW, ZT, or ZN will return a “No” under the “ELP GAT_GAL Eligible” column as Ineligible for a GAT/GAL position.

Students with an ELP status code of Z1, ZA, Z2, ZD, and ZZ will return a “Yes” as Eligible for a GAT/GAL position.

Students which appear without an ELP status are domestic or not applicable and are not subject to the ELP Requirements.

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

4.4 Non-Degree Status International Students

Post baccalaureate non-degree status students (G6 classification) must meet the graduate English Language Proficiency Requirements unless the student is included in one of the following categories:

- A post-baccalaureate non-degree status international student admitted to Texas A&M under an approved agreement or contract (e.g., MOU, LOU, MOA) which outlines specific terms for postponement of the English Language Proficiency requirements for the duration of the non-degree program. For this category, the student's department must request, in writing, the postponement through the Graduate and Professional School. The Graduate and Professional School will also need a copy of the agreement/contract.
- A reciprocal educational exchange program student admitted to Texas A&M through the Education Abroad Office. For this category, postponement of the English Language Proficiency requirement for the duration of the reciprocal educational exchange program will be handled by the Office of Admissions. Please contact Education Abroad for additional information about this type of student.

Notes:

5 GRADUATE ASSISTANTSHIPS

5.1 Graduate Assistant Titles and Position Requirements

A graduate assistantship (GA) is a part-time, paid position generally working in a research, teaching, or administrative support role related to a graduate student's field of study. Assistantships include a stipend, coverage of tuition and fees, and health insurance. Most assistantships are awarded by the department to which students are applying to, but some are offered on [Jobs for Aggies](#).

There are four types of graduate assistantships (GA) available through the academic units, Texas A&M University System (TAMUS) agencies and administrative offices:

- Lecturing (GAL)
- Teaching (GAT)
- Research (GAR)
- Non-Teaching (GANT)

Most of these positions require employment of 20 hours per week. Although individual colleges/schools may have higher requirements, graduate students holding assistantships must meet the GA registration requirements by the census date. The university does not mandate assistantships be terminated upon failure to maintain enrollment requirements after the census date. However, assistantships may be terminated by the employer upon failure to maintain the minimum enrollment requirement.

The Graduate and Professional School encourages academic units to specify what kind of position the student will take and the ELP Requirements (if applicable) in an offer letter.

Graduate assistant position requirements and benefits can be found on the [Graduate and Professional School Graduate Assistant Employment Comparison webpage](#).

Please note: To be eligible to teach, the State of Texas requires that international graduate students demonstrate proficiency in the English Language before teaching as a GAT or GAL. At Texas A&M, this requirement applies for an international student employed at any percent effort in a GAT or GAL title. See Section 5.2 below for more information.

Contact: Division of Human Resources and Organizational Effectiveness – Grad-Employment@tamu.edu

Notes:

Graduate Assistantships ♦ Graduate Assistant Titles and Position Requirements

Graduate Assistant Position Requirements/Benefits

POC	Overview/Position Description	Graduate Assistant Non-Teaching (GANT)	Graduate Assistant Research (GAR)	Graduate Assistant Teaching (GAT)	Graduate Assistant Lecturer (GAL)
Graduate and Professional School and Employing Unit		<p>GANT: Graduate assistants who support instructional assignments, not support of teaching or academic programs, and whose work is not primarily assisting with research. GANT responsibilities vary greatly and may include, but are not limited to:</p> <ul style="list-style-type: none"> Non-teaching/non-curricular duties Performance of varied programmatic duties in non-academic units, Assisting with administrative duties in a variety of settings, and Conducting activities that do not generally fit within GAT or GAR job responsibilities. 	<p>GAR: Graduate assistants who assist with research. GARs are not independent researchers. They assist a research supervisor or principal investigator (PI) with their research. GAR responsibilities are defined by and may include, but are not limited to:</p> <ul style="list-style-type: none"> Conducting literature, library, laboratory or other forms of reviews or research, Collecting, coding, cleaning or analyzing data, Preparing materials for submission to funding agencies and foundations, Preparing materials for IRB, IACUC, or IBC review, and Designing, generating, or writing reports, presentations and publications. 	<p>GAT: Graduate assistants who assist with instructional assignment, supporting delivery of curriculum, or support of teaching or academic programs. GAT responsibilities vary greatly and may include, but are not limited to:</p> <ul style="list-style-type: none"> Teaching a section or laboratory section of a course, Working in a teaching or computer lab for the purpose of educating students, Assisting a faculty instructor in teaching students in recitation or discussion sessions, Tutoring individuals or small groups of students, Holding office hours and meeting with students, Assisting with grading or student assessment (with or without student interaction), and Preparation of materials for instructors or academic units. 	<p>GAL: Graduate assistants who assist with instruction. They serve as instructors of record of undergraduate courses. GALs are typically employed in the final year of their graduate program and report to the department head or the supervisor of instructors. GAL responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"> Full classroom instruction of course, Generating, proctoring and evaluating assignments and examinations, Student performance evaluation and assignment of grades, Office hours and student consultation, and All other duties associated with instruction as assigned by the supervisor.
	Registration Requirements	GAT Registration Requirements Fall & Spring 3 hours, Summer 6 hours	GAR Registration Requirements Fall & Spring 3 hours, Summer 6 hours	GAT Registration Requirements Fall & Spring 3 hours, Summer 3 hours if employed only section I or section II, 6 hours if employed in summer session I and II or a 10-week session	GAL Registration Requirements Fall, Spring & Summer at least 1 hour
Graduate and Professional School	English Proficiency in Teaching			To be eligible to teach, the State of Texas requires that international students employed as GATs at TAMU - this requirement applies for an international student employed at any percent effort in a GAT title. In some cases, international students can submit an LanguageOne Semester Certificate of ELP Certification .	To be eligible to teach, the State of Texas requires that international students employed as GALs at TAMU - this requirement applies for an international student employed at any percent effort in a GAT title. In some cases, international students can submit an LanguageOne Semester Certificate of ELP Certification .
	TATP Trng			Mandatory TA Training (TATP)	Mandatory TA Training (TATP)
	Non-Resident Tuition Waiver				
	Payment of Tuition and Fees	Payment of tuition and required fees for PhD students in GANT positions is optional.	Payment of tuition and required fees (university and college) for PhD students in GAR positions are required. GARs will be paid at least through their 5th year of study, for students admitted without a master's degree, and at least through their 4th year of study for students admitted with their master's degree. See TATP Permits page for further details.	Payment of tuition and required fees (university and college) for PhD students in GAT positions are required. GATs will be paid at least through their 5th year of study, for students admitted without a master's degree, and at least through their 4th year of study for students admitted with their master's degree. See TATP Permits page for further details.	Payment of tuition and required fees (university and college) for PhD students in GAL positions are required. GALs will be paid at least through their 5th year of study, for students admitted without a master's degree, and at least through their 4th year of study for students admitted with their master's degree. See TATP Permits page for further details.
Employing Unit	Credentialing			Colleges/schools and departments are responsible for ensuring GATs who serve as instructors of record have proper qualifications to teach the courses assigned. Faculty Affairs assumes responsibility for final verification of the teaching qualifications of all instructors of record. See Faculty Credentialing for further details including portal instructions.	Colleges/schools and departments are responsible for ensuring GATs who serve as instructors of record have proper qualifications to teach the courses assigned. Faculty Affairs assumes responsibility for final verification of the teaching qualifications of all instructors of record. See Faculty Credentialing for further details including portal instructions.
	Title Code	Title code -- 9003	Title code --9004	Title code --9009	Title code --9015
	Budget	Budgeted Bi-weekly	Budgeted Monthly	Budgeted Monthly	Budgeted Monthly
	FLSA	Non-exempt from FLSA regulations -- mandatory compensatory time and overtime	Exempt from FLSA regulations	Exempt from FLSA regulations	Exempt from FLSA regulations
Human Resources		Chapter 10 of the U.S. Department of Labor's Field Operations Manual provides information regarding minimum compensatory time, overtime and a half, for hours worked over 40 in a workweek, and must complete timesheets to record actual hours worked to comply with federal regulations.	Chapter 10 of the U.S. Department of Labor's Field Operations Manual provides information regarding minimum compensatory time, overtime and a half, for hours worked over 40 in a workweek, and must complete timesheets to record actual hours worked to comply with federal regulations.	FLSA regulations address "teachers" in §541.303 as "any employee performing teaching duties in an educational establishment or the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed."	FLSA regulations address "teachers" in §541.303 as "any employee performing teaching duties in an educational establishment or the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed."
	Compensation Timesheets	Paid Hourly	Monthly rate of pay - FTE/12 month	Monthly rate of pay - FTE/12 month	Monthly rate of pay - FTE/12 month
	Benefits	Timesheets required	No timesheets required	No timesheets required	No timesheets required
	Max Hours	Salary paid at 50% FTE. Eligible for benefits if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit eligible position.	Can work no more than 20 hours per week without approval. Maximum additional hours depend on term and status as domestic or international. See Benefits for further details.	Can work no more than 20 hours per week without approval. Maximum additional hours depend on term and status as domestic or international. See Benefits for further details.	Can work no more than 20 hours per week without approval. Maximum additional hours depend on term and status as domestic or international. See Benefits for further details.
	Employment Start Dates	The hire date for new graduate assistants should follow the TAMU common hire dates . New graduate assistants should be hired on or before the first day of the semester when they are expected to begin employment related responsibilities.	The hire date for new graduate assistants should follow the TAMU common hire dates . New graduate assistants should be hired on or before the first day of the semester when they are expected to begin employment related responsibilities.	The hire date for new graduate assistants should follow the TAMU common hire dates . New graduate assistants should be hired on or before the first day of the semester when they are expected to begin employment related responsibilities.	The hire date for new graduate assistants should follow the TAMU common hire dates . New graduate assistants should be hired on or before the first day of the semester when they are expected to begin employment related responsibilities.
International Student & Scholar Services	Required International Student Health Insurance	All international students entering the U.S. with an F-1 or J-1 student visa status are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if they either enroll in Grad Plan benefits through Workday by each semester's deadline or if they are enrolled in applicable alternative coverage and apply for a waiver by each semester's deadline. See International Student Health Insurance for further details.	All international students entering the U.S. with an F-1 or J-1 student visa status are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if they either enroll in Grad Plan benefits through Workday by each semester's deadline or if they are enrolled in applicable alternative coverage and apply for a waiver by each semester's deadline. See International Student Health Insurance for further details.	All international students entering the U.S. with an F-1 or J-1 student visa status are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if they either enroll in Grad Plan benefits through Workday by each semester's deadline or if they are enrolled in applicable alternative coverage and apply for a waiver by each semester's deadline. See International Student Health Insurance for further details.	All international students entering the U.S. with an F-1 or J-1 student visa status are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if they either enroll in Grad Plan benefits through Workday by each semester's deadline or if they are enrolled in applicable alternative coverage and apply for a waiver by each semester's deadline. See International Student Health Insurance for further details.
	Homeland Security Regulations	Most international students in F-1 and J-1 status are allowed to work up to 20 hours a week in their assempship during the fall and spring semesters, and more than 20 hours per week during winter, spring, and summer break periods. In accordance the DHS Regulation 8.C.F.R. 214.5(b)(2)(ii) (for F-1 students) and 22.C.F.R.62.23(a)(2)(ii) (for J-1 students) See F-1 On and Off Campus Employment or J-1 On and Off Campus Employment .	Most international students in F-1 and J-1 status are allowed to work up to 20 hours a week in their assempship during the fall and spring semesters, and more than 20 hours per week during winter, spring, and summer break periods. In accordance the DHS Regulation 8.C.F.R. 214.5(b)(2)(ii) (for F-1 students) and 22.C.F.R.62.23(a)(2)(ii) (for J-1 students) See F-1 On and Off Campus Employment or J-1 On and Off Campus Employment .	Most international students in F-1 and J-1 status are allowed to work up to 20 hours a week in their assempship during the fall and spring semesters, and more than 20 hours per week during winter, spring, and summer break periods. In accordance the DHS Regulation 8.C.F.R. 214.5(b)(2)(ii) (for F-1 students) and 22.C.F.R.62.23(a)(2)(ii) (for J-1 students) See F-1 On and Off Campus Employment or J-1 On and Off Campus Employment .	Most international students in F-1 and J-1 status are allowed to work up to 20 hours a week in their assempship during the fall and spring semesters, and more than 20 hours per week during winter, spring, and summer break periods. In accordance the DHS Regulation 8.C.F.R. 214.5(b)(2)(ii) (for F-1 students) and 22.C.F.R.62.23(a)(2)(ii) (for J-1 students) See F-1 On and Off Campus Employment or J-1 On and Off Campus Employment .
	Graduating Student Employees	International student in F-1 or J-1 status who are graduating must end their on-campus employment by no later than the 1 st commencement date of the term, or the program end date on their Form I-20 or DS-2019, whichever comes first.	International student in F-1 or J-1 status who are graduating must end their on-campus employment by no later than the 1 st commencement date of the term, or the program end date on their Form I-20 or DS-2019, whichever comes first.	International student in F-1 or J-1 status who are graduating must end their on-campus employment by no later than the 1 st commencement date of the term, or the program end date on their Form I-20 or DS-2019, whichever comes first.	International student in F-1 or J-1 status who are graduating must end their on-campus employment by no later than the 1 st commencement date of the term, or the program end date on their Form I-20 or DS-2019, whichever comes first.

Graduate and Professional School | Revised April 16, 2024

Notes:

5.1.1 Graduate Assistantship Categories

Graduate Assistant Lecturer

Some doctoral students in the final years of their program are qualified to serve as instructors of undergraduate courses under the department head or supervisor of instructors. As a Graduate Assistant-Lecturer (GAL), student-lecturers will deliver classroom instruction; create, administer, and evaluate assignments and examinations; and hold office hours for undergraduate students. GAL responsibilities may include, but are not limited to:

- full classroom instruction of course;
- generating, proctoring, and evaluating assignments and examinations;
- student performance evaluation and assignment of grades;
- office hours and student consultation; and
- all other duties associated with instruction as assigned by the supervisor.

For eligibility to teach, the State of Texas requires institutions of higher education to ensure that all faculty members are proficient in use of the English language. A “faculty member” is any person who teaches a course offered for academic credit by an institution of higher learning – including teaching assistants, instructors, lab assistants, research assistants, lecturers, and professors.

International graduate students must demonstrate proficiency in the English language before teaching as a GAL. This requirement applies to an international student employed at any percent effort in a GAL title. Assistantships with curricular duties require Level 1 Certification, Level 2 Conditional Certification (for one semester only), or Level 3 Verification with an approved Emergency Deferral of Certification (one semester only).

Graduate Assistant Teacher

With a Graduate Assistant-Teacher (GAT) position, students have the opportunity to administer or assist with instructional assignments and interact directly with students. Depending on the needs of an advisor, GATs might offer classroom and laboratory instruction, assist a faculty instructor in teaching sessions, tutor, or hold office hours. Student-assistants may also be responsible for grading undergraduate student work. GAT responsibilities may include, but are not limited to:

- teaching a classroom or laboratory section of a course;
- working in a teaching or computing lab for the purpose of educating students;
- assisting a faculty instructor in teaching students in recitation or discussion sessions;
- tutoring individuals or small groups of students;
- holding office hours and meeting with students;
- assisting with grading or student assessment (with or without student interaction); and
- preparation of materials for instructors or academic units.

For eligibility to teach, the State of Texas requires institutions of higher education to ensure that all faculty members are proficient in use of the English language. A “faculty member” is any person who teaches a course offered for academic

Notes:

credit by an institution of higher learning – including teaching assistants, instructors, lab assistants, research assistants, lecturers, and professors.

International graduate students must demonstrate proficiency in the English language before teaching as a GAT. This requirement applies to an international student employed at any percent effort in a GAT title. Assistantships with curricular duties require Level 1 Certification, Level 2 Conditional Certification (for one semester only), or Level 3 Verification with an approved Emergency Deferral of Certification (one semester only).

The Graduate and Professional School recommends preparing newly arrived international students to meet the ELP Requirement for GATs before the start of their employment. The Center for Teaching Excellence advises the following options to prepare international graduate students for a GAT position:

- assignment to a unit's help desk;
- a non-teaching position with instructional observation; or
- guest lecturing for an academic unit's symposium.

Graduate Assistant Researcher

Graduate Assistant-Researchers (GAR) are hired by a research supervisor or Principal Investigator (PI) – usually a faculty member – to assist on a research project. The research students perform will likely be related to their research focus, dissertation, or thesis. Research may or may not be externally-funded. GAR responsibilities may include, but are not limited to:

- conducting literature, library, laboratory, or other forms of reviews or research;
- collecting, coding, cleaning, or analyzing data;
- preparing materials for IRB, IACUC, or IBC review; and
- designing, generating, or writing reports, presentations, and publications.

GAR positions are not required to meet the ELP Certification Requirement for their roles, but must be ELP Verified and eligible to register for courses.

Graduate Assistant Non-Teaching

Graduate Assistant Non-Teaching (GANT) responsibilities do not involve instructional assignments or support of teaching or academic programs, and are not primarily assisting with research. GANT responsibilities vary greatly and may include, but are not limited to the following:

- non-teaching/non-curricular duties;
- performance of varied programmatic duties in non-academic units;
- assisting with administrative duties in a variety of settings; and
- conducting activities that do not generally fit within GAT or GAR job responsibilities.

GANT positions are not required to meet the ELP Certification Requirement for their roles, but must be ELP Verified and eligible to register for courses.

Notes:

5.2 English Language Proficiency Certification Requirement for Teaching

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

Proof of English language proficiency for Certification is demonstrated by achieving a minimum required score on an acceptable standardized examination or alternative means.

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

5.2.1 English Language Proficiency Certification Levels

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

Level 1 – Eligible

An international graduate student who receives a Level 1 certifying score (Z1) or Alternative Certification (ZA) is *Eligible* for teaching assignments without any restrictions.

Level 2 – Conditionally Eligible

Those with Level 2 Conditional Certification (Z2) or an approved Emergency Deferral Request (ZD) are *Conditionally Eligible* for teaching assignments. They may teach for *one semester only* and must simultaneously enroll in the Texas A&M University's Center for Teaching Excellence English Language Proficiency (CTE-ELP) Program (see Section 5.4.2 below). Conditionally eligible international graduate students *must* achieve a Level 1 certifying score on the ELPE or a global standardized test *before* the hiring date for the next semester.

Level 3 -Ineligible

Students at Level 3 Verified only (ZV), Alternatively Verified (ZE), Native English Speakers (ZE), or whose conditional certification expired (ZT) are *Ineligible* for teaching assignments. They should participate in spoken language training (such as those offered by CTE-ELP and other independent English language instruction providers) to assist them in meeting the ELP Certification Requirement. They will remain ineligible until they achieve a certifying score on the ELPE oral skills assessment or a global standardized test.

5.2.2 Standardized Language Examinations

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

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

Please note: Scores from TOEFL-Essentials, TOEFL-iBT, or IELTS Academic examinations administered more than two

Notes:

years before submission of the admissions application are not eligible for use in attaining English Language Proficiency Certification. Once official test scores have been reported to the university, they remain effective throughout the duration of the student's time at Texas A&M.

Certification Attained During Admission

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

IELTS One-Skill Retake

The IELTS One Skill Retake provides test-takers with the option to retake any one section of the IELTS exam instead of being required to retake all four sections. The One Skill Retake is available if

- the individual has completed a full test at a center that offers IELTS One Skill Retake;
- the full test was an IELTS computer test; and
- the individual sits for the IELTS One Skill Retake within sixty (60) days of the full IELTS exam.

As of Spring 2024, Texas A&M University will accept results of the IELTS One-Skill Retake (Speaking section only); however, the Office of Admissions does not yet have the ability to receive and enter a score attained through this exam. As a temporary process:

- The academic unit must submit an Alternative Certification Request (see Section 5.2.3 below) and include a copy of the IELTS One Skill Retake score report.
- The Graduate and Professional School will request the Office of Admissions to confirm the validity of the score report.
- Upon receipt of confirmation from the Office of Admissions, the Graduate and Professional School will approve and process the Alternative Certification Request and update the student's ELP status.

Please note: The university does not accept the IELTS One Skill Retake for ELP Verification.

English Language Proficiency Examination

Admitted international graduate students who wish to serve in teaching positions and have not met the ELP Certification Requirement prior to enrollment can also certify by passing the oral skills assessment of the English Language Proficiency Exam (ELPE) offered by Texas A&M's Testing Services (see Section 5.5 below).

Notes:

Acceptable Test Scores for Certification

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

5.2.3 Alternative Certification

Alternative Certification may be acquired *following completion of the admissions process*. Alternative Certification is required for all international graduate students who met the ELP Admission Requirements for admission and registration through

- an IELTS Academic examination, but with a One Skill Retake of the Speaking Section which meets the Level 1 Certification score requirement (detailed above);
- citizenship with certain English-speaking countries (except Canadian citizens from Quebec); or
- a bachelor's degree with all coursework completed at an accredited academic institution within the United States.

Academic units may establish additional or higher requirements for Alternative Certification.

For Alternative Certification Requests based upon a Bachelor's degree, the Office of Admissions must have received and entered official transcript(s) into the student's record on Compass as noted on the Prior College Summary (SOAPCOQ) screen in the "Degree Date" column (see Section 3.5.5 above). For requests based on citizenship, visa information must be on file with the Office of Admissions and International Student and Scholar Services, and entered into the student's record on Compass as note on the International Information (GOAINTL) screen (see Section 3.5.11 above). For requests based on an IELTS One Skill Retake (see subsection above), a copy of the student's score report must be submitted with an Alternative Certification Request.

Please note: International graduate students who met the ELP Certification Requirement through official test scores will automatically receive ELP Certification during the admission process.

International graduate students who are not from certain English-speaking countries and hold a bachelor's degree – but did not complete all coursework at an accredited academic institution within the United States, are not eligible for Alternative Certification and must submit official test scores. International graduate students who are not from certain English-speaking countries, and hold a higher degree (master's, doctoral, etc.) from an accredited academic institution

Notes:

within the United States, are not eligible for Alternative Certification and must submit official test scores.

Canadian citizens from Quebec may receive Alternative Certification through a bachelor's degree with all coursework completed at an accredited academic institution within the United States, or must submit minimum test scores.

The Graduate and Professional School does not consider expired test scores, English language examinations which are not accepted by the university, language training or coursework, foreign degrees, or work experience for ELP Certification.

Alternative Certification Requests must be submitted by an academic unit on the student's behalf by use of the Alternative Verification/Certification Request Form (see Section 6.2.1 below). Alternative Verification/Certification Request Forms must be signed and submitted by the academic unit to ELPCompliance@tamu.edu for timely review.

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

5.2.4 Emergency Deferral of Certification

International graduate students with an ELP status of Level 3 (Verified only) are *Ineligible* for hire in a GAT or GAL position (see Section 5.2.1 above).

Under extenuating circumstances, however, academic units may need to hire an international graduate student who has not attained Level 1 Certification or Level 2 Conditional Certification through standardized test scores (see Section 5.2.2 above), the English Language Proficiency Exam, or Alternative Certification (see Section 5.2.3 above).

In such cases, academic units may request a one-time, one-semester Emergency Deferral of the ELP Certification Requirement for employment. Emergency Deferrals may be acquired from the Graduate and Professional School *via* a request submitted by the academic unit. Emergency Deferral indicates that an international graduate student does not currently meet the ELP Certification Requirement to hold a teaching position, but extenuating circumstances necessitated the hire.

Academic units seeking to hire an Ineligible international student based upon an Emergency Deferral *must* obtain approval of the request **before** the submission of hiring documents. Level 3 Ineligible (Verified only) students hired without an approved Emergency Deferral on file with the Graduate and Professional School will be subject to automatic termination and will remain Ineligible until a Level 1 certifying score is achieved.

If an Emergency Deferral is approved, the student will be granted Conditional Eligibility for one semester only. To receive approval,

- the academic unit must provide justification as to the necessity for hire of a Level 3 Ineligible student;
- the academic unit must assign a faculty member to supervise the student during the semester of Emergency Deferral; and
- the student must participate in the Center for Teaching Excellence's English Language Proficiency Program during the period of Emergency Deferral.

Notes:

Acceptable Justifications for Emergency Deferral of the Certification Requirement

The Graduate and Professional School accepts the following justifications for an international student's Emergency Deferral of the ELP Certification Requirement:

- a previously assigned GAT or GAL is no longer able to teach the assigned course;
- an unanticipated student enrollment increase requires the creation of additional course sections and no other Eligible students are available; or
- other unexpected circumstances require the hire of a Level 3 Ineligible international graduate student.

A statement explaining the selected justification is required and the request should include relevant documentation.

Please note: Failure to schedule a TOEFL, IELTS, or ELPE is no longer considered an acceptable justification.

Assigned Faculty Supervision

During a 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. The first review must be conducted during the first month of the semester. The supervisor and academic unit should take appropriate actions if the student's performance is deemed unacceptable.

Emergency Deferral Request Forms must be signed by the supervising faculty member.

Center for Teaching Excellence English Language Proficiency Program Requirement

During the semester of Emergency Deferral, the student must participate in the English Language Proficiency Program with the Center for Teaching Excellence (see Section 5.4.2 below).

In order to receive approval of the Emergency Deferral, the student must schedule an Intake Assessment with CTE before submission of the request form. Prior to completion of the form, students must first contact CTE at CTE-ELP@tamu.edu or 979-459-3699 to request online registration for the Intake Assessment. *Students should indicate that their department is seeking an Emergency Deferral when contacting CTE-ELP.* The request form must indicate the scheduled assessment date, **and a copy of the confirmation must be attached.**

Emergency Deferral Request Form

Requests for Emergency Deferral of ELP Certification must be submitted by use of the [Emergency Deferral Request Form](#) (see form in Section 6.2.3 below). Please indicate the

- student's name and UIN; and
- semester for which the Emergency Deferral will apply

Select the justification on which the Emergency Deferral is based and provide any relevant documentation to support the request with the form. Please indicate the date the student has scheduled the CTE-ELP Intake Assessment and provide a copy of the confirmation with the request.

The form must be signed by

Notes:

- the student's assigned faculty supervisor;
- a faculty approver designated on the academic unit's Authorized Signers Form; and
- the appropriate college/school's Graduate Operations Committee Dean.

The Emergency Deferral Request Forms must be submitted by the academic unit to ELPCompliance@tamu.edu. The Graduate and Professional School will determine whether to grant Emergency Deferral Requests on a case-by-case basis.

Once approved, a copy of the signed Emergency Deferral Request will be provided to the employing academic unit, the supervising faculty member, and the student. The student's ELP status will be updated to ZD (Level 2 Conditionally Certified by Emergency Deferral) for one semester. The employing academic unit may then proceed with the hire through the Division of Human Resources and Organizational Effectiveness (HROE).

Expiration of Emergency Deferral

The international graduate student must achieve Level 1 Certification by the end of the semester of employment. If the student does not attain Level 1 Certification before the hiring date for the next semester, the student's ELP code will change to ZT (Level 3 Conditional Certification Expired). The student will then be Ineligible for rehire until the ELP Certification Requirement has been met by way of a Level 1 certifying score on a standardized language examination (see Section 5.2.2 above).

If the Emergency Deferral expires and the student has not reached Level 1 Certification, the employing unit will have the opportunity to move the employee to a Graduate Assistant Non-Teaching (GANT), Graduate Assistant-Researching (GAR), or other non-teaching role (see Section 5.1.1 above).

For students who do not achieve Level 1 Certification and are not transferred to a non-teaching position, the Graduate and Professional School will require HROE to process the student's termination.

5.2.5 English Language Proficiency Status Codes

International graduate students are assigned an English Language Proficiency status code in Compass that can be used to determine their eligibility to register for courses or hold teaching assignments. Graduate advisors can access these codes *via* the Howdy Portal or in Compass (see Section 4.3).

All relevant certification codes are shown in the table below. Those listed in the left-hand column are permitted to hold graduate teaching positions.

Notes:

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

Administrative faculty and staff with Compass access (see Section 1.4.3 above) can check the ELP status codes of their students through Compass.

5.3 English Language Proficiency Compliance Procedures

The Graduate and Professional School will, each semester, conduct an audit of graduate assistants in teaching positions (GAT and GAL) to ensure compliance with university English Language Proficiency Requirements.

5.3.1 Pre-Semester English Language Proficiency Requirement Notification

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

5.3.2 English Language Proficiency Compliance Audit

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

1. Hold a teaching position, including those paid (even partially) by teaching funds.
2. Not ELP Certified or Conditionally by
 - standardized test score (TOEFL iBT, TOEFL Essentials, IELTS); nor
 - an ELPE test score; nor
 - Alternative Certification.

The Graduate and Professional School's English Language Proficiency Compliance Office will notify students, graduate advisors, and graduate program directors of the compliance requirements.

- Level 2 Conditionally Eligible students (Z2)

Notes:

- must be enrolled in the CTE-ELP Program.
- If the student does not achieve Level 1 Certification by the next semester’s hire date, that student must either be transferred to a non-teaching position or terminated from employment.
- Departments should send their compliance action plan to the English Language Proficiency Compliance Coordinator in the Graduate and Professional School within 10 business days.
- Level 3 Conditionally Eligible (with an approved Emergency Deferral Request) students (ZD)
 - must be enrolled in the CTE-ELP Program, and
 - must be under the assigned supervision of a faculty observer.
 - If the student does not achieve Level 1 Certification by the next semester’s hire date, that student must either be transferred to a non-teaching position or terminated from employment.
 - Departments should send their compliance action plan to the English Language Proficiency Compliance Coordinator in the Graduate and Professional School within 10 business days.
- Level 3 Ineligible students (ZN, ZV, ZW, ZT) *without* an approved Emergency Deferral Request will be terminated from employment.

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

5.4 Graduate Assistant Training and Support

5.4.1 Teaching Assistant Training and Evaluation Program

The Teaching Assistant Training and Evaluation Program (TATEP) is intended to improve undergraduate teaching, enhance the classroom experiences of Graduate Teaching Assistants (TA), and respond to the need for more systematic preparation and evaluation of Teaching Assistants. For international Teaching Assistants, it will supplement programs already in place to evaluate and promote English language competency. Components of TATEP include the University-Level TA Training and the Discipline-Specific TA Training described below.

Requirements

New TAs must attend Teaching Assistant Institute (TAI) at the Center for Teaching Excellence. TAs whose first teaching assignment is for the new academic year and TAs who have not previously completed TA training are required to attend the TA Institute.

The TA Institute is offered twice a year, four times each Fall and once each Spring semester. By the 12th class day in the Fall and Spring semesters, departments will enter all TAs employed by their department in the TATEP Compliance System.

Notes:

English Language Proficiency Practice Group for Instructors

The English Language Proficiency Practice Group for Instructors workshop series is provided specifically for international TAs through CTE. While this series is not required by the university or by CTE, individual departments may encourage or require their international TAs to attend. The ELP Practice Group for Instructors take place several times per year and promotes American English pronunciation, student-centered teaching approaches, and an understanding of the culture of the Texas A&M University classroom.

Center for Teaching Excellence Best Practices Resources

The Center for Teaching Excellence (CTE) periodically will publish a [list of best practices](#) for preparing graduate students for their assignments as new TAs for distribution to or access by each of the departments or programs. In addition, CTE will maintain a list of resources available for college/school or departmental TA training to encourage excellence in the TA training programs. The Best Practice Resources also include ideal practices gleaned from the annual college/school-level reports submitted to the Graduate and Professional School.

Teaching Assistant Evaluation

Each academic department employing graduate teaching assistants shall develop an appropriate set of procedures and evaluation instruments to employ in monitoring the performance of teaching assistants each semester. These procedures will be outlined in the departmental reports submitted each year and clearly communicated to students in the departments. Several documents to assist departments in their development of these instruments are linked in the Best Practices Resources section above.

5.4.2 Center for Teaching Excellence English Language Proficiency Program

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

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

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

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

Notes:

of candidates for TA positions.

Purpose

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

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

Access

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

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

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

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

Resources and Services

Service	Description
Classroom Observation	Consultant observes participant teaching and provides feedback in a later consultation.
Private Consultation	Participant meets with consultant for individual diagnosis, feedback, practice, and accountability.
Conversation Partnership	English-dominant undergraduate volunteer meets with international student to converse regularly for 5 total hours.

Notes:

Service	Description
Videotaped Microteaching	Participant teaching for 5-10 minutes in front of a small audience, receives feedback from consultant, and reflects on own teaching performance (videotaping optional).
English Language Proficiency for Instructors Practice Group	Series of ten (10) workshops in which participants practice functional vocabulary for student-centered teaching, American English pronunciation (especially intonation), and public speaking; and discuss cultural differences in higher education.
Conversation Circle	CTE-ELP staff member hosts hour-long casual conversation. Topics provided by participants.
Special Workshops	Topics include <ul style="list-style-type: none"> • the American English Vowel System, • Academic Communication Skills: Conducting Office Hours, • Grammar in Spoken Communication, and • more.
English Language Proficiency Examination (ELPE) Overview	Test preparation for in-house language test for international teaching assistants, and tips for public speaking.
Language Laboratory (with pronunciation software)	Participants work at their own pace on exercises that promote listening discrimination and pronunciation accuracy. The physical language lab provides workstations for students to practice on campus during working hours. The Virtual Language Lab is accessible to TAMU students off-campus 24/7.
Additional Resources for English Language Learning	List makes participants aware of face-to-face resources in the university, face-to-face resources in the local community, and self-study resources online (posted at the end of u.tamu.edu/cte-elp).

Participation Obligations

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

International graduate students with a marginal score are categorized as Level 2 (Conditionally Certified) and are eligible to teach for one semester, conditional upon their participation in the CTE-ELP and their retesting to earn a higher score. These conditionally-appointed TAs are the CTE-ELP's priority clients because they are already impacting undergraduate education. Their participation is not optional. Data from previous semesters show that international TAs who

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participated in the CTE-ELP have a higher certification rate at the end of the semester than international TAs who did not.

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

The starting point is an intake assessment (a private diagnostic interview) with the CTE-ELP Consultants. Conditionally-appointed TAs should first contact the CTE-ELP *via* email (cte-elp@tamu.edu) or 979-458-3966, after which they will be given instructions for using the online scheduling tool to book an assessment. TAs with Emergency Deferral of Certification already booked an intake assessment with the CTE-ELP when submitting their request for deferral. The results of this diagnostic assessment are then used to construct an Individual Improvement Plan. Each plan requires five hours of weekly activity. It is tailored to individual needs established during the assessment and encompasses specific recommendations for activities.

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

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

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

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

Students are eligible to take the ELPE no more than once every three months. There is an exception: Conditionally-appointed TAs may request to retake the ELPE before three months have elapsed, but must do so through the CTE-ELP program. An early ELPE retest request is granted only if the TA

1. is currently Level 2,
2. achieved a score of 75 on the latest ELPE attempt,
3. is following an Individual Improvement Plan (5 hours per week of supervised language instruction and practice), and
4. has made demonstrable progress in oral proficiency.

The CTE-ELP program transmits early retest waivers directly to Testing Services. At any time, a conditionally-appointed

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TA may take the other recognized tests of spoken English (TOEFL-Essentials, TOEFL-iBT, or IELTS Academic).

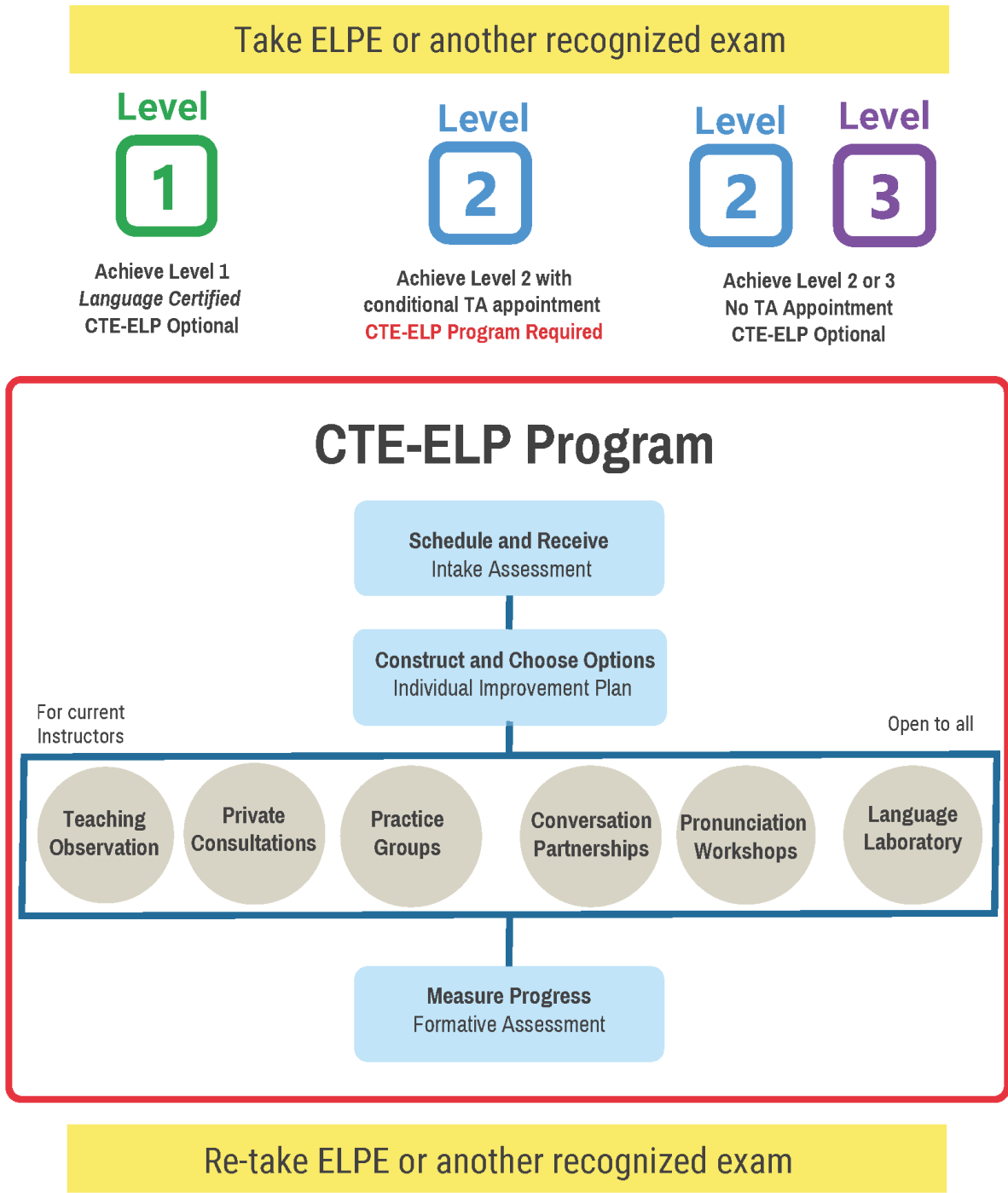
As soon as the TA achieves a Level 1 score, they are released from the obligation to participate in the CTE-ELP. This can happen at any point during the semester and motivates many to meet this requirement early in the semester. After achieving certification, TAs may continue attending CTE-ELP events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

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

The recommended English language proficiency process is shown in the image below.

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Recommended English Language Proficiency Process



Notes:

Best Practices

Program-Specific English Language Proficiency Admission Requirements

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

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

Communication to Incoming Graduate Students

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

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

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

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

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

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

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

Pre-Employment Preparation

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

- The workshop series "ELP Practice Group for Instructors" is preparation specifically for international TAs.
- Departments may require it of their international TAs.
- Participants who attend all ten (10) workshops, give a teaching demonstration, and complete homework assignments earn a document showing completion and can earn a Mastery Certificate from GRAD Aggies.

Consider hosting customized training for international TAs in your department.

Departmental TATEP reports must include a description of the method of training for international TAs. Please see the

Notes:

[TATEP webpage](#) for more information.

Thoughtful TA Assignments

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

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

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

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

Proactive Planning

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

- Ensure that the TA is actively participating in the CTE-ELP, following their Individual Improvement Plan.
- Ensure that the TA has registered to take the ELPE or another exam in plenty of time to reach Level 1 Certification before the following semester.

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

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

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

5.5 English Language Proficiency Examination

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

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

Notes:

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

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

Please note: Individual academic units may choose to establish test standards that exceed the university minimums in Section 5.2.2 above).

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

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

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

5.5.1 Testing during the Semester

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

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

5.5.2 Testing Dates for International Graduate Students with a GAT Offer

Testing Services will reserve selected dates in August and January each academic year for international graduate students who have received and accepted an offer for a Graduate Assistant-Teaching (GAT) position.

5.5.3 ELPE Results

Once students have taken the examination, Testing Services will enter scores into Compass, viewable on the Test Score Information (SOATEST) screen within five (5) business days. The Graduate and Professional School will perform an audit after the 12th class day of the Fall and Spring semesters to ensure that graduate students hired to teach have successfully met English Language Proficiency Requirements. Students and employing units will receive notification of non-compliance (see Section 7.2.7 above).

5.5.4 ELPE Retesting

Students may only test once every three months.

Students participating in the Center for Teaching Excellence's English Language Proficiency Program, however, may request an earlier ELPE retest (within three months of their most recent attempt). Approval will be dependent on the level of student participation with the CTE-ELP Program (see Section 5.3.2 above) and improvement.

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5.6 International Student and Scholar Services

International Student and Scholar Services (ISSS) supports international students and their families as they navigate the United States immigration system. ISSS educates on policies and regulations and provides programs to enhance the student experience. ISSS provides resources to students on adjusting to life in the United States and the local community, coordinates and presents workshops on various subjects such as work authorization and taxes, and manages compliance with the Texas A&M System mandatory health insurance requirement for F-1 and J-1 students.

All international students, regardless of immigration status, are **required** to complete an online check-in with ISSS prior to their first academic term of enrollment at Texas A&M. Additional information about the ISSS check-in requirement can be found on the [ISSS website](#) under “New Students.”

All international students are **strongly encouraged** to review the ISSS online New International Student Orientation to learn about the various Texas A&M campuses, F-1 and J-1 immigration status requirements and benefits, health and safety tips, numerous campus and community resources, and even the Aggie Network.

Contact: International Student and Scholar Services – ISSS@tamu.edu or 979-845-1824

Notes:

6 GRADUATE AND PROFESSIONAL SCHOOL – FACULTY AND STAFF FORMS

Graduate and Professional School

Faculty and Staff Forms

Notes:

6.1 Authorized Signers Forms

Approved Editors and Viewers (see Section 1.3.2 above) may access their academic units' Authorized Signers Form by logging in to [Google Drive](#) with a TAMU NetID and password (ability to access and edit the Authorized Signers Form requires a TAMU email address and the Google Apps Account setting enabled in the “[Email Settings](#)” section on Aggie Account Gateway).

1. Each college/school, department, and IDP will need to provide the following information on their Authorized Signers Form:
 - The full names of all the unit's relevant administrative faculty and staff;
 - Positions/titles;
 - University Identification Numbers (UINs);
 - NetIDs;
 - @tamu.edu email addresses; and
 - complete phone numbers (with area code).
2. The Authorized Signers Form should designate users for
 - the Graduate Committee Faculty Portal (GradCom);
 - the Document Processing Submission System (DPSS) and Academic Requirements Completion System (ARCS);
 - AdobeSign;
 - TAMUDocs/Perceptive/ImageNow;
 - point(s) of contact regarding graduate student documents;
 - Fellowships and Awards (in InfoReady);
 - English Language Proficiency Compliance; and
 - Non-Resident Tuition Waivers.

Notes:

Graduate and Professional School – Faculty and Staff Forms ✦ Authorized Signers Forms

6.1.2 Department Authorized Signers Form

[illegible]

Notes:

Notes:

6.2 English Language Proficiency Compliance

6.2.1 Alternative Verification/Certification Request Form

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

Colleges/Schools, Departments, and Interdisciplinary Degree Programs must initiate requests for Alternative Verification/Certification on a student's behalf. To complete the form:

- Include the student's full name, UIN, and enrollment term;
- name of the academic unit admitting the student;
- complete the Acknowledgements:
 - The international graduate student has already met the ELP Admission Requirement and been fully admitted to the university. *Please note: The student must be fully admitted **before** submission of an Alternative Verification/Certification Request. If the student has not been fully admitted, **do not** submit this request. If the student has not been fully admitted, please contact the Office of Admissions.*
 - All required documents (official transcripts, visa information, etc.) have been provided by the student to the Office of Admissions and/or International Student and Scholar Services. *Please note: The student's record must be complete **before** submission of an Alternative/Certification Request. If the student's required documents have not been entered into the record, **do not** submit this request.*
- Select the appropriate Justification option:
 - Option One: Bachelor's or Higher (Verification Only). The international graduate student received a Bachelor's degree or higher (Master's, Doctoral, etc.) from an accredited academic institution located within the United States and so qualifies for Alternative Verification only. Approval will provide an ELP status of Level 3 Verified (ZW) which satisfies the ELP Verification Requirement to register for courses.
 - Option Two: Other Means (Verification Only). The international graduate student qualifies for Alternative Verification only by other means. Requests for Alternative Verification by other means requires strong justification which must be provided. The college/school, department, or interdisciplinary degree program must provide complete documentation with the form to support the Alternative Verification Request. Review will be conducted in accordance with Graduate and Professional School policies and university standards. Approval will provide an ELP status of Level 3 Verified (ZW) which satisfies the ELP Verification Requirement to register for courses. *Please note: Other means cannot be used for ELP Certification.*
 - Option Three: Bachelor's with All Coursework (Verification *and* Certification). The international graduate student received a Bachelor's degree with all coursework completed at an accredited academic institution located within the United States, and so qualifies for both Alternative Verification and Certification. Approval will provide an ELP status of Level 1 Certified (ZA) which satisfies the ELP Verification Requirement to register for courses *and* the Certification Requirement for teaching.
 - Option Four: Canadian Citizenship (Verification *and* Certification). The international graduate student named above holds Canadian citizenship, with residence in a province other than Quebec, and so

Notes:

qualifies for both Alternative Verification and Certification. Approval will provide an ELP status of Level 1 Certified (ZA) which satisfies the ELP Verification Requirement to register for courses *and* the Certification Requirement for teaching. *Please note: Residents of Quebec must submit official test scores or attain Alternative Verification/Certification through other justifications.*

- Option Five: IELTS One Skill Retake (Certification). The international graduate student already met the ELP Verification Requirement and completed an IELTS Academic One Skill Retake of the Speaking section which meets the minimum score for Level 1 Certification (Z1) which will satisfy the ELP Certification Requirement for teaching. *Please note: The IELTS Academic One Skill Retake cannot be used for ELP Verification.*
- Option Six: English-Speaking Citizenship (Certification). The international graduate student already met the ELP Verification Requirement and holds citizenship with an English-speaking country recognized by the Office of Admissions and so qualifies for Alternative Certification. Approval will provide an ELP status of Level 1 Certified (ZA) which satisfies the ELP Certification Requirement for teaching. *Please note: Native English speakers – except those from Canada (which must certify residence in a province other than Quebec) – receive automatic Level 3 Verification (ZE) during admission.*
- The Department/Program Approver must sign and date the request. *Please note: Department/Program Approvers must be administrative faculty members designated on the academic unit's Authorized Signers Form.*

Submission: Alternative Verification/Certification Request Forms must be submitted to ELPCompliance@tamu.edu for timely review and approval.

Approval: Following review, if approved, the student's ELP status will be updated in Compass by the Graduate and Professional School.

Notes:

GRADUATE AND PROFESSIONAL SCHOOL
English Language Proficiency Compliance Office



**English Language Proficiency Requirements
Alternative Verification/Certification Request Form**

Following completion of admission, all international graduate students must meet the ELP Verification Requirement to register for courses and/or ELP Certification Requirement to hold a graduate assistantship with curricular duties. The Alternative Verification/Certification Request Form enables academic units to Verify and/or Certify international students through alternative means (described below). Academic units at Texas A&M University must complete and submit requests on their students' behalf for [Alternative Verification/Certification](#). Please email the completed form to ELPCompliance@tamu.edu.

Student Name:

Student UIN:

Admitting Academic Unit:

Enrollment Term:

Acknowledgements:

☐ The international graduate student named above has already met the ELP [Admission](#) Requirement and been fully admitted to the university. Please note: The student must be fully admitted before submission of an Alternative Verification/Certification Request. If the student has not been fully admitted, do not submit this request. If the student has not been fully admitted, please contact the Office of Admissions.

☐ All required documents (official transcripts, visa information, etc.) have been provided by the student to the Office of Admissions and/or International Student and Scholar Services. Please note: The student's record must be complete before submission of an Alternative/Certification Request. If the student's required documents have not been entered into the record, do not submit this request.

Justification:

☐ **Option One: Bachelor's or Higher (Verification Only).** The international graduate student named above received a Bachelor's degree or higher (Master's, Doctoral, or Professional Doctoral) from an accredited academic institution located within the United States* and so qualifies for **Alternative Verification** only. Approval will provide an ELP status of **Level 3 Verified (ZW)** which satisfies the ELP Verification Requirement to register for courses.

☐ **Option Two: Other Means (Verification Only).** The international graduate student named above qualifies for **Alternative Verification** only by other means. Requests for Alternative Verification by other means requires strong justification which must be provided below. The college/school, department, or interdisciplinary degree program must provide complete documentation with this form to support the Alternative Verification request. Review will be conducted in accordance with Graduate and Professional School policies and university standards. Approval will provide an ELP status of **Level 3 Verified (ZW)** which satisfies the ELP Verification Requirement to register for courses. Please note: Other means cannot be used for ELP Certification.

☐ **Option Three: Bachelor's with All Coursework (Alternative Verification and Certification).** The international graduate student named above received a Bachelor's degree with all coursework completed at an accredited academic institution located within the United States*, and so qualifies for both **Alternative Verification and Certification**. Approval will provide an ELP status of **Level 1 Certified (ZA)** which satisfies the ELP Verification Requirement to register for courses and the Certification Requirement for teaching.

☐ **Option Four: Canadian Citizenship (Verification and Certification).** The international graduate student named above holds Canadian citizenship**, with residence in a province other than Quebec, and so qualifies for both **Alternative Verification and Certification**. Approval will provide an ELP status of **Level 1 Certified (ZA)** which satisfies the ELP Verification Requirement to register for courses and the Certification Requirement for teaching. Please note: Residents of Quebec must submit official test scores or attain Alternative Verification/Certification through other justifications.

☐ **Option Five: IELTS One Skill Retake (Certification Only).** The international graduate student named above already met the ELP Verification Requirement and completed an IELTS One Skill Retake of the speaking section*** which meets the minimum score for **Level 1 Certification (Z1)** which will qualify for **Alternative Certification**. Please note: The IELTS One Skill Retake cannot be used for ELP Verification.

☐ **Option Six: English-Speaking Citizenship (Certification Only).** The international graduate student named above already met the ELP Verification Requirement and holds citizenship with an English-speaking country** recognized by the [Office of Admissions](#) and so qualifies for **Alternative Certification**. Approval will provide an ELP status of **Level 1 Certified (ZA)** which satisfies the ELP Certification Requirement for teaching. Please note: Native English speakers – except those from Canada (which must verify residency in a province other than Quebec) – receive automatic **Level 3 Verification (ZE)** during admission.

Approval:

Department/Program Approver****

Department/Program Approver Signature

Date

* Official transcript must be received and entered on the Prior College Summary (SOAPCOG) screen in Compass.

** Citizenship must be entered on the International Information (GOINTL) screen in Compass.

*** An unofficial copy of the IELTS score report with One Skill Retake must be provided with the Alternative Verification/Certification Request.

**** Department/Program Approver must be an administrative faculty member designated on the academic unit's [Authorized Signers Form](#).

Notes:

6.2.2 English Language Proficiency Waiver for Admission Request Form

As of January 2025, English Language Proficiency Waivers for Admission must be submitted through the ELP Requirement Waiver for Admission Request Form.

Colleges/Schools, Departments, and Interdisciplinary Degree Programs must initiate ELP Waiver for Admission Requests on a student's behalf. To complete the form:

- Include the student's full name, UIN (if available), and enrollment term;
- name of the academic unit admitting the student;
- select the appropriate Justification option:
 - Option One: Un-Conferred Degree. The student will satisfy the ELP Admission Requirement through a Bachelors degree or higher (Master's, Doctoral, etc.) obtained from an accredited academic institution within the United States, but the degree will not be conferred more than thirty (30) days prior to the enrollment term at Texas A&M. Please include the
 - Current Academic Institution, Pending Degree, Pending Major, and Expected Graduation Date.
 - Acknowledge that the ELP Waiver for Admission is necessary because conferral of the degree will be in a(n)
 - August immediately preceding a Fall enrollment term,
 - December immediately preceding a Spring enrollment term, or
 - May immediately preceding a Summer enrollment term.
 - Option Two: Other Means. The student will satisfy the ELP Admission Requirement by other means. Requests for ELP Waiver for Admission by other means require strong justification which must be provided. Review will be conducted in accordance with Graduate and Professional School policies and university standards.
Please note: For either option, all supporting documents must be included with the request.
- Complete the Acknowledgement:
 - If selecting Option one, the academic unit acknowledges that an approved ELP Waiver for Admission does not confer ELP Verification to enable the international graduate student to register for courses. The student will be required to receive the degree and official transcripts must be submitted to the Office of Admissions following conferral of the degree. An Alternative Verification/Certification Form must be submitted by the admitting academic unit to the Graduate and Professional School on the student's behalf following completion of the student's admission and entry of official transcripts into the student's record.
 - If selecting Option Two, the academic unit acknowledges that an approved ELP Waiver for Admission does not confer ELP Verification to enable the international graduate student to register for courses. The student and/or academic unit will be required to submit necessary official documentation to the Office of Admissions and/or the Graduate and Professional School, and an Alternative Verification/Certification Request Form must be submitted by the admitting academic unit to the Graduate and Professional School on the student's behalf following completion of the student's admission and entry of official documents and/or transcripts into the student's record.


Notes:

- Prior to submission, the form must be signed and dated by the
 - Department/Program Approver and
 - college/school's Graduate Operations Committee Dean.

Submission: ELP Waivers for Admission Request Forms must be submitted to ELPCompliance@tamu.edu for timely review.

Approval: Following review, if approved, the request will be signed by the Coordinator for English Language Proficiency Compliance and the Associate Provost and Dean of the Graduate and Professional School, and then forwarded to the Office of Admissions to permit completion of the student's admission.

GRADUATE AND PROFESSIONAL SCHOOL



**English Language Proficiency Requirement
Waiver for Admission Request Form**

Under extenuating circumstances, an international graduate admit may not be able to meet the ELP Admission Requirement to complete the admission process. The ELP Waiver for Admission Request Form enables academic units to complete a student's admission process but does not meet the ELP Verification Requirement to register for courses. Academic units at Texas A&M University must complete and submit requests for [English Language Proficiency Waivers for Admission](#). Please email the completed form to ELPCompliance@tamu.edu.

Student Name: Student UIN (if available):

Admitting Academic Unit: Enrollment Term:

Justification:

The international graduate student named above qualifies for a waiver of the English Language Proficiency Admission Requirement based upon the following:

☐ Option One: Un-Conferred Degree. The student will satisfy the ELP Admission Requirement through a Bachelor's degree or higher (Master's, Doctoral, or Professional Doctoral)* obtained from an accredited academic institution within the United States, but the degree will not be conferred more than thirty (30) days prior to the enrollment term at Texas A&M.

Current Academic Institution:

Pending Degree:

Pending Major:

Expected Graduation Date:

Acknowledgement: The ELP Waiver for Admission is necessary because conferral of the degree will be in a(n)

☐ August immediately preceding a Fall enrollment term,
☐ December immediately preceding a Spring enrollment term, or
☐ May immediately preceding a Summer enrollment term.

☐ Option Two: Other. The student will satisfy the ELP Admission Requirement by other means. * Requests for ELP Waivers for Admission by other means *require strong justification* which must be provided below. The academic unit and student must provide complete documentation with this form to support the request. Review will be conducted in accordance with Graduate and Professional School policies and university standards.

* Please note: All supporting documents (including expired score reports, unofficial transcripts, etc.) must be included with the request.

English Language Proficiency Requirement
Waiver for Admission Request Form

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Last Revised: 4 March 2025

Notes:

GRADUATE AND PROFESSIONAL SCHOOL



Acknowledgement:

- ☐ Having selected Option One (pending conferral of a Bachelor's degree or higher), the academic unit acknowledges that an approved ELP Waiver for Admission *does not* confer ELP Verification to enable the international graduate student named above to register for courses. The student will be required to receive the degree above and *official transcripts must be submitted to the Office of Admissions following conferral of the degree. An [Alternative Verification/Certification Request Form](#) must be submitted by the admitting academic unit to the Graduate and Professional School on the student's behalf following completion of the student's admission and entry of official transcripts into the student's record.*
- ☐ Having selected Option Two (other means), the academic unit acknowledges that an approved ELP Waiver for Admission *does not* confer ELP Verification to enable the international graduate student named above to register for courses. *The student and/or academic unit will be required to submit necessary official documentation to the Office of Admissions and/or the Graduate and Professional School, and an [Alternative Verification/Certification Request Form](#) must be submitted by the admitting academic unit to the Graduate and Professional School on the student's behalf following completion of the student's admission and entry of official documents and/or transcripts into the student's record.*

Approvals:

Under the terms in the *Acknowledgement*, approval of this request will waive the English Language Proficiency Requirement for Admission of the international graduate student named above. Approval of this request will waive the ELP Admission Requirement, will apply to the completion of the student's admission *only*, and *does not* confer ELP Verification to enable the student to register for courses.

Upon signature of the Department/Program Approver and college/school Graduate Operations Committee Dean, *please submit the completed form to ELPCompliance@tamu.edu for review.* The Graduate and Professional School will determine whether to grant ELP Waivers for Admission on a case-by-case basis. If approved, the English Language Proficiency Compliance Office will forward the signed request to the Office of Admission for completion of the student's admission process.

Department/Program Approver*	Signature	Date
Graduate Operations Committee Dean**	Signature	Date
Coordinator	Signature	Date
English Language Proficiency Compliance		
Associate Provost and Dean	Signature	Date
Graduate and Professional School		

* Department/Program Approver must be an administrative faculty member designated on the academic unit's [Authorized Signers Form](#).

** The college/school Graduate Operations Committee Dean must be designated on the college/school's Authorized Signers Form.

Notes:

6.2.3 Emergency Deferral Request Form

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

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

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

- The supervising faculty member must sign the form and include the date on which it was signed.
- The student must provide the date on which a CTE-ELP Intake Assessment has been scheduled and include a copy of the confirmation with the request.
- The designated Department /Program Approver and appropriate college/school Graduate Operations Committee Dean must sign the form and include the date on which it was signed.

Submission: Emergency Deferral Request Forms must be submitted to ELPCompliance@tamu.edu for timely review.

Approval: Following review, the Graduate and Professional School will either approve or decline the Emergency Deferral and return the signed document with decision. If approved, the student's ELP status will be updated to ZD (Conditionally Certified by Emergency Deferral) in Compass and the academic unit may then proceed with the hire to a GAT/GAL position.

Notes:

Graduate and Professional School



English Language Proficiency Requirement Emergency Deferral Request Form

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

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

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

Student Name	Student UIN	Semester of Requested Emergency Deferral

1) JUSTIFICATION

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

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

English Language Proficiency Certification Requirement
Emergency Deferral Request Form

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Last Revised: 24 September 2024

Notes:

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

2) FACULTY REVIEW

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

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Supervising Faculty Member Name	Supervising Faculty Member Signature	Date

3) CTE-ELP REQUIREMENT

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

Date of CTE-ELP Intake Assessment:

Department/Program and College/School Confirmation


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

<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Department/Program Approver*	Signature	Date
Graduate Operations Committee Dean**	Signature	Date

* Department/Program Approver must be an administrative faculty member designated on the academic unit's [Authorized Signers Form](#).
 ** Graduate Operations Committee Dean must be designated on the college/school's [Authorized Signers Form](#).

Notes:

Graduate and Professional School



Graduate and Professional School Decision

☐

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

☐

The Graduate and Professional School declines this request for Emergency Deferral.

Graduate and Professional School Approver:

Signature:

Date:

English Language Proficiency Certification Requirement
Emergency Deferral Request Form

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Last Revised: 24 September 2024

Notes: