

# **Graduate Committee Faculty Guide**

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**THE GRADUATE AND  
PROFESSIONAL SCHOOL**

2025-2026 Edition

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# 1 DIRECTORY

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## 1.1 Graduate and Professional School

### Graduate and Professional School

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1113TAMU  
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### Trent Smith

*Director, Graduate Records Processing*  
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## 1.2 Graduate Committee Faculty Office

The Graduate Committee Faculty Office administers all matters related to faculty involved in the advising of students in their graduate programs. This consists of maintaining the [Graduate Committee Faculty Guidelines](#), overseeing the credentialing and nominating process for Graduate Committee Faculty (GCF) members through the [Graduate Committee Faculty Portal](#) (GradCom), and supporting academic units in their supervision of GCF members.

The Graduate Committee Faculty Office also provides support to GCF members and students in setting up advisory committees through the Document Processing Submission System (DPSS) and approving documents in the Academic Requirements Completion System (ARCS).

Dr. Charles Criscione, *Associate Dean* (Administrative Oversight)

Mark C. Gleason, Administrative Coordinator

Contact: Graduate Committee Faculty Administrative Coordinator – [GradCom@tamu.edu](mailto:GradCom@tamu.edu) or 979-845-3631

## 1.3 Faculty Affairs

Faculty Affairs is committed to elevating Texas A&M University faculty and their impact on our students, society, and the work. Their mission is to recruit, support, and elevate world-class faculty while promoting excellence in education, scholarship, innovative research, and community impact.

While colleges/schools and departments are responsible for ensuring faculty who serve as instructors of record have proper qualifications to teach assigned courses, Faculty Affairs assumes the responsibility for final verification of the teaching qualifications of all instructors of record.

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Contact: Faculty Affairs – [FacultyAffairs@tamu.edu](mailto:FacultyAffairs@tamu.edu) or 979-845-4274

## 1.4 Graduate and Professional Council

The Graduate and Professional Council is composed of representatives from the graduate faculty at Texas A&M University. The Graduate and Professional Council reviews all curricular requests pertaining to graduate and professional academic courses and programs, maintains the quality and development of graduate instruction and programs, and advises the Associate Provost and Dean of the Graduate and Professional School on all graduate and professional program and policy matters.

Dr. Fuhui Tong, *Chair*

Mark C. Gleason, Administrative Assistant

Contact: Graduate and Professional Council Administrative Assistant – [GPCAdmin@tamu.edu](mailto:GPCAdmin@tamu.edu) or 979-845-3631

## 1.5 Graduate Operations Committee

The Graduate Operations Committee (GOC) serves as an advisory body to the Associate Provost and Dean of the Graduate and Professional School. It focuses primarily on operations and procedures regarding administration of graduate education throughout the university. The GOC serves as a forum for the Associate/Assistant Deans in each college/school to discuss issues and concerns of an operational nature, and to recommend procedures, which are as uniform as possible across colleges/schools, to resolve these issues and concerns. The GOC works very closely with the Graduate and Professional Council to coordinate all curriculum and policy issues. It also works closely with the Academic Operations Committee to consider recommendations concerning undergraduate operations and procedures.

Each academic college/school is represented on the GOC by the Associate Dean (or other named individual) responsible for graduate studies in that college/school.

Dr. Fuhui Tong, *Chair*

Erika Brigham, *Executive Assistant to Associate Provost and Dean*

## 1.6 Graduate Records Processing

The Graduate and Professional School is responsible for maintaining all university graduate degree requirements and records, and receiving proper documentation for each major milestone in a graduate student's academic career. In addition, we offer training and guidance for graduate advising staff related to university requirements and resources.

Trent Smith, *Director of Graduate Records Processing*

Kim Widdison, *Senior Graduate Student Specialist* (Graduate Records Coordinator)

Raiden Sawyer, *Graduate Student Specialist II*

Layne Wells, *Graduate Student Specialist II*

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Hakim Marquez, *Graduate Student Specialist II*

Karen Seago, *Graduate Student Specialist III* (Part-Time)

Contact: Graduate Records Processing – [GradProcessing@tamu.edu](mailto:GradProcessing@tamu.edu) or 979-845-3631

## 1.7 Thesis and Dissertation Services

[Thesis and Dissertation Services](#) reviews each electronic thesis, dissertation, and record of study (ETD) for uniformity, consistency, and adherence to [university formatting guidelines](#). In addition, we provide a wide range of [preparation support](#) and coordinate the timely release of the ETD for public access.

Our goal is to help each student produce a professional document that meets the quality standards of Texas A&M University. Students are encouraged to use the [resources](#) available from our website (including [Word and LaTeX templates](#) and [Overleaf technical support](#)) and to participate in a pre-submittal conference prior to their final defense.

The thesis, dissertation, or record of study must be [submitted in electronic form](#) as a single PDF file, while the Approval Form must be routed by the posted deadline for each term. Thesis and Dissertation Services [deadlines](#) are published in the Graduate and Professional School calendar.

Dr. Charles Criscione, *Associate Dean* (Administrative Oversight)

Jane Brewer, *Graduate Student Specialist IV* (Team Lead)

MK Maness, *Graduate Student Specialist I*

Amy Motquin, *Editorial Assistant* (Part-Time)

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Mary Lou Wilshaw-Watts, *Editorial Assistant* (Part-Time)

Contact: Thesis and Dissertation Services – [Thesis@tamu.edu](mailto:Thesis@tamu.edu)

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## 2 GRADUATE FACULTY GUIDELINES AND QUALIFICATIONS

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### 2.1 Graduate Faculty

The Graduate Faculty at Texas A&M University consists of the President, the Provost and Executive Vice President, the Associate Provosts, the Deans of all subject-matter colleges and schools, selected Directors, and properly qualified academic groups.

### 2.2 Graduate Teaching Faculty

According to SACSCOC Guidelines, faculty teaching graduate and post-baccalaureate course work should have an earned doctorate or terminal degree in the teaching discipline or a related discipline. Other factors that may be considered include a master's degree or at least 18 semester credit hours of graduate-level coursework in the same or closely related field; professional licensure or certification in a related field or profession; or significant professional, research, or teaching experience in the same or closely related field. Faculty members meeting these credentialing requirements for graduate courses are automatically members of the **Graduate Teaching Faculty (GTF)**.

Colleges/schools and departments are responsible for ensuring faculty and graduate assistants who serve as instructors of record have proper qualifications to teach the courses assigned. The Office of Faculty Affairs assumes responsibility for final verification of the teaching qualifications of all instructors of record. The guidelines for all instructional faculty, including graduate assistants, who are instructors of record for graduate or undergraduate courses at Texas A&M University and its two branch campuses – Texas A&M University at Galveston and Texas A&M University at Qatar – are available at the [Faculty Affairs website](#).

In addition to meeting the credentialing requirements for teaching graduate courses, faculty teaching research courses – such as 691 (Research) – and other designated courses must also be members of the Graduate Committee Faculty.

Contact: Faculty Affairs – [FacultyAffairs@tamu.edu](mailto:FacultyAffairs@tamu.edu) or 979-845-4274

### 2.3 Graduate Committee Faculty

Appointees to the **Graduate Committee Faculty (GCF)** participate in the graduate degree programs of the University by serving on graduate student advisory committees. Graduate Teaching Faculty (GTF) status does *not* automatically confer GCF membership, and membership in the GCF does *not* automatically confer GTF status.

Contact: Graduate Committee Faculty Administrative Coordinator – [GradCom@tamu.edu](mailto:GradCom@tamu.edu) or 979-845-3631

#### 2.3.1 General Terms of Membership

Members of the GCF are selected from qualified individuals of the faculty and professional staff of Texas A&M University; from employees of Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, Texas A&M Engineering Experiment Station (TEES), Texas A&M Transportation Institute (TTI); from employees of affiliated research organizations (such as the USDA) located near Texas A&M campus sites; from affiliated hospitals and clinical organizations; and from other academic and professional

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institutions.

Appointment to membership with the GCF, although considered an honor, serves functional purposes. Appointment to membership is not for the purpose of conferring recognition upon an individual, but is designed to assure competence in the directing and advising of graduate students. Such competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

Membership in the GCF is maintained only by participating in graduate programs by directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Graduate Instruction Committee or by administrative assignments in graduate education.

Qualifications and other information regarding GCF membership can be found in the [Graduate Faculty Guidelines](#) (last updated 2024).

### ***Nomination***

Nomination for membership in the GCF is always initiated by the head of the appropriate academic department, intercollegiate faculty chair, or dean of a college/school (under special circumstances) of Texas A&M University and is processed as discussed in the following sections.

Academic units submit nominations through the [Graduate Committee Faculty Portal](#) (GradCom). The form must be completed in its entirety and with the appropriate documents uploaded. Once complete, the nomination will be submitted for approval through the workflow.

### ***Limitations***

A member of the graduate committee faculty may not serve on the graduate committee faculty of an academic program in which the member is pursuing a graduate degree or certificate. Individuals who have not been appointed to the GCF may not serve on student advisory committees unless special approval is granted by the Associate Provost and Dean of the Graduate and Professional School.

### ***Withdrawal of Appointment***

The Graduate and Professional Council expects that all Deans, Department Heads and intercollegiate faculty Chairs will regularly review the GCF under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership in the GCF on the basis of their lack of contribution to graduate education. Before removal, the academic unit should verify that the faculty member is no longer active on any student advisory committees. Current faculty participation on student advisory committees can be found in Compass (see Section 4.3.3 below).

The Department Head or intercollegiate faculty Chair must provide notification to any faculty member who is involuntarily removed from the roles of the GCF. Faculty members have the right to appeal their removal through [University Rule 12.99.99.M0.01](#) (Faculty Grievances Procedures).

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### ***Membership during Leaves of Absence***

If the chair of a student's advisory committee is on an approved leave of absence, and the student is near completion of the degree and wants the chair to continue to serve in this role, a written request must be submitted to the Associate Provost and Dean of the Graduate and Professional School by the Department Head or Chair of intercollegiate faculty that the faculty member who is on an approved leave of absence be allowed to continue to serve as chair of the advisory committee – without a co-chair – for up to one year. The request must confirm that the faculty member is able to engage in the required duties as chair during the leave of absence. Extensions beyond the one-year period (if necessary) may be granted with additional approval of the Associate Provost and Dean of the Graduate and Professional School.

### ***Membership following Voluntary Separation from Texas A&M University***

#### Eligibility

If a member of the GCF voluntarily separates from the university, the academic unit may either end the individual's membership upon departure or continue that individual's membership indefinitely as an outside member of the GCF (OtherFPS). Members in the categories TTF, APT, and TFPS must be changed to OtherFPS. The academic unit should notify the Graduate Committee Faculty Office that the member will no longer be employed by the university and provide the individual's new location, employer, and position/title.

If the member held the ability to serve as Chair, the member may not be added as Chair to any new student advisory committees, and that role must be removed (either by the academic unit or the Graduate Committee Faculty Office) upon departure from the university. Former-TTF, -APT, and -TFPS members of the GCF are eligible to hold the Co-Chair/Member role only.

As the departed individual will then be considered an outside member of the GCF, the academic unit must maintain sponsored credentials for the duration of continued membership (see Section 3.2.1 below).

#### Continuation as Chair on Approved Advisory Committees

If the chair of a student's advisory committee voluntarily separates from the university, and the student is nearing completion of the degree, at the student's request the chair may continue to serve in this role for up to one year. Two options are available:

1. The chair may continue, with a co-chair, without additional approval by the Graduate and Professional School. The student must select a current member of the GCF – from the student's academic program and located near the Texas A&M University campus site – to serve as co-chair of the advisory committee.
2. The chair may continue, without a co-chair, with approval. A written request must be submitted to the Associate Provost and Dean of the Graduate and Professional School by the Department Head or Chair of intercollegiate faculty to allow the faculty member to continue as chair, without a co-chair, of the advisory committee.

For both options, extensions beyond the one-year period (if necessary) may be granted with approval of the Associate Provost and Dean of the Graduate and Professional School.

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Please refer to Section 3.2.1 below for guidance on extending the NetID account and email beyond the termination date of the faculty member leaving Texas A&M University.

### ***Membership Categories***

The two categories of GCF membership are: 1) Regular Member, and 2) Special Appointment.

Required qualifications and eligibilities are based on the GCF member's category (see the Faculty Affairs' [Guidelines to Faculty Titles](#)) as defined in the *GCF Guidelines*.

### **2.3.2 Tenured and Tenure-Track Faculty at Texas A&M University**

Tenured and Tenure-track faculty (TTF) members of Texas A&M University are eligible to participate as members of the GCF under criteria and guidelines as established by each college/school, department, or interdisciplinary degree program.

### ***Eligible Roles***

TTF members may serve as Chair, Co-Chair, or Member on advisory committees of master's and doctoral students.

### ***Nomination Procedures***

Appointment of a TTF faculty member to all roles for all graduate programs in the degree granting unit for which the individual is adloc'd may be accomplished during the hiring process through the Office of Faculty Affairs (see Section 1.3 above), or at a later time through nomination by a Department Head, Interdisciplinary Degree Program Chair, or college/school Dean (see Sections 2.3.2 and 3.2 below).

Appointment of a TTF faculty member to the Chair role in another degree granting unit is accomplished by its Department Head, intercollegiate faculty Chair, or college/ school Dean. The academic unit will submit nominations through [GradCom](#). Nominations require:

1. Document(s): Nominee's current *curriculum vitae*
2. Nomination Process:
  - Nomination submitted by the academic unit's designated user of GradCom
  - Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)
  - Approval by the Graduate and Professional School (Graduate Committee Faculty Office)

TTF faculty that already hold the ability to Chair may be approved to serve as Co-Chair on a doctoral or a master's advisory committee in any degree granting unit by its Department Head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process (see Section 5.3 below).

### ***Senior Associate Professors and Senior Professors***

TTF members of the GCF who relinquish their tenure and transition to Senior Associate Professor or Senior Professor positions (with appropriate college/school Dean, Department Head, or Program Chair approval) retain their eligibility to

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serve as Chair on student advisory committees. They may continue to serve in the role of Chair if the advisory committee was established through a degree plan approved prior to the individual's transition to the title.

Senior Associate Professors and Senior Professors are *ineligible* to be selected for the Chair role during the degree plan or change in committee petition approval process after transition to these titles.

### 2.3.3 Academic Professional Track Faculty at Texas A&M University at Qatar

Academic Professional Track (APT) faculty members employed by Texas A&M University at Qatar (TAMUQ) are eligible to participate as members of the GCF (if permitted by department or college/school guidelines). *Please note: This section will automatically expire upon closure of the TAMUQ Campus in 2028.*

#### **Eligible Roles**

TAMUQ APT faculty may serve as Chair, Co-Chair, or Member with advisory committees for master's and doctoral students.

#### **Qualifications**

Minimum qualifications for APT faculty employed by TAMUQ to serve in the various roles in the GCF for **master's** students only are described below:

- Chair or Co-Chair
  - a. has an earned master's or terminal degree;
  - b. has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.
- Member
  - a. has an earned master's or terminal degree; or
  - b. an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Minimum qualifications for APT faculty employed by TAMUQ to serve in the various roles in the GCF for **master's and doctoral** students are described below:

- Chair or Co-Chair
  - a. has an earned doctoral or terminal degree;
  - b. has actively served on a graduate students' advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.
- Member
  - a. has an earned doctoral or terminal degree; or
  - b. an earned master's degree and appropriate evidence of professional accomplishments related to the

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discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from the TAMUQ Dean.

### ***Nomination Procedures***

The academic unit will submit nominations for TAMUQ APT faculty through [GradCom](#). The nominations require:

1. Document(s):

- Nominee’s current *curriculum vitae*
- Letter of Support
  - Initiated by the appropriate Program Chair (Qatar Campus) and Department Head (College Station)
  - Routed through the Graduate Instruction Committee Chair (Qatar Campus), college/school Graduate Instruction Committee Chair (College Station), and college/school Graduate Operations Committee Dean (College Station)
  - Addressed to the Associate Provost and Dean of the Graduate and Professional School
  - Provide sufficient evidence that the nominee meets all qualifications for the desired role(s).

2. Nomination Process:

- Submission of the nomination by a (College Station Campus) academic unit’s designated user of GradCom
- Approval by a (College Station Campus) Department Head (or designated faculty proxy)
- Approval by the college/school’s Graduate Instruction Committee Chair (or designated faculty proxy)
- Approval by the college/school’s Graduate Operations Committee Dean (or designated faculty proxy)
- Approval by the Graduate and Professional School (Graduate Committee Faculty Office)

TAMUQ APT faculty members who have been appointed to serve in the Chair role for a doctoral degree program may also be approved to serve as Co-Chair on a doctoral or a master’s advisory committee in any degree granting unit by its Department Head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process. TAMUQ APT faculty members who have been appointed to serve in the Chair role for a master’s degree program may be approved to serve as Co-Chair on a master’s advisory committee in any degree granting unit by its department head or intercollegiate faculty chair during the degree plan or committee change petition approval process.

### **2.3.4 Academic Professional Track Faculty at Texas A&M University**

Academic Professional Track (APT) faculty (see the Faculty Affairs’ [Guidelines to Faculty Titles](#)) employed by TAMU, designated TAMUS agencies, or affiliated hospitals and clinical organizations are eligible to participate as a member of the GCF (if permitted by department or college/school guidelines).

### ***Eligible Roles***

APT faculty may serve as Chair, Co-Chair, or Member of advisory committees of master’s and doctoral students with

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appropriate approval.

### **Qualifications**

Minimum qualifications for APT faculty to serve in the various roles in the GCF for **master's** students only are described below:

- Chair
  - a. qualifications (a)-(d) listed below for Co-Chair role; and
  - b. employed at a location near a Texas A&M campus (except for online programs).
- Co-Chair
  - a. has an earned master's or terminal degree;
  - b. has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
  - d. employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.
- Member
  - a. has an earned master's or terminal degree; or
  - b. an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Minimum qualifications for APT faculty to serve in the various roles in the GCF for **master's and doctoral** students are described below:

- Chair
  - a. qualifications (a)-(d) listed below for Co-Chair role; and
  - b. employed at a location near a Texas A&M campus (except for online programs).
- Co-Chair
  - a. has an earned doctoral or terminal degree;
  - b. has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
  - d. employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.
- Member
  - a. has an earned doctoral or terminal degree; or

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- b. an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

### ***Nomination Procedures***

The academic unit will submit nominations for APT faculty through [GradCom](#). The nominations require:

1. Document(s):

- Nominee's current *curriculum vitae*
- Letter of Support
  - Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
  - Routed through the college/school Graduate Instruction Committee Chair and Graduate Operations Committee Dean
  - Addressed to the Associate Provost and Dean of the Graduate and Professional School
  - Provide sufficient evidence that the nominee meets all qualifications for the desired role(s)

2. Nomination Process:

- Submission of the nomination by an academic unit's designated user of GradCom
- Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)
- Approval by the Chair of the college/school's Graduate Instruction Committee (or designated faculty proxy)
- Approval by the college/school's Graduate Operations Committee Dean (or designated faculty proxy)
- Approval by the Graduate and Professional School (Graduate Committee Faculty Office)

APT faculty members who have been appointed to serve in the Chair role for a doctoral degree program may be approved to serve as Co-Chair on a doctoral or a master's advisory committee in any degree granting unit by its department head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process. APT faculty members who have been appointed to serve in the Chair role for a master's degree program may be approved to serve as Co-Chair on a master's advisory committee in any degree granting unit by its department head or intercollegiate faculty Chair during the degree plan or committee change petition approval process.

APT members who have been appointed to serve in the Co-Chair or Member roles for a doctoral or master's degree program may be approved to serve as Member on a doctoral or a master's advisory committee in any degree granting unit by its department head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process.

### **2.3.5 Temporary or Part-Time Faculty and Professional Staff at Texas A&M University**

Temporary or Part-Time Faculty (except Senior Associate Professors and Senior Professors – see 2.X above) and

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Professional Staff employed by Texas A&M, designated TAMUS agencies, or affiliated hospitals and clinical organizations (TFPS) are eligible to participate as a member of the GCF (if permitted by department or college/school guidelines).

### ***Eligible Roles***

TFPS may serve as Co-Chair or Member of advisory committees of master's and doctoral students with appropriate approval.

TFPS are *ineligible* to serve on advisory committees in the Chair role.

### ***Qualifications***

Minimum qualifications for TFPS to serve in the various roles in the GCF for **master's** students only are described below:

- Co-Chair
  - a. has an earned master's or terminal degree;
  - b. has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
  - d. employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.
- Member
  - a. has an earned master's or terminal degree; or
  - b. an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Minimum qualifications for TFPS to serve in the various roles in the GCF for **master's and doctoral** students are described below:

- Co-Chair
  - a. has an earned doctoral or terminal degree;
  - b. has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university;
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline; and
  - d. employed by Texas A&M University; Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; or affiliated hospitals and clinical organizations with professorial rank.
- Member
  - a. has an earned doctoral or terminal degree; or

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- b. an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

### ***Nomination Procedures***

The academic unit will submit nominations for TFPS through the [GradCom](#). The nominations require:

1. Document(s):

- Nominee's current *curriculum vitae*
- Letter of Support
  - Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
  - Routed through the college/school Graduate Instruction Committee Chair and Graduate Operations Committee Dean
  - Addressed to the Associate Provost and Dean of the Graduate and Professional School
  - Provide sufficient evidence that the nominee meets all qualifications for the desired role(s).

2. Nomination Process:

- Submission of the nomination by an academic unit's designated user of GradCom
- Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)
- Approval by the Chair of the college/school's Graduate Instruction Committee (or designated faculty proxy)
- Approval by the college/school's Graduate Operations Committee Dean (or designated faculty proxy)
- Approval by the Graduate and Professional School (Graduate Committee Faculty Office)

TFPS members who have been appointed to serve in the Co-Chair or Member roles for a doctoral or master's degree program may be approved to serve as Member on a doctoral or a master's advisory committee in any degree granting unit by its department head or intercollegiate faculty Chair during the degree plan or change in committee petition approval process.

### **2.3.6 Faculty and Professional Staff Employed by Other Institutions and Organizations**

Faculty and Professionals who are *not* employed by TAMU, TAMUQ, TAMUS agencies, or affiliated hospitals and clinical organizations (OtherFPS) are eligible to participate as outside members of the GCF (if permitted by college/school, department, or interdisciplinary degree program guidelines).

### ***Eligible Roles***

OtherFPS may serve as Co-Chair or Member of advisory committees of master's and doctoral students with appropriate approval.

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OtherFPS are *ineligible* to serve on advisory committees in the Chair role.

### **Qualifications**

Minimum qualifications for OtherFPS to serve in the various roles in the GCF for **master's** students only are described below:

- Co-Chair
  - a. has an earned master's or terminal degree;
  - b. has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.
- Member
  - a. has an earned master's or terminal degree, or
  - b. an earned bachelor's degree and appropriate evidence of professional accomplishments related to the discipline.

Minimum qualifications for OtherFPS to serve in the various roles in the GCF for **master's and doctoral** students are described below:

- Co-Chair
  - a. has an earned doctoral or terminal degree;
  - b. has actively served on a graduate student's advisory committee, or held/holds an administrative assignment in a graduate program at Texas A&M or another university; and
  - c. has published a scholarly work as primary author or corresponding author, or appropriate evidence of professional accomplishments related to the discipline.
- Member
  - a. has an earned doctoral or terminal degree, or
  - b. an earned master's degree and appropriate evidence of professional accomplishments related to the discipline.

Exceptions to the minimum qualifications of any of the various roles listed above may be requested as a part of the letter from college/school Deans, Department Heads, or intercollegiate faculty Chairs through the Graduate Instruction Committee Chair and Graduate Operations Committee Dean.

### **Export Control and Credential Sponsorship**

Prior to submission of a nomination, the college/school, department, or interdisciplinary degree program must:

1. Contact the TAMU Division of Research regarding [Export Control requirements](#) (see FAQ 16) if prospective nominee is employed by an international institution.
2. Sponsor an account for the prospective nominee through the university's [Technology Services](#) and provide access to a TAMU email account (through Gmail).

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3. Once a University Identification Number (UIN) has been assigned, the prospective nominee must claim a NetID and create a TAMU email address through [Aggie Account Gateway](#).
4. The prospective nominee must then publish the TAMU email address to the University Directory (also through Aggie Account Gateway).

Once all the above steps have been completed, the academic unit may submit nominations of OtherFPS individuals through GradCom.

### ***Nomination Procedures***

The nominations require:

1. Document(s):
  - Nominee's current *curriculum vitae*
  - Letter of Support
    - Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
    - Routed through the college/school Graduate Instruction Committee Chair and Graduate Operations Committee Dean
    - Addressed to the Associate Provost and Dean of the Graduate and Professional School
    - Provide sufficient evidence that the nominee meets all qualifications for the desired role(s).
    - If Export Control clearance for the nominee was required, please include that in the letter.
2. Nomination Process:
  - Submission of the nomination by an academic unit's designated user of GradCom
  - Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)
  - Approval by the Chair of the college/school's Graduate Instruction Committee (or designated faculty proxy)
  - Approval by the college/school's Graduate Operations Committee Dean (or designated faculty proxy)
  - Approval by the Graduate and Professional School (Graduate Committee Faculty Office)

### **2.3.7 Special Appointments**

There may be times when the head of an academic department or chair of intercollegiate faculty wishes to have qualified individuals such as from government, industry, or another university) serve on a student's advisory committee without being full members of the GCF as a Special Appointment (SA).

#### ***Eligible Roles***

SAs are not full members of the GCF and are *ineligible* for the roles of Chair, Co-Chair, or Member. An individual serving as an SA on a student's advisory committee does not count toward the minimum number of GCF members necessary to form the advisory committee, does not appear on the student's degree plan, and does not approve student documents.

SAs are able to advise students and may be listed on a thesis or dissertation with the regular members of the student's advisory committee.

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## Qualifications

Minimum qualifications to serve as an SA will be determined by each academic unit, but must include appropriate demonstration of quality academic and/or professional performance.

## Nomination Procedures

The academic unit will submit SA nominations through the [GradCom](#). *Please note: Because SAs do not access university platforms, sponsored credentials are not required.*

The nominations require:

1. Document(s):
  - Nominee's current *curriculum vitae*
  - Letter of Support
    - Initiated by the Department Head, intercollegiate faculty Chair, or college/school Dean
    - Addressed to the Associate Provost and Dean of the Graduate and Professional School
    - Provide the merits of the individual being nominated
    - List the specific student(s) whom the Special Appointment will advise
2. Nomination Process:
  - Submission of the nomination by an academic unit's designated user of GradCom
  - Approval by a Department Head, intercollegiate faculty Chair, or college/school Dean (or designated faculty proxy for any of the preceding)
  - Approval by the Graduate and Professional School (Graduate Committee Faculty Office)

## 2.4 Joint Faculty Appointments

A Joint Faculty Appointment acknowledges faculty members who make contributions to teaching, research, and/or service in another academic department in addition to their primary academic department. Faculty members with budgeted Joint Appointments split their effort and compensation among the two departments. Such appointments may be made at any time, are always for a limited term, and renewable with the agreement of the faculty member and all involved department heads, deans, and the Vice Provost for Faculty Affairs. This arrangement requires a memorandum of understanding describing expectations for both academic units.

A Courtesy Joint Faculty Appointment acknowledges faculty members who make contributions to teaching, research, and/or service in another academic department in addition to their primary academic department with *no salary obligation* from the department in which the courtesy joint faculty appointment is held (secondary department). Such appointments may be made at any time, are always for a limited term, and renewable with the agreement of the faculty member and all involved department heads, deans, and the Vice Provost for Faculty Affairs.

Such appointments **do not** convey full faculty status in the joint academic department. This includes membership roles in the GCF. If a faculty member holds the ability to serve as Chair on student advisory committees in the programs of the primary department, and receives a Courtesy Joint Faculty Appointment with another department, the faculty member

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does not automatically receive GCF status with the secondary department in which the courtesy appointment is held. GCF membership is at the discretion of the secondary department and would require submission of a nomination by the secondary department.

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## 3 THE GRADUATE COMMITTEE FACULTY PORTAL

The [Graduate Committee Faculty Portal](#) (GradCom) is Texas A&M University’s online digital platform to manage the Graduate Committee Faculty (GCF) nomination process, changes to existing GCF membership, and maintains records of all nominations and membership details.

Contact: Graduate Committee Faculty Administrative Coordinator – [GradCom@tamu.edu](mailto:GradCom@tamu.edu) or 979-845-3631

### 3.1 Graduate Committee Faculty Portal Access

#### 3.1.1 General Users

GradCom is accessible to faculty, staff, students, and individuals from outside the university without logging in to the portal. Individuals may view the Home page and the “Committee Faculty” tab.

Individuals may search for members of the GCF by first or last name; or see all members affiliated with a given academic unit; and view an individual member’s email address, primary department, rank/position, faculty category, and current memberships.

#### 3.1.2 Authorized Users

GradCom is accessible to administrative faculty and staff who are designated on an academic unit’s Authorized Signers Form (see Section 4.1.3 below) in the roles described below.

#### **Nomination Entry**

Users in the “Nomination Entry” role are authorized to create and submit nominations and change requests for Tenured and Tenure-Track Faculty (TTF), Academic Professional Track (APT) faculty, Temporary and Part-Time Faculty or Professional Staff (TFPS), Other Faculty and Professional Staff from outside the university (OtherFPS), and Special Appointments (SA) for an academic unit. Administrative faculty and/or staff are eligible for designation to enter nominations and change requests, or view the status of pending submissions. Those designated for “Nomination Entry” will receive notifications regarding their submissions.

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### ***College/School, Department, and Program Approvers***

Users in the “College/School, Department, or Program Approver” role are authorized to review and approve nominations and change requests for TTF, APT, TFPS, OtherFPS, or SA for an academic unit. Only administrative faculty are eligible for designation to approve nominations and change requests. Those designated as an “Approver” will receive notifications for nominations and change requests requiring approval.

### ***Proxy Approvers***

Users in the “Proxy Approver” role are authorized to review and approve nominations and change requests for TTF, APT, TFPS, OtherFPS, or SA for an academic unit. Only administrative faculty are eligible for designation to approve nominations and change requests. Those designated as a “Proxy Approver” will *not* receive notifications for nominations and change requests requiring approval.

### ***Graduate Instruction Committee Chair Approvers***

Chairs of a college/school’s Graduate Instruction Committee (GIC) will be designated as the “GIC Approver” role and are authorized to review and approve nominations and change requests for APT, TFPS, and OtherFPS from all academic units within their given college/school. Those designated as a “GIC Approver” will receive notifications for nominations and change requests requiring approval.

### ***Graduate Operation Committee Dean Approvers***

A college/school’s Graduate Operations Committee (GOC) Dean will be designated as the “GOC Approver” role and are authorized to review and approve nominations and change requests for APT, TFPS, and OtherFPS from all academic units within their given college/school. Those designated as a “GOC Approver” will receive notifications for nominations and change requests requiring approval.

### ***GIC-GOC Viewers***

Users in the “GIC-GOC Viewer” roles are authorized to view all nominations and change requests for TTF, APT, TFPS, OtherFPS, or SA from all academic units within their given college/school. Administrative faculty and/or staff on the college/school level are eligible for designation to view the status of pending submissions.

## **3.2 Submitting Regular Nominations for Full Membership**

Nomination for membership in the Graduate Committee Faculty (GCF) is always initiated by the head of the appropriate academic department, intercollegiate faculty chair, or dean of a college/school (under special circumstances) of Texas A&M University. Authorized users may submit GCF nominations through GradCom. To enter or approve nominations in GradCom, users must be listed on a college/school, department, or interdisciplinary degree program’s Authorized Signers Form (see Section 4.1.3 above).

### **3.2.1 Requirements for Full Membership Nominees**

A nomination for full membership with voting privileges requires an active University Identification Number (UIN), NetID, and Texas A&M University email address. This includes members of the GCF who leave the university and must

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maintain access to their NetID and TAMU email address to continue membership following termination of employment (see subsection below).

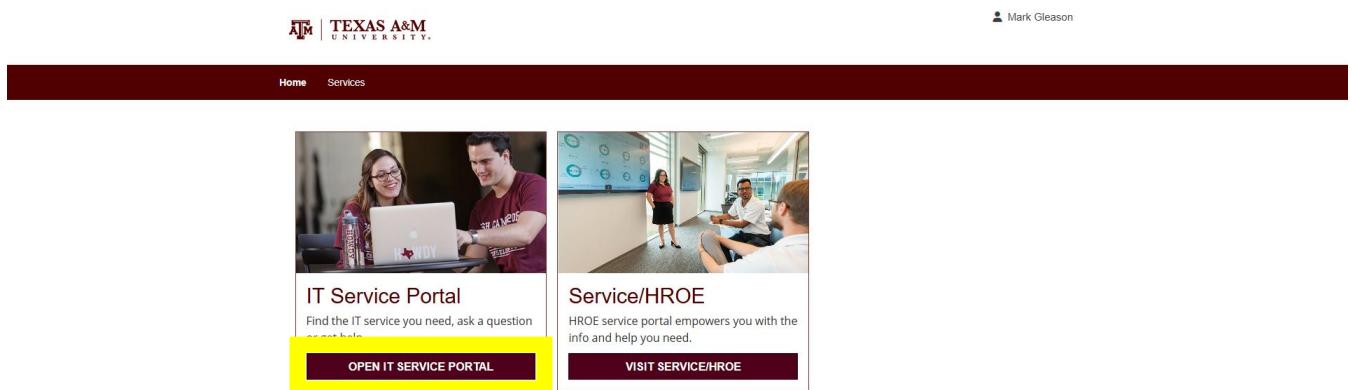
*Please note: As of Summer 2022, nominating academic units will no longer need to request a UIN before submitting a nomination for Special Appointments (see Section 3.3 below).*

### ***Sponsored University Credentials for Outside Nominees to the Graduate Committee Faculty***

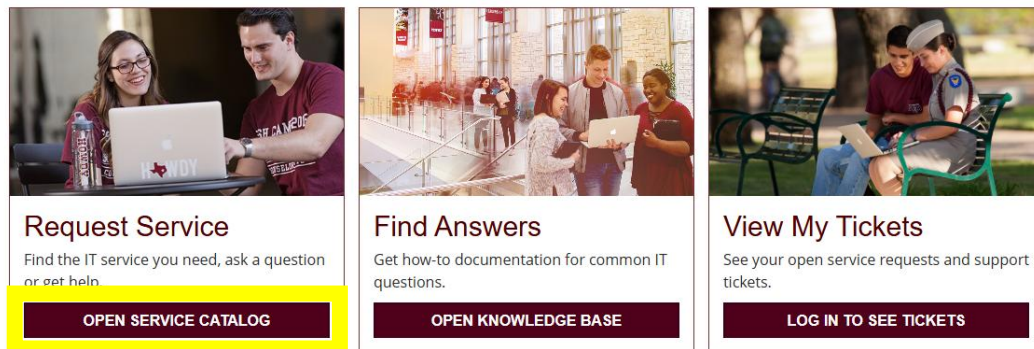
If permitted by college/school, department, or interdisciplinary degree program policy, the university allows academic units to nominate qualified individuals from outside TAMU (OtherFPS) to serve in the GCF.

Prospective nominees for full membership from outside the university (OtherFPS) must be assigned a UIN, claim a NetID, and create a TAMU email address. To request a UIN, please complete the Sponsored NetID Request Form located on the IT Self-Service Portal and for submission to Identity Management:

1. Log in to <https://service.tamu.edu/TDClient/33/Portal/Home/> with a NetID and password.
2. Click the maroon “Open IT Service Portal” button.



3. Click the maroon “Open Service Catalog” button.



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4. Select “Information Security” under the Service Catalog “Categories.”


**Categories (8)**




**Administration and Business**  
Enterprise and local services that support the administrative and business functions of an institution. Includes analytics, business




**Communication and Collaboration**  
IT services that facilitate institutional communication and collaboration needs.




**Desktop and Mobile Computing**  
Services that enable community members to do their day-to-day work. Includes software installations, general desktop support, computer



**Information Security**  
Services that provide security, data integrity, and compliance for institutional activities. Includes security services such as virus protection,



**Infrastructure**  
Enterprise-level hardware, software, systems, and network infrastructure that provide underlying support for institutional activities.



**IT Professional Services**  
Services that are consultative in nature, in contrast to the other categories, which tend to be technology based; these may be a

**My Recent Requests**

[MWS-WISC Inactivation in DPSS](#)

[TAMUDocs Access \(INFO\)](#)

[TAMUDocs Access \(MKTG\)](#)

[TAMUDocs Access \(CMJR\)](#)

[Shared Email Inbox Access](#)

[View All Recent Requests >](#)

**Popular Services**

[Computer and Mobile Device Support](#)

[Identity and Access Management](#)

5. Under “Services,” select “Sponsored and Shared NetID Request.”

**Services (5)**

**Identity and Access Management**  
Identity and Access Management Services offer comprehensive support for managing NetIDs, user account access, Duo MFA, identity data reporting and the TAMU white page directory.

**Secondary NetID Request**  
The Secondary NetID Request Service Offering allows requests for a secondary NetID account to be created.

**Secure Computing**  
Offerings that provide a secure computing environment for end users. Includes network security, system security, application security, and threat monitoring and management.

**Security Policy and Compliance**  
Offerings relating to institutional policy or compliance guidelines and requirements. Includes support for audit processes.

**Sponsored and Shared NetID Request**  
Identity and Access Management Service offerings for Technology Services staff include Shared NetID Requests, Secondary NetID Requests, and Sponsored NetID Requests

**My Recent Requests**

[TAMUDocs Access \(INFO\)](#)

[TAMUDocs Access \(MKTG\)](#)

[TAMUDocs Access \(CMJR\)](#)

[Shared Email Inbox Access](#)

[View All Recent Requests >](#)

**Popular Services**

[Computer and Mobile Device Support](#)

[Identity and Access Management](#)

[Email and Collaboration Services](#)

[Application Services](#)

[Software and Applications Distribution](#)

[View All Popular Services >](#)

6. Click the maroon “Sponsored NetID Request” button.

[Service Catalog](#) / [Information Security](#) / Sponsored and Shared NetID Request

## Sponsored and Shared NetID Request

**Overview**

Identity and Access Management Services offer comprehensive support for managing NetIDs, user account access, Duo MFA, identity data reporting and the TAMU white page directory.

**Get Started**

Click the Service Offering(s) button on this page to open the Form directly or see additional information via the Service Offering link(s) at the bottom right of this page

**Request**

[Shared NetID Request](#)

[Sponsored NetID Request](#)

[Share](#)

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7. Complete all the form's required fields:

- First, Middle, and Last Name as Recorded on Official Legal Document.
- Indicate that the sponsored individual has not previously had a TAMU UIN. *Please note: If the individual is a former student or employee, please answer Yes and see the "Reactivating Expired Sponsored University Credentials" subsection below.*
- Please ensure that the prospective nominee's date of birth is correctly entered on the form.
- Gender as recorded on official legal documents.
- Country of citizenship. *Please note: For sponsorship of international individuals, review the policies on [International Collaborations](#) and any other university requirements. If the individual must be cleared by Export Control, please note that clearance in the Letter of Support included with the nomination (see Section 7.2.2 below).*
- External contact email address.
- Primary employer.
- Sponsoring A&M System Member:
  - 01 – Texas A&M University System
  - 02 – Texas A&M University (College Station)
  - 10 – Texas A&M University at Galveston
- Sponsor's UIN.

8. Under "Select Primary Purpose for Account," select "Teaching activities"; and then, under "Descriptor (Teaching)," select "Serving on graduate student committee."

Primary Employer \*

Select Primary Purpose for Account \*

☐ Research Activities

☒ Teaching Activities

☐ Learning Activities

☐ Operational Activities

☐ Texas A&M Health

☐ Other

Descriptor (Teaching) \*

☐ Adjunct Faculty

☐ Clinical Faculty

☒ Serving on Graduate Student Committee

9. Enter an affiliation start and end date.

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10. Under “Services Requested,” select “@tamu.edu Email Routing” and “Google Apps (Gmail).”

Affiliation End Date

Services Requested \*

☒ @tamu.edu email routing

☐ VPN

☒ Google Apps (gmail)

☐ Office 365A1

Other Services Requested for the sponsored account

11. Accept the Texas A&M Identity Services User Agreement.

Sponsor's UIN

Texas A&M Identity Services Usage Agreement

I understand and agree to the following statements:

- Use of information resources (including computer accounts) is for authorized Texas A&M University business only.
- I will comply with Texas A&M [Information Security Controls](#), [University Rules and SAPs](#), [System Regulations](#), and all applicable state and federal laws.
- I will be responsible for events resulting from any violation of this agreement.
- Violation of this agreement may result in disciplinary action, up to and including termination of employment.

Usage Agreement \*

☒ I accept the Texas A&M Identity Services User Agreement

Attachment ?

File attachments associated with the ticket.

Browse... No file chosen

12. Once all required and necessary fields are complete, click the maroon “Submit” button at the bottom of the page.

Submit

CONTACT HELP DESK CENTRAL

Phone: 979.845.8300 - available 24/7  
Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Come By: CSC, Room CS00  
8 am - 8 pm M-F, noon to 4 pm weekends

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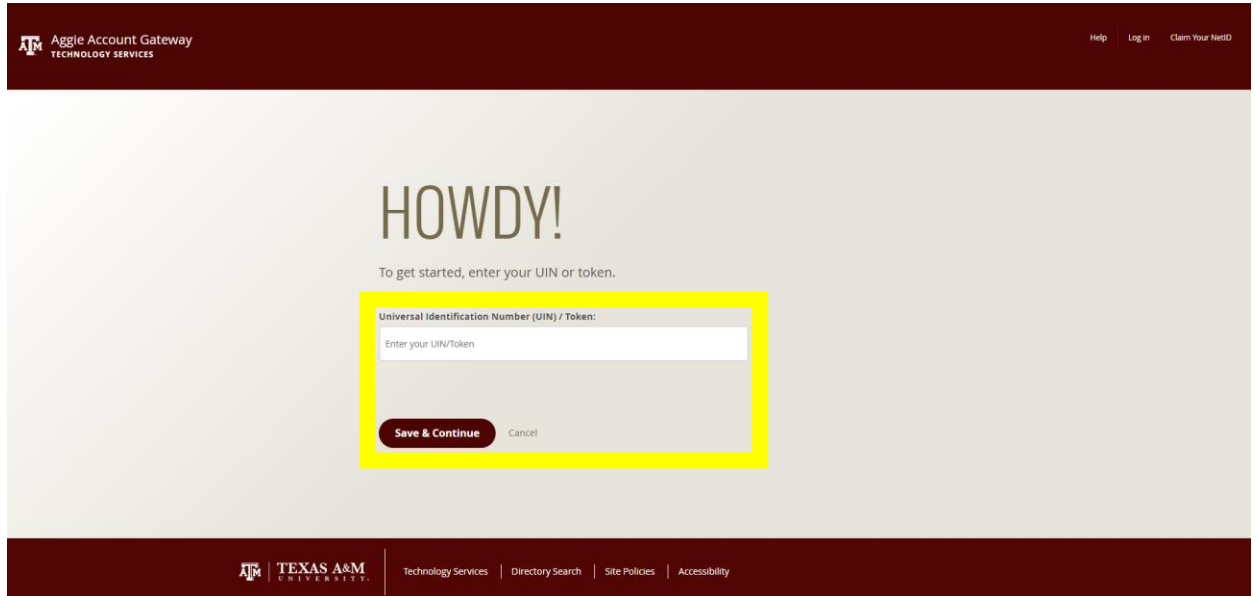
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Once a UIN has been assigned, the prospective nominee must

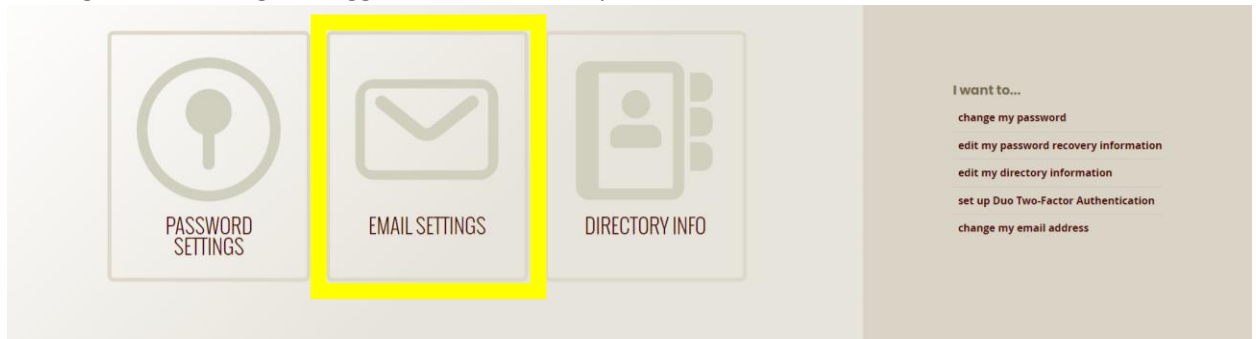
1. claim a NetID by
  - a. logging in to [Aggie Account Gateway](#) with the assigned UIN and the birthdate entered by the sponsoring academic unit on the NetID Request Form;



- b. claim a NetID; and
  - c. create a TAMU email address.

2. Once the address has been created, the prospective nominee must publish it to the Directory by

- a. clicking “Email Settings” in Aggie Account Gateway;



Notes:

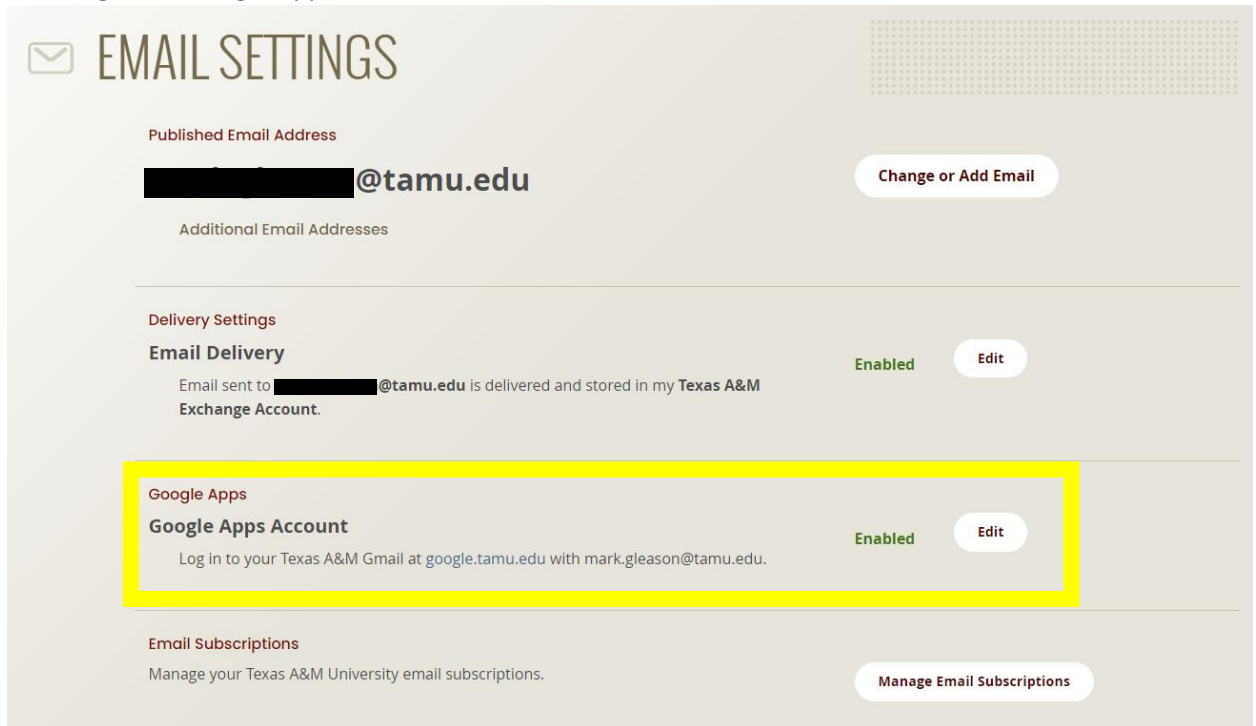
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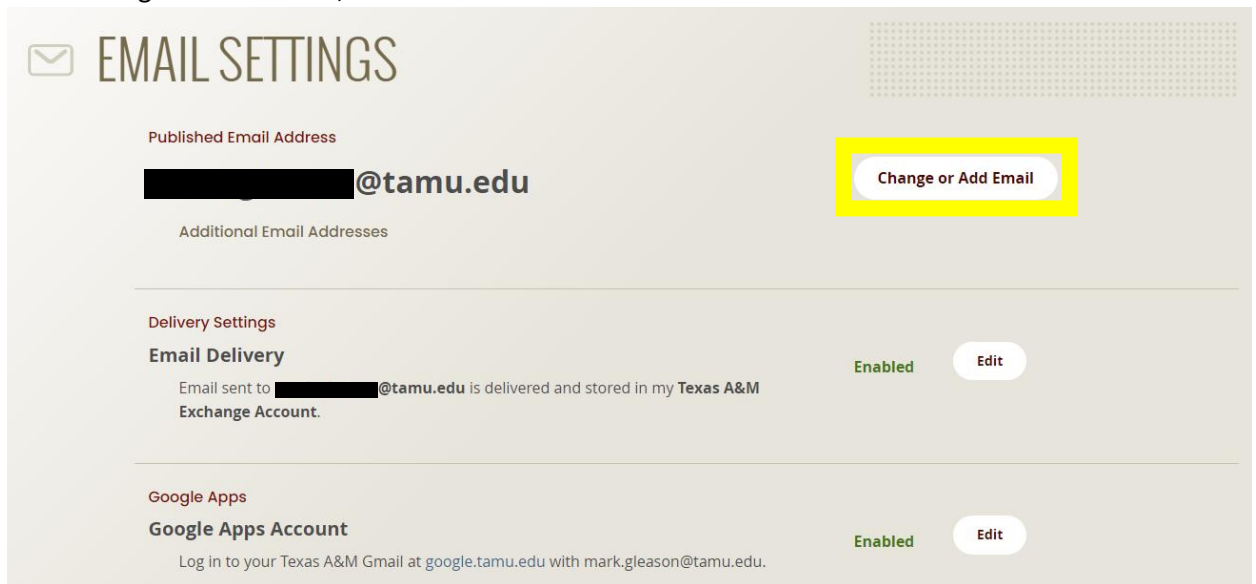
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- b. ensuring that “Google Apps Account” shows as “Enabled”;



The screenshot shows the 'EMAIL SETTINGS' page. At the top, there's a section for 'Published Email Address' with a redacted email address followed by '@tamu.edu' and a 'Change or Add Email' button. Below this is a section for 'Delivery Settings' with 'Email Delivery' set to 'Enabled' and an 'Edit' button. The 'Email sent to' field shows a redacted address followed by '@tamu.edu'. A yellow box highlights the 'Google Apps' section, which shows 'Google Apps Account' is 'Enabled' with an 'Edit' button. At the bottom, there's a section for 'Email Subscriptions' with a 'Manage Email Subscriptions' button.

- c. click “Change or Add Email”; and



This screenshot is identical to the one above, but with a yellow box highlighting the 'Change or Add Email' button in the 'Published Email Address' section.

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- d. publish the email address to the Directory.

← EMAIL SETTINGS

## PUBLISHED EMAIL ADDRESS

Your published email is [redacted]@tamu.edu

**Published Email Address**

Your published email address appears in the campus directory. To change your published email address, you must first create an additional email address below.

Select published email

[redacted]@tamu.edu

Change published email

3. Once all steps above have been completed, the prospective nominee should notify the sponsoring academic unit.

Once the prospective nominee has received a UIN, claimed a NetID, created a TAMU email address, and published the email to the Directory, the nomination may be submitted through GradCom by the academic unit.

### ***Reactivating Expired Sponsored University Credentials***

For GCF members who are no longer with the university, but will continue serving on student advisory committees, their former academic unit must maintain the member's UIN, NetID, and TAMU email address. To request reactivation of expired credentials, please complete the [Sponsored NetID Request Form](#) in the IT Self-Service Portal.

1. Log in to <https://service.tamu.edu/TDClient/33/Portal/Home/> with a NetID and password.
2. Click the maroon "Open IT Service Portal" button.
3. Click the maroon "Open Service Catalog" button.
4. Select "Information Security" under the Service Catalog "Categories."
5. Under "Services," select "Sponsored and Shared NetID Request."
6. Click the maroon "Sponsored NetID Request" button.
7. Complete all the form's required fields:
  - First, Middle, and Last Name as Recorded on Official Legal Document.
  - Please ensure that the prospective nominee's date of birth is correctly entered on the form.
  - Gender as recorded on official legal documents.
  - Country of citizenship. *Please note: For sponsorship of international individuals, review the policies on [International Collaborations](#) and any other university requirements. If the individual must be cleared by*

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*Export Control, please note that clearance in the Letter of Support included with the nomination (see Section 7.2.2 below).*

- External contact email address.
- Primary employer.
- Sponsoring A&M System Member:
  - 01 – Texas A&M University System
  - 02 – Texas A&M University (College Station)
  - 10 – Texas A&M University at Galveston
- Sponsor's UIN.

8. Indicate that the sponsored individual previously had a TAMU UIN. *Please note: If the individual is a former student or employee, please answer Yes and include the UIN. If the UIN is unknown, please contact the prospective nominee, Human Resources and Organizational Effectiveness, or IT Help Desk.*

Suffix (Optional)

Does this sponsored campus member have a previous TAMU UIN?

☒ Yes

☐ No/Unknown

UIN

1230067898

Date of Birth \*

9. Under "Select Primary Purpose for Account," select "Teaching activities"; and then, under "Descriptor (Teaching)," select "Serving on graduate student committee."
10. Enter an affiliation start and end date.
11. Under "Services Requested," select "@tamu.edu Email Routing" and "Google Apps (Gmail)."
12. Accept the Texas A&M Identity Services User Agreement.

Notes:

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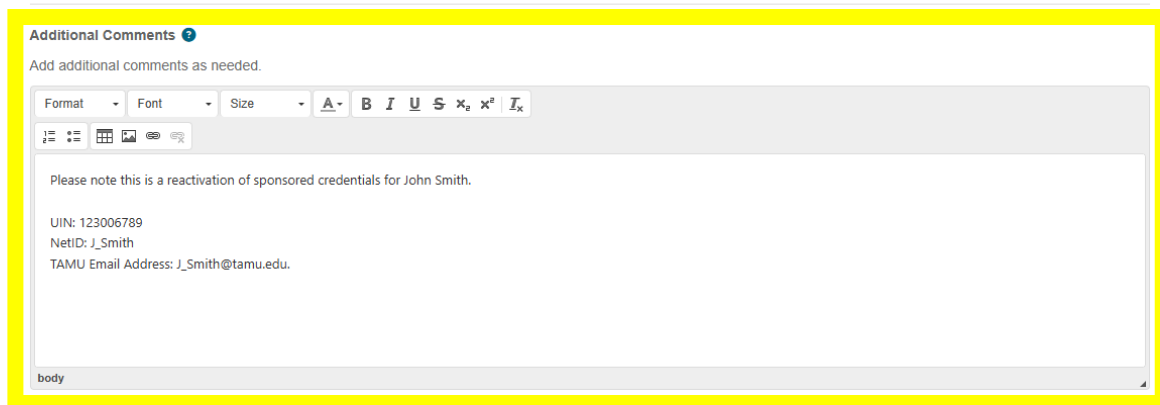
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13. Under “Notes,” enter an Additional Comment which indicates that this is a reactivation of sponsored credentials, the individual’s name, UIN, NetID, and TAMU email address.

### Notes



Additional Comments ⓘ

Add additional comments as needed.

Format Font Size A B I U S x<sup>o</sup> x<sub>o</sub> I<sub>x</sub>

Please note this is a reactivation of sponsored credentials for John Smith.

UIN: 123006789  
NetID: J\_Smith  
TAMU Email Address: J\_Smith@tamu.edu.

body

14. Once all required and necessary fields are complete, click the maroon “Submit” button at the bottom of the page.

Contact: Identity Management – [Identity@tamu.edu](mailto:Identity@tamu.edu) or 979-862-4300

### Regular Nomination Forms

GCF Nomination Forms are initiated, completed, and submitted through GradCom. The form must be fully completed before submission of the nomination to the workflow. The Nomination Form will automatically fill the

- nominating Unit’s college/school, department, or interdisciplinary degree program code; and
- the nominee’s
  - UIN,
  - Name, and
  - TAMU Email address.

The nomination entry person must enter the

- academic unit’s Mail Stop; and
- the nominee’s
  - Location,
  - Faculty Category (see Section 2.3 above),
  - indicate whether the nominee is Employed by TAMU or not,
  - the Nominee’s TAMU Department,
  - Academic Rank,
  - Degrees earned, and
  - Memberships requested.

Notes:

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## Supporting Documents

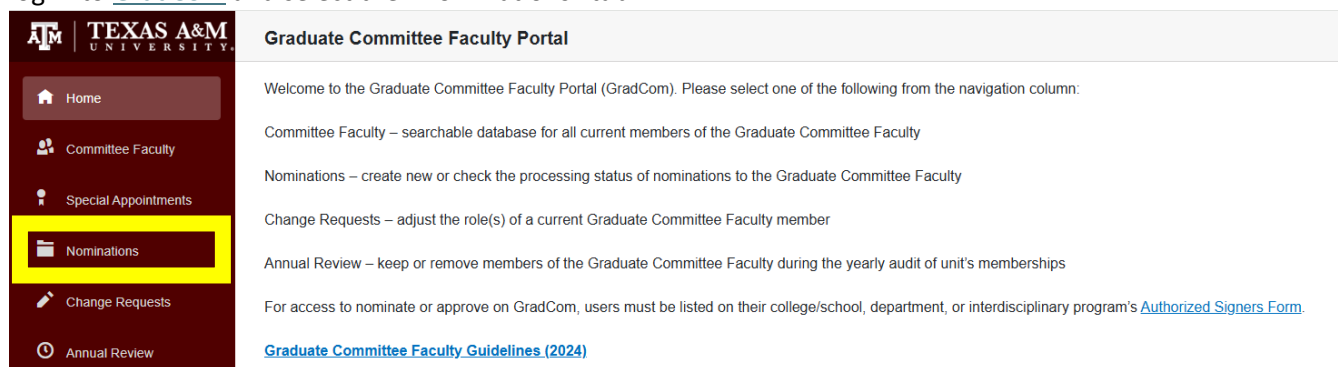
The nomination must include supporting documents, uploaded with the Nomination Form:

- For all nominees, a current *Curriculum Vitae* must be attached.
- For APT, TFPS, and OtherFPS nominees, a Letter of Support (see Section 7.2.2 below) must be provided.
  - The letter must be
    - from and signed by the college/school Dean, Department Head, or interdisciplinary degree program Chair;
    - routed through the appropriate college/school Graduate Instruction Committee Chair and Graduate Operations Committee Dean; and
    - addressed to the Associate Provost and Dean of the Graduate and Professional School.
  - Letters of Support must also provide sufficient evidence that the nominee meets all qualifications (see Sections 2.3.3 through 2.3.7 above) for the desired role(s).

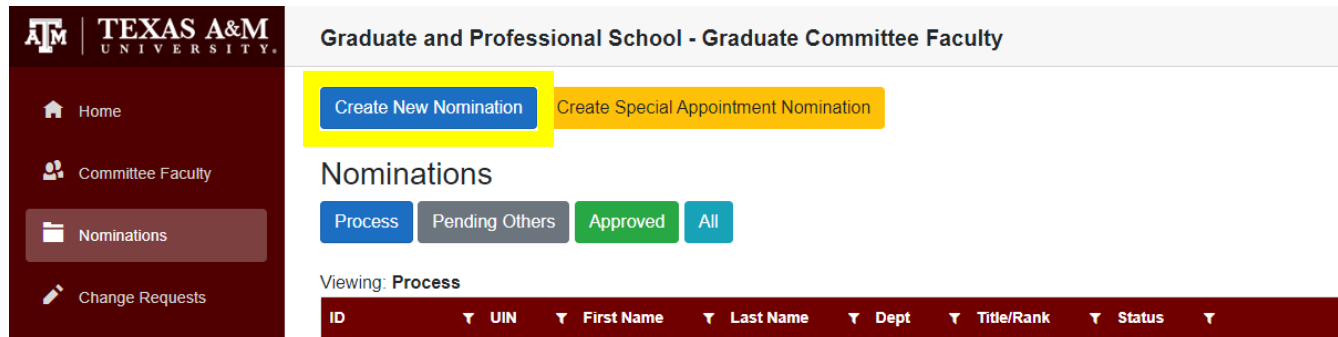
### 3.2.2 Initiating and Submitting a Regular Nomination

To initiate a nomination,

1. log in to [GradCom](#) and select the “Nominations” tab.



2. Click the blue “Create New Nomination” button.



Notes:

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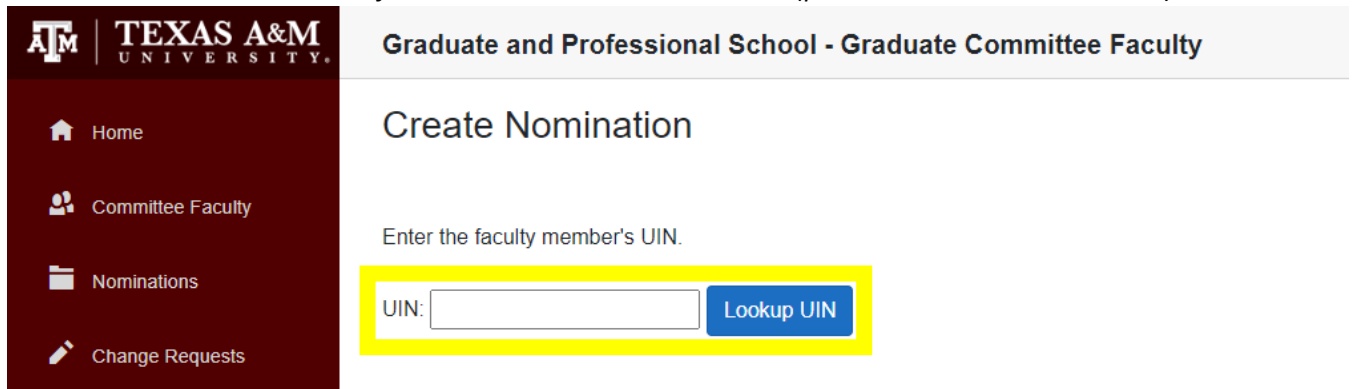


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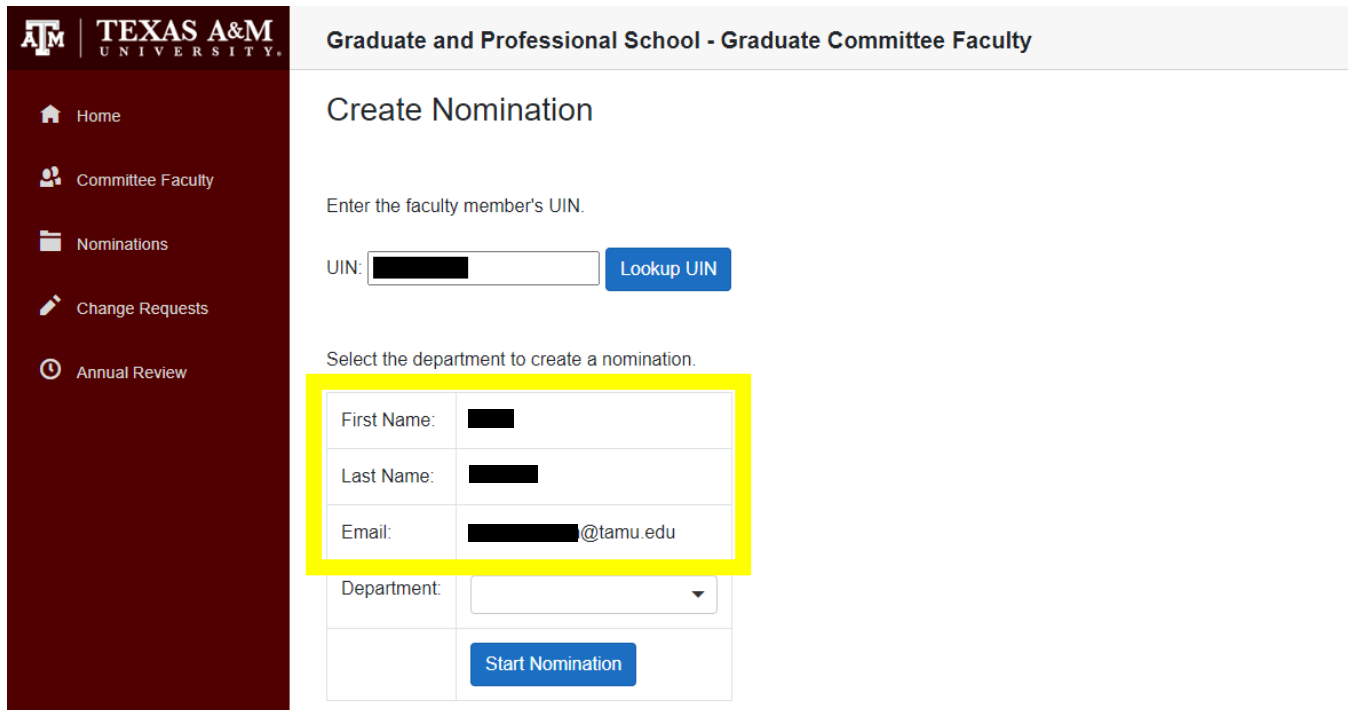
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- On the next screen, enter the nominee's UIN and click the blue "Lookup UIN" button. *Please note: A regular nomination cannot be created if the nominee does not have a UIN (please see Section 3.2.1 above).*



The screenshot shows the 'Create Nomination' page. On the left is a dark red sidebar with the Texas A&M University logo and navigation links: Home, Committee Faculty, Nominations, and Change Requests. The main content area has a header 'Graduate and Professional School - Graduate Committee Faculty' and a title 'Create Nomination'. Below the title, it says 'Enter the faculty member's UIN.' There is a text input field labeled 'UIN:' and a blue button labeled 'Lookup UIN'. A yellow rectangular box highlights the 'UIN:' label, the input field, and the 'Lookup UIN' button.

- The First Name, Last Name, and TAMU Email address will appear. *Please note: If an email address does not appear (or is displayed as "@tamu.edu" only, the nominee has not published it to the Directory and must do so before the nomination can be initiated).*



The screenshot shows the 'Create Nomination' page after the UIN lookup. The sidebar is the same. The main content area shows the 'UIN:' field now populated with a blacked-out value. Below this, it says 'Select the department to create a nomination.' There is a form with three rows: 'First Name:' with a blacked-out value, 'Last Name:' with a blacked-out value, and 'Email:' with a blacked-out value followed by '@tamu.edu'. Below these is a 'Department:' dropdown menu. At the bottom of the form is a blue button labeled 'Start Nomination'. A yellow rectangular box highlights the 'First Name:', 'Last Name:', and 'Email:' rows.

Notes:

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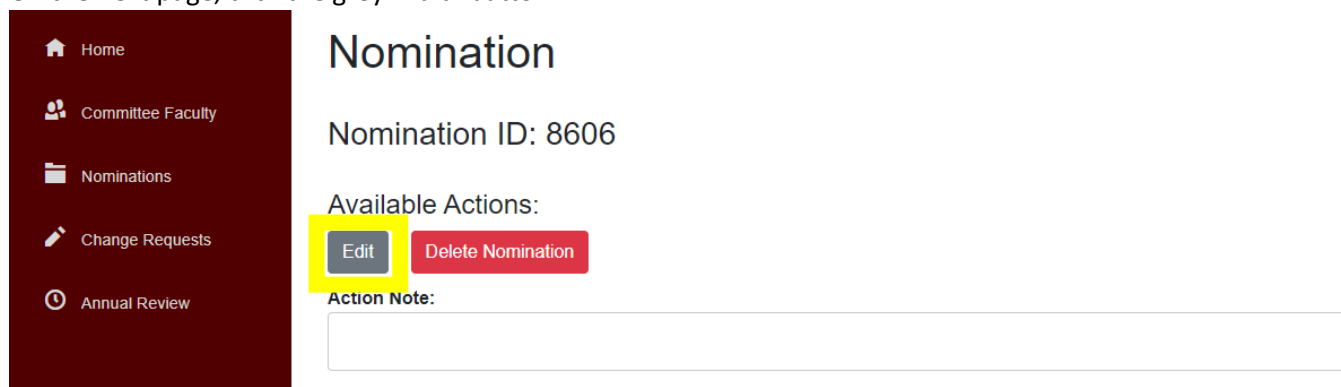
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5. Select the nominating academic unit from the “Department” drop-down menu and then click “Start Nomination.”



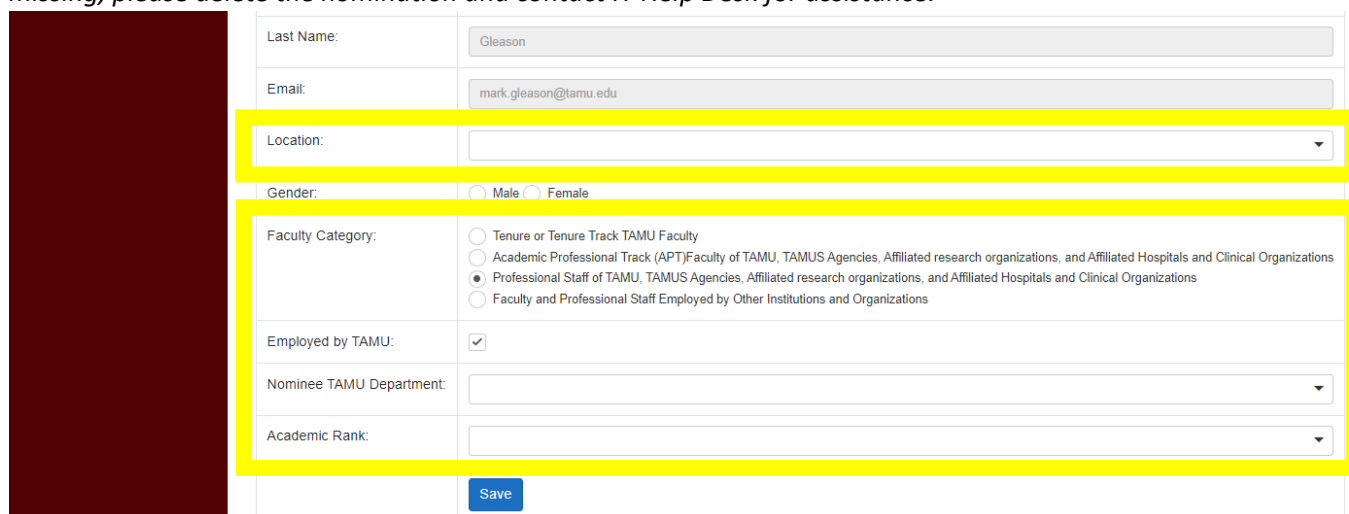
The screenshot shows a dark red sidebar on the left. The main content area has a form with a 'Department' dropdown menu and a blue 'Start Nomination' button. Both the dropdown menu and the button are highlighted with a yellow rectangular box.

6. On the next page, click the grey “Edit” button.



The screenshot shows the 'Nomination' page. On the left is a dark red sidebar with navigation links: Home, Committee Faculty, Nominations, Change Requests, and Annual Review. The main content area shows 'Nomination ID: 8606' and 'Available Actions:'. Under 'Available Actions', there are two buttons: a grey 'Edit' button and a red 'Delete Nomination' button. The 'Edit' button is highlighted with a yellow rectangular box. Below the buttons is an 'Action Note' text area.

7. In the “Nomination Detail” section, enter the nominating academic unit’s “Mail Stop,” confirm that the “Faculty Category” is correct (and that the “Employed by TAMU” box is checked, if applicable), select the Nominee TAMU Department, and select or enter the nominee’s Academic Rank. *Please note: The First Name, Last Name, and TAMU Email address will auto-populate in the Nomination Form; if the name or email address are incorrect or missing, please delete the nomination and contact IT Help Desk for assistance.*



The screenshot shows the 'Nomination Detail' form. The form is divided into several sections. The 'Location' field is highlighted with a yellow rectangular box. Below it is the 'Gender' section with radio buttons for 'Male' and 'Female'. The 'Faculty Category' section has four radio button options: 'Tenure or Tenure Track TAMU Faculty', 'Academic Professional Track (APT) Faculty of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations', 'Professional Staff of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations', and 'Faculty and Professional Staff Employed by Other Institutions and Organizations'. The 'Employed by TAMU' checkbox is checked. The 'Nominee TAMU Department' dropdown menu and the 'Academic Rank' dropdown menu are also highlighted with a yellow rectangular box. A blue 'Save' button is at the bottom of the form.

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8. Once all information is entered in the Nomination Detail section, click the blue “Save” button before completing the rest of the form.

Academic Rank: [dropdown menu]

[Save]

9. Under the “Degrees” section, click the “+ Add” button to generate fields for entry of the nominee’s Degree, Institution, Year Awarded, and Major Area. Once all four fields are filled, click the “Save” button. Click the “+ Add” button to enter any additional degrees. *Please be sure to enter all degrees awarded and ensure that all degrees match the nominee’s CV as nominations may be returned for any mismatches.*

**Degrees**

[+ Add]

Degree	Institution	Year Awarded	Major Area
PHD	Texas A&M University	2022	Studies

[Save]

10. Under the “Documents” section, click the “Browse...” button to select the appropriate support files for upload (a CV for all nomination types; a Letter of Support for APT, TFPS, and OtherFPS). *Please note: GradCom requires submission of PDF documents.*

### Documents

View	Type	Current File
[View]	C.V.	CV.pdf
	Letter	

**Upload New File**

[Browse...] Or drop files here

File uploading... File uploaded successfully

[Browse...] Or drop files here

11. Under the “Memberships” section, select the roles for which the nominee is qualified (Chair/Co-Chair/Member, Co-Chair/Member, Member, or None). *Please note: If no selection is made for a specific Major/Degree, the Membership Type will automatically remain set to NONE.*

### Memberships

Department	Major	Degree	Current Membership	New Membership Type
DEPT	MAJR	MS	NONE	<div>Chair/Co-chair/Member</div> <div>Co-chair/Member</div> <div>Member</div> <div>None</div>
DEPT	MAJR	PHD	NONE	<div>Chair/Co-chair/Member</div> <div>Co-chair/Member</div> <div>Member</div> <div>None</div>

Notes:

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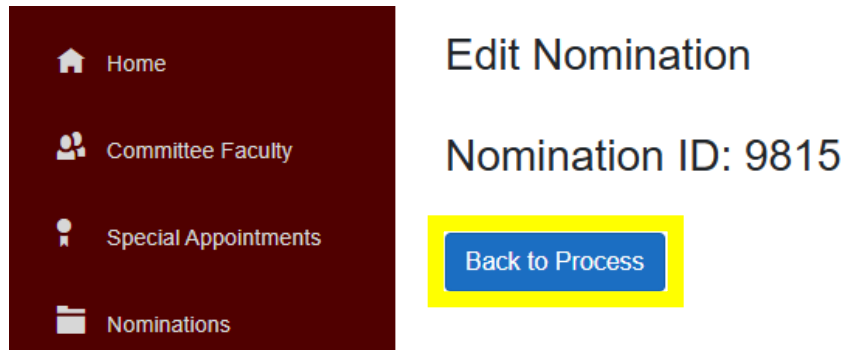


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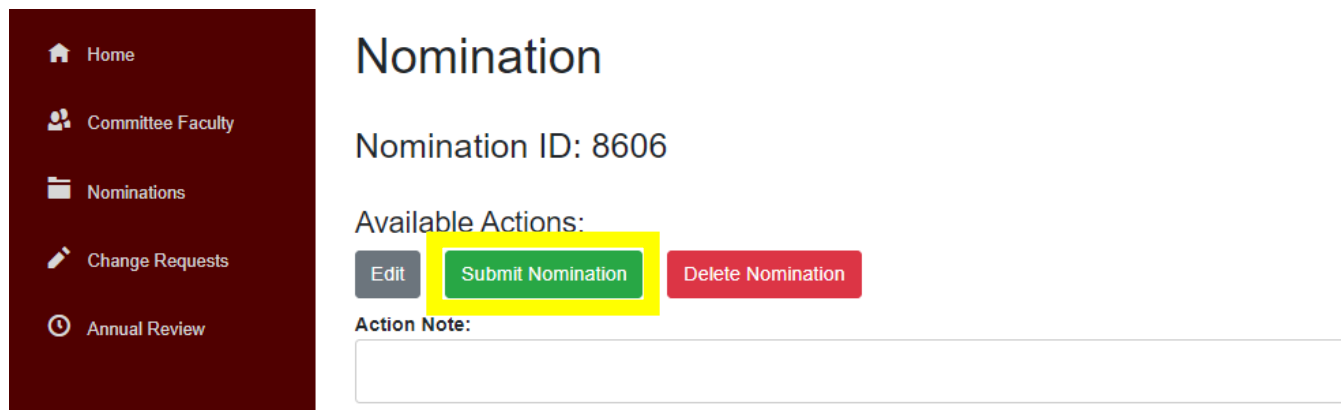
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12. Once all parts of the Nomination Form are complete, return to the top of the page and click the blue “Back to Process” button.



13. If changes are still required, click the grey “Edit” button.

14. Once the completed Nomination Form has been reviewed to ensure that all information is correct, click the green “Submit Nomination” button.



15. The status will then change from “Incomplete” to “Department Approval” and enter the workflow.

### 3.2.3 EIS/FERPA Requirement

All nominees to the GCF must complete a university-required EIS Application Security Statement of Acknowledgement and FERPA training through TrainTraq or a TAMU System TrainTraq External User Gateway (for outside member nominees).

#### ***TrainTraq for Texas A&M Faculty and Staff Nominees***

Faculty and staff employed by Texas A&M University, designated TAMUS agencies, or affiliated hospitals and clinical organizations (TTF, APT, or TFPS) must log in to [TrainTraq](#) and complete the following:

- [11012: FERPA](#)

Notes:

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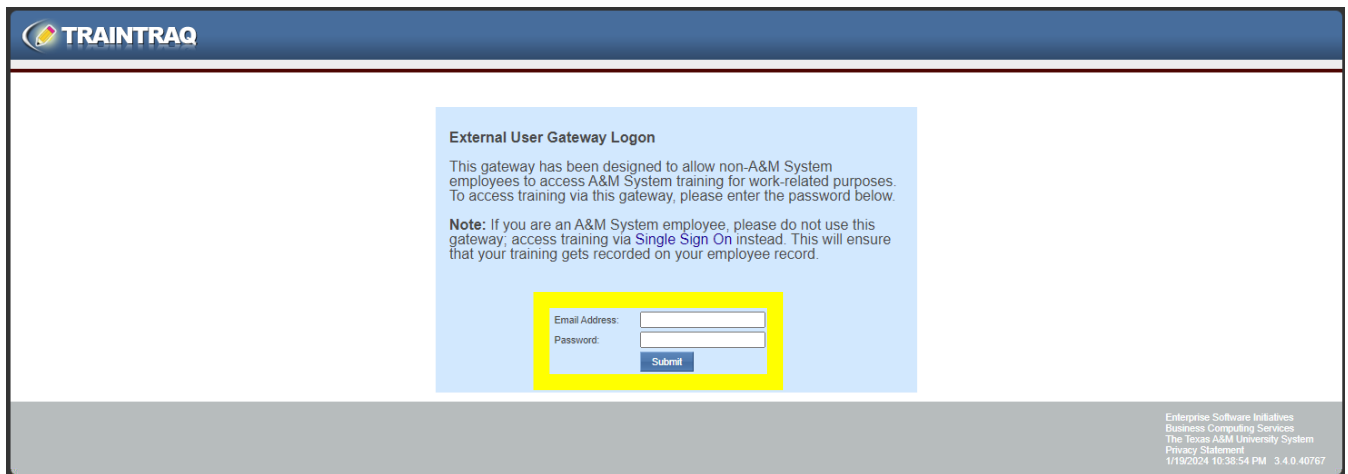
- [2111698: EIS Application Security Statement of Acknowledgement](#)

A [comprehensive guide](#) for completing the training is available online.

**TAMUS External TrainTraq Portal for Outside Member Nominees**

Faculty and professionals who are *not* employed by Texas A&M, TAMUS agencies, or affiliated hospitals and clinical organizations (OtherFPS) must utilize the Texas A&M University System’s external TrainTraq portal to complete the EIS/FERPA Requirement. Upon submission of a nomination, the nominee will receive notification of the training requirements and a link to the external portal. To complete the requirement, the nominee must

1. log in to the [TrainTraq External User Gateway](#) with a TAMU email address and a password provided in the requirement notification (referenced above). *Please note: The external training portal password changes every three months.*



**External User Gateway Logon**

This gateway has been designed to allow non-A&M System employees to access A&M System training for work-related purposes. To access training via this gateway, please enter the password below.

**Note:** If you are an A&M System employee, please do not use this gateway; access training via Single Sign On instead. This will ensure that your training gets recorded on your employee record.

Email Address:

Password:

Enterprise Software Initiatives  
Business Computing Services  
The Texas A&M University System  
Privacy Statement  
1/19/2024 10:38:54 PM 3.4.0.40767

2. Locate the following by “Course No.” and “Course:”
  - 11012: FERPA
  - 2111698: EIS Application Security Statement of Acknowledgement

Notes:

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- Upon clicking the blue “Start” button, enter all information requested, select “M – Texas A&M University” or “G – Texas A&M University at Galveston” in the TAMU Member drop-down menu, and click the blue “Save” button.

- Upon completion of the two trainings, the prospective nominee will receive completion certificates to the TAMU email address. Please forward those completion certificates to [GradCom@tamu.edu](mailto:GradCom@tamu.edu) to note completion on the Nomination Form.

### 3.2.4 Editing and Resubmitting a Returned Regular Nomination

If notification is received that a nomination has been returned, it may require edits before the nomination can be resubmitted to the workflow.

#### Regular Nomination Return Procedures

GCF nominations may be returned by any individual in the workflow (academic unit approver, GIC, GOC, or the Graduate and Professional School). To return a nomination, the reason must be entered in the “Action Note” field. The Grad School recommends clear instructions as to why the nomination was returned to the nominating academic unit. Once a reason has been entered, click the yellow “Return Nomination” button.

Regardless of who returns a nomination, it will always revert to the “Nomination Entry” role (see Section 3.4 below) and the status will change to “Returned.” Once resubmitted, the nomination will be required to proceed through the full

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approval workflow again.

### ***Common Reasons for Regular Nomination Returns, and Resolutions***

There are a number of reasons why a nomination may be returned at any stage in the nomination process. These include, but are not limited to:

- An incomplete Nomination Form.
  - The nominee's TAMU Email address is missing.
    - *Reason:* This often occurs when a nomination was entered by Faculty Affairs during the hiring process of a Tenured/Tenure-Track Faculty (TTF).
    - *Resolution:* The nomination must be deleted and reinitiated by the academic unit so that the new Nomination Form pulls the nominee's TAMU Email address into the appropriate field.
  - The Nominee TAMU Department has not been selected or is incorrect.
    - *Reason:* The nominator either did not select, or selected the wrong academic unit in which the nominee is adloc'd.
    - *Resolution:* Select the correct academic unit that the nominee is adloc'd to. *Please note: Even when a faculty member holds a joint appointment, the TAMU Department will always be whichever the nominee holds majority appointment.*
  - Degrees are not entered, do not meet the necessary qualifications, or do not match the nominee's curriculum vitae.
    - *Reason:* The Degrees section on the Nomination Form does not include the degrees necessary for the Memberships selected (see Section 2.3 above), or the details of degree(s) do not match the details on the CV uploaded for the nomination.
    - *Resolution:* The degree(s) must be entered correctly and match the details as indicated on the nominee's CV.
  - Required Documents are missing.
    - *Reason:* A curriculum vitae must be uploaded to the nomination for all nominees (TTF, APT, TFPS, OtherFPS, and SA). A Letter of Support (see Section 7.2.2) must be included for all APT, TFPS, OtherFPS, and SA nominees.
    - *Resolution:* Upload a current CV and/or Letter of Support.
- The nominee has not completed the FERPA training and/or EIS Application Security Statement of Acknowledgement (through TrainTraq or the TAMU System's external TrainTraq portal).
  - *Reason:* The nominee has not satisfied the EIS/FERPA Requirement as indicated on the Nomination Form, and the nomination has sat idle with the Graduate and Professional School for three or more months.
  - *Resolution:* The nominee must complete the EIS Acknowledgement and FERPA training. For TAMU employees, this can be completed through TrainTraq; for nominees from outside TAMU, this must be completed through the TAMUS external TrainTraq portal (see Section 3.2.1 above).
- The nominating academic unit has requested that the nomination be returned.

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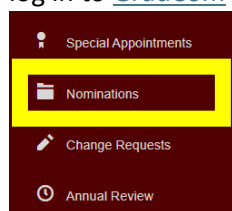
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## Correcting and Resubmitting Returned Regular Nominations

If changes to the Nomination Form are required,

1. log in to [GradCom](#) and select the “Nominations” tab.



Nominations – create new or check the processing status of nominations to the Graduate Committee Faculty

Change Requests – adjust the role(s) of a current Graduate Committee Faculty member

Annual Review – keep or remove members of the Graduate Committee Faculty during the yearly audit of unit's memberships

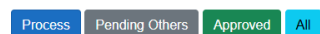
For access to nominate or approve on GradCom, users must be listed on their college/school, department, or interdisciplinary program's [Authorized Signers Form](#).

[Graduate Committee Faculty Guidelines \(2024\)](#)

2. Locate the nomination with the Returned status and click the ID number (in blue).

### Nominations

To initiate a new nomination, click the “Create New Nomination Button” and complete the nomination form. All Special Appointments must be submitted through the “Create Special Appointment Nomination” button. Under the “Process” tab, users will find active nominations for which they may submit or make approval. Under the “Pending Others” tab, users may monitor the status of all in-progress nominations which they have submitted or approved. The “Approved” tab displays all completed nominations which have been created or approved by the user. To open a nomination, click the ID number in blue.



Viewing: **Process**

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status	Train Track Complete
9013				BIOT	Assistant Director of the Innovation Partners, TAMU	Returned	<input type="checkbox"/>
9410				POSC	Breeder Performance Clinic Director, (Live Operations), and the Learning & Development Manager - Sma	Incomplete	<input type="checkbox"/>
9508				ECEN	Assistant Professor	Returned	<input type="checkbox"/>

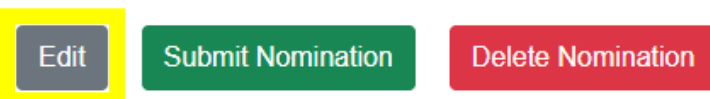
3. On the next page, locate the “History” section (at the bottom of the page). The reason for the return will be indicated under the “Note” column along with the user which returned it.

### History

Date	Status	User	Note
4/5/2023 9:08:11 AM	Returned		Returned from Graduate and Professional School Review. Nominee Employer field is blank. The Letter of Support should be addressed to the Associate Provost &
3/30/2023 3:58:41 PM	Graduate and Professional School Review		Approved from GOC Approval.
3/30/2023 3:58:31 PM	GOC Approval		Approved from GIC Approval.
9/13/2022 12:06:57 PM	GIC Approval		Approved from Department Approval.
9/13/2022 12:06:22 PM	Department Approval		Approved from Returned.

4. Scroll back to the top of the page and click the grey “Edit” button.

### Available Actions:



### Action Note:

5. Make any changes as necessary. *Please note: The First Name, Last Name, and TAMU Email address must auto-populate in the Nomination Form; if the name or email address are incorrect or missing, please delete the nomination and initiate a new one.*

Notes:

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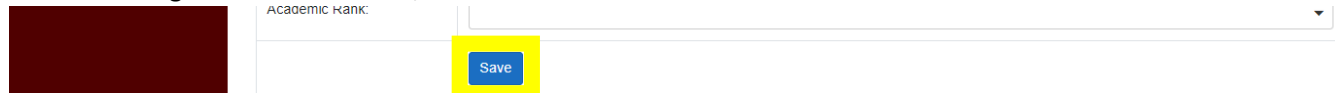


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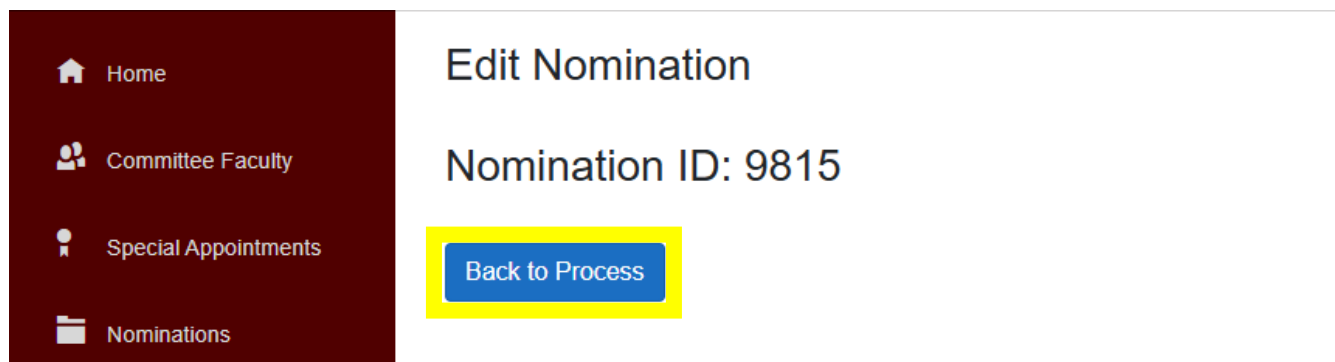
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6. Once all changes have been made, click the blue “Save” button.



A screenshot of a web form. On the left is a dark red sidebar. To its right is a form area. A blue button labeled 'Save' is highlighted with a yellow rectangular box. Above the button, the text 'Academic Rank:' is visible next to a dropdown menu.

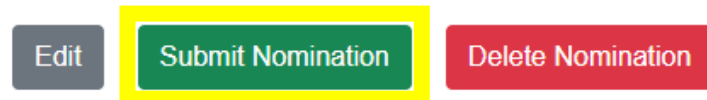
7. Once all parts of the Nomination Form are complete, return to the top of the page and click the blue “Back to Process” button.



A screenshot of the 'Edit Nomination' page. On the left is a dark red sidebar with navigation links: Home, Committee Faculty, Special Appointments, and Nominations. The main content area shows 'Edit Nomination' and 'Nomination ID: 9815'. A blue button labeled 'Back to Process' is highlighted with a yellow rectangular box.

8. Once the completed Nomination Form has been corrected reviewed to ensure that all information is correct, click the green “Submit Nomination” button.

### Available Actions:



A screenshot showing three buttons: 'Edit' (grey), 'Submit Nomination' (green), and 'Delete Nomination' (red). The 'Submit Nomination' button is highlighted with a yellow rectangular box.

### Action Note:

## 3.3 Submitting Nominations for Special Appointments

### 3.3.1 Requirements for Special Appointment Nominations

#### *Texas A&M University Credentials*

As of Summer 2022, nominations for Special Appointment (without voting privileges) do not require an active University Identification Number (UIN), NetID, and Texas A&M University email address.

#### *Special Appointment Nomination Forms*

SA nominations are initiated, completed, and submitted through GradCom. The nomination entry person must enter the

- academic unit’s Mail Stop; and
- the nominee’s

Notes:

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- First Name,
- Last Name,
- Email address,
- Location,
- indicate whether the nominee is Employed by TAMU or not,
- the Nominee’s Employer,
- Position/Title,
- Degrees earned, and
- the Student(s) that the individual will be attached to.

### Supporting Documents

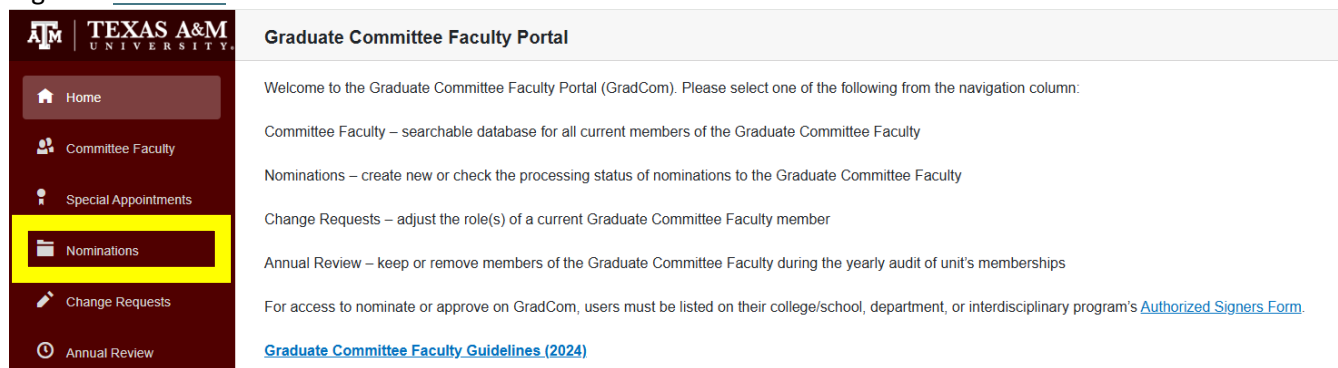
The nomination must also include supporting documents, uploaded with the Nomination Form:

- A current *Curriculum Vitae* must be attached.
- A Letter of Support (see Section 7.2.2 below) must be provided.
  - The letter must be
    - from and signed by the college/school Dean, Department Head, or interdisciplinary degree program Chair; and
    - addressed to the Associate Provost and Dean of the Graduate and Professional School.
  - Letters of support must also provide sufficient evidence that the nominee meets all qualifications (see Sections 2.3.3 through 2.3.7 above).

### 3.3.2 Initiating and Submitting a Special Appointment Nomination

To initiate a nomination,

1. log in to [GradCom](#) and select the “Nominations” tab.



Notes:

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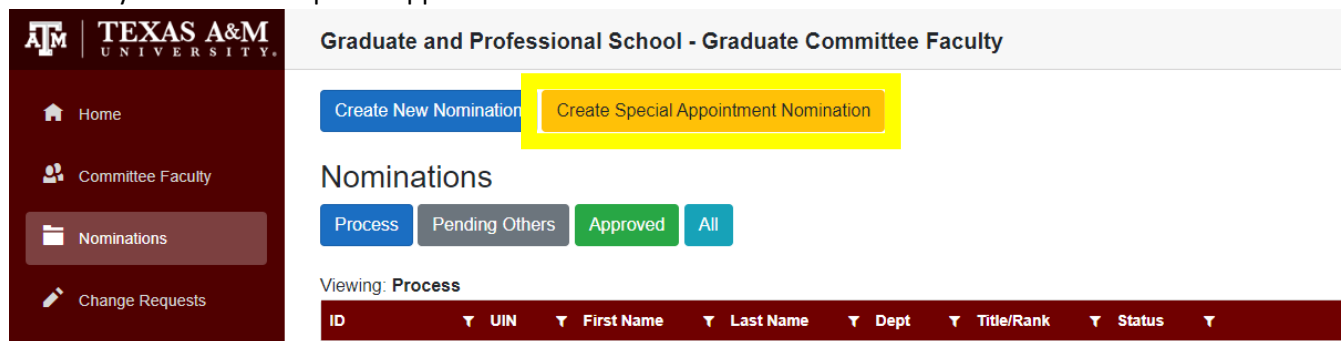


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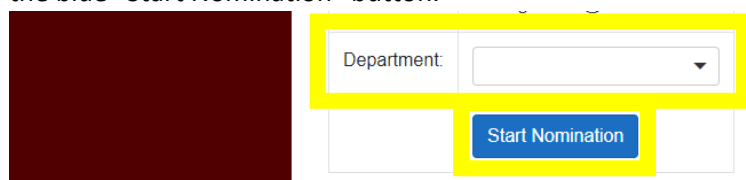


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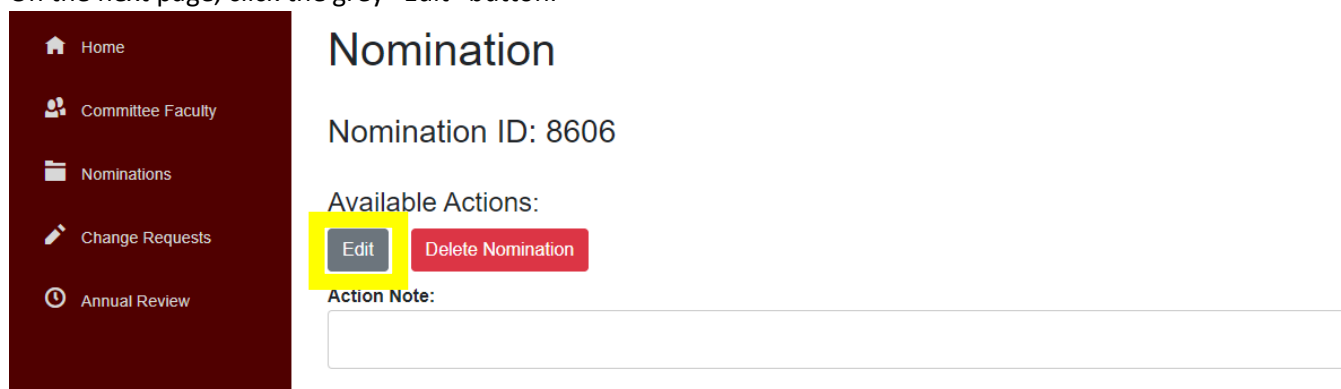
- Click the yellow “Create Special Appointment Nomination” button.



- On the next screen, select the nominating academic unit from the “Department” drop-down menu and then click the blue “Start Nomination” button.



- On the next page, click the grey “Edit” button.



Notes:

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5. In the “Nomination Detail” section, enter the nominating academic unit’s “Mail Stop,” the nominee’s “First Name,” “Last Name,” “Email” address, “Location” (Other), note if the nominee is “Employed by TAMU,” enter the “Nominee Employer” and “Position/Title.” *Please note: A TAMU Email address is not required for SA nominations.*

### Nomination Detail

Nomination ID:	11255
Status:	Incomplete
Nominating Unit:	ARME
Mail Stop:	
First Name:	
Last Name:	
Email:	
Location:	Other
Location Other:	
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Faculty Category:	<input type="radio"/> Tenure or Tenure Track TAMU Faculty <input type="radio"/> Academic Professional Track (APT) Faculty of TAMU, TAMUQ, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input type="radio"/> Temporary or Part-Time Faculty, or Professional Staff, of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations
Employed by TAMU:	<input type="checkbox"/>
Nominee Employer:	
Position Title:	
<input type="button" value="Save"/>	

6. Once all information is entered in the Nomination Detail section, click the blue “Save” button before completing the rest of the form.

[Redacted]	Academic Rank:	
		<input type="button" value="Save"/>

7. Under the “Degrees” section, click the “+ Add” button to generate fields for entry of the nominee’s Degree, Institution, Year Awarded, and Major Area. Once all four fields are filled, click the “Save” button. Click the “+ Add” button to enter any additional degrees. *Please be sure to enter all degrees awarded and ensure that all degrees match the nominee’s CV as nominations may be returned for any mismatches.*

Committee Faculty

Nominations

Change Requests

### Degrees

Degree	Institution	Year Awarded	Major Area	
PHD	Texas A&M University	2022	Studies	<input type="button" value="Save"/>

Notes:

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8. Under the “Documents” section, click the “Browse...” button to select the appropriate support files for upload. *Please note: GradCom requires submission of PDF documents.*

### Documents

View	Type	Current File	Upload New File
<a href="#">View</a>	C.V.	CV.pdf	<input type="button" value="Browse..."/> Or drop files here File uploading... File uploaded successfully
	Letter		<input type="button" value="Browse..."/> Or drop files here

9. Under the “Student” section, enter the UIN of the student which the SA will be attached to and click the blue “Lookup UIN” button. *Please note: Multiple students can be added on a single SA nomination.*

Letter	<input type="button" value="Browse..."/> Or drop files here
--------	---

### Student

Search for students by their UIN.

UIN: <input type="text"/> <input type="button" value="Lookup UIN"/>
---

10. Once all parts of the Nomination Form are complete, return to the top of the page and click the blue “Back to Process” button.

<div> <div>Home</div> <div>Committee Faculty</div> <div>Special Appointments</div> <div>Nominations</div> </div>	<div>Edit Nomination</div> <div>Nomination ID: 9815</div> <div><input type="button" value="Back to Process"/></div>
--	---

11. If changes are still required, click the grey “Edit” button.

Notes:

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12. Once the completed Nomination Form has been reviewed to ensure that all information is correct, click the green “Submit Nomination” button.

Home

Committee Faculty

Nominations

Change Requests

Annual Review

Nomination

Nomination ID: 8606

Available Actions:

Edit

Submit Nomination

Delete Nomination

Action Note:

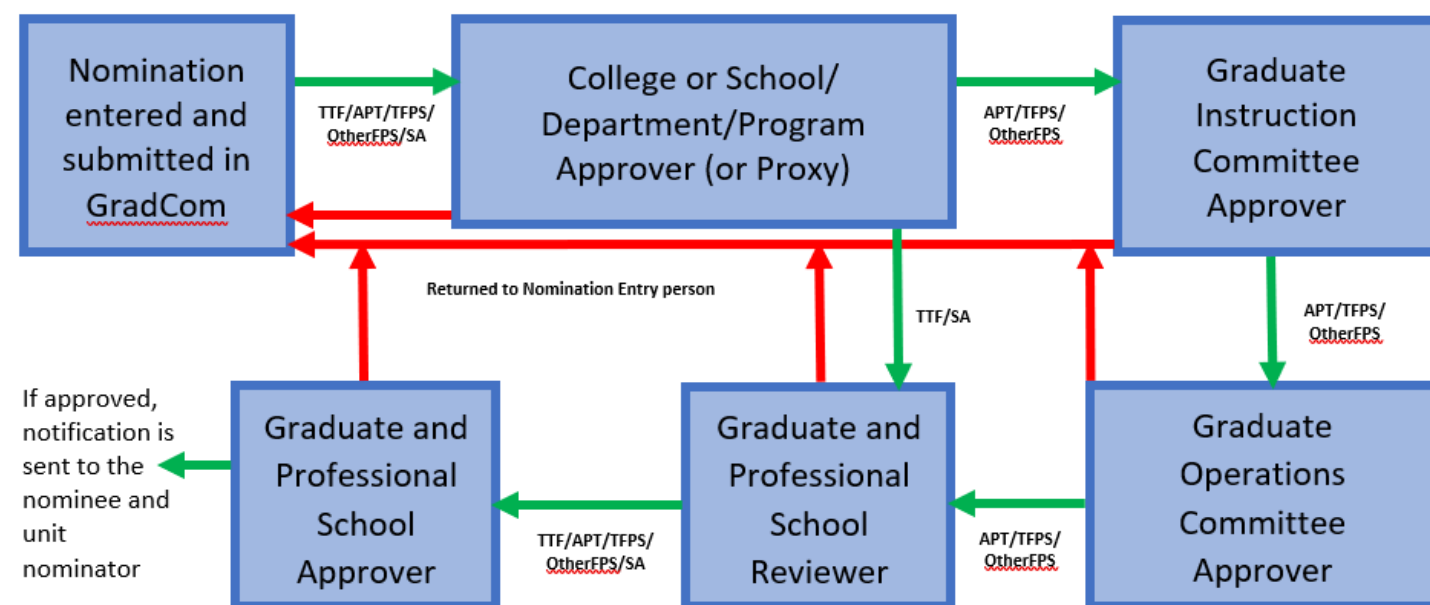
Nomination Detail

13. The status will then change from “Incomplete” to “Department Approval” and enter the workflow.

### 3.4 Nomination Approvals

Following submission, all nominations will proceed through a prescribed workflow.

### 3.4.1 Approval Workflow



Notes:

### ***Tenured/Tenure-Track Faculty Nomination Approvals***

TTF nominations require

1. Submission;
2. College/School, Department, or interdisciplinary degree Program Approval;
3. Graduate and Professional School Review; and
4. Graduate and Professional School Approval.

### ***Academic Professional Track Faculty, Temporary or Part-Time Faculty and Professional Staff, and Other Faculty and Professional Staff Nomination Approvals***

APT, TFPS, and OtherFPS nominations require

1. Submission;
2. College/School, Department, or interdisciplinary degree Program Approval;
3. College/School Graduate Instruction Committee (GIC) Chair Approval;
4. College/School Graduate Operations Committee (GOC) Dean Approval;
5. Graduate and Professional School Review; and
6. Graduate and Professional School Approval.

### ***Special Appointments***

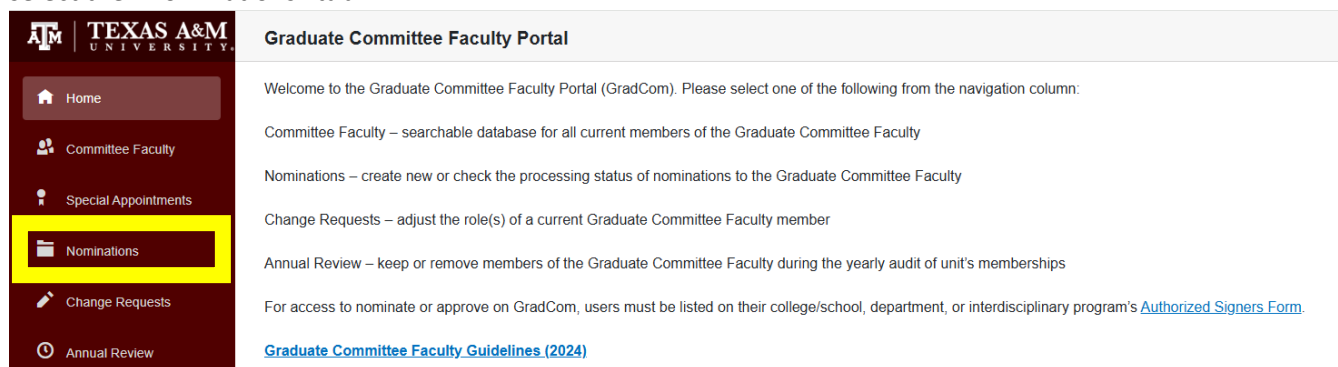
SA nominations require

1. Submission;
2. College/School, Department, or interdisciplinary degree Program Approval;
3. Graduate and Professional School Review; and
4. Graduate and Professional School Approval.

### **3.4.2 Approval Procedures**

After logging in to [GradCom](#),

1. select the “Nominations” tab.



Notes:

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2. All nominations which the user can approve will be listed under the “Process” tab. Locate the nomination for review and click the ID number (in blue).

#### Nominations

To initiate a new nomination, click the “Create New Nomination Button” and complete the nomination form. All Special Appointments must be submitted through the “Create Special Appointment Nomination” button. Under the “Process” tab, users will find active nominations for which they may submit or make approval. Under the “Pending Others” tab, users may monitor the status of all in-progress nominations which they have submitted or approved. The “Approved” tab displays all completed nominations which have been created or approved by the user. To open a nomination, click the ID number in blue.

Process Pending Others Approved All

Viewing: Process

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status	Train Track Complete
11226				MEEN	Instructional Assistant Professor	Department Approval	<input type="checkbox"/>
11240				CLPV	Clinical Professor	Department Approval	<input type="checkbox"/>
11157				RWFM	Supervisory Biologist	GIC Approval	<input type="checkbox"/>
10777				PHSC	Senior Advisor, Emerging Technologies	Department Approval	<input type="checkbox"/>

3. Review the nomination.
  - a. If it can be approved, click the green “Approve Nomination” button.

Nomination ID: 11240

#### Available Actions:

Approve Nomination Return Nomination

- b. If for some reason the nomination *cannot* be approved, it can be returned. Enter a reason in the “Action Note” field and then click the yellow “Return Nomination” button.

Home

Committee Faculty

Special Appointments

Nominations

Change Requests

Annual Review

## Nomination

Nomination ID: 10494

Available Actions:

Approve Nomination Return Nomination

Action Note:

Returned for correction.

4. If the nomination is approved it will automatically proceed to the next approver in the workflow. If it is returned, it will always go back to the “Nomination Entry” role.

Notes:

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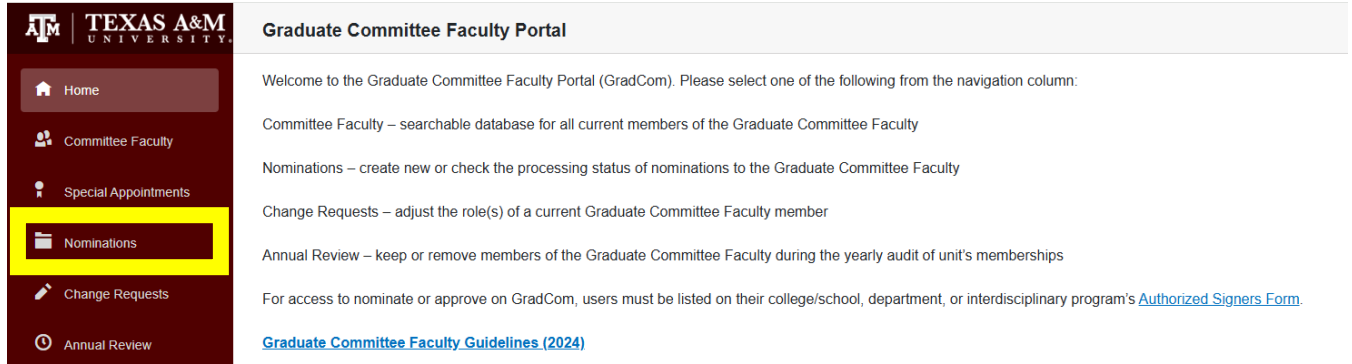


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### 3.5 Deleting a Nomination

If an academic unit no longer intends to pursue a nomination, it can be cleared from GradCom by

1. logging in to [GradCom](#) and selecting the “Nominations” tab.



**Graduate Committee Faculty Portal**

Welcome to the Graduate Committee Faculty Portal (GradCom). Please select one of the following from the navigation column:

- Committee Faculty – searchable database for all current members of the Graduate Committee Faculty
- Nominations – create new or check the processing status of nominations to the Graduate Committee Faculty
- Change Requests – adjust the role(s) of a current Graduate Committee Faculty member
- Annual Review – keep or remove members of the Graduate Committee Faculty during the yearly audit of unit's memberships

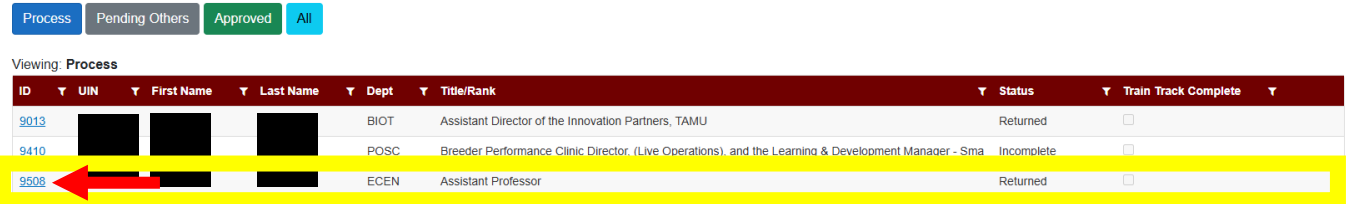
For access to nominate or approve on GradCom, users must be listed on their college/school, department, or interdisciplinary program's [Authorized Signers Form](#).

[Graduate Committee Faculty Guidelines \(2024\)](#)

2. Locate the nomination to be deleted and click the ID number (in blue).

#### Nominations

To initiate a new nomination, click the “Create New Nomination Button” and complete the nomination form. All Special Appointments must be submitted through the “Create Special Appointment Nomination” button. Under the “Process” tab, users will find active nominations for which they may submit or make approval. Under the “Pending Others” tab, users may monitor the status of all in-progress nominations which they have submitted or approved. The “Approved” tab displays all completed nominations which have been created or approved by the user. To open a nomination, click the ID number in blue.



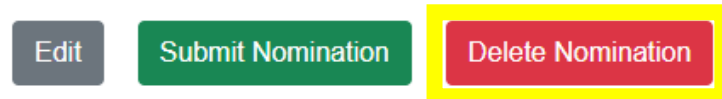
Process Pending Others Approved All

Viewing: Process

ID	UIN	First Name	Last Name	Dept	Title/Rank	Status	Train Track Complete
<a href="#">9013</a>				BIOT	Assistant Director of the Innovation Partners, TAMU	Returned	<input type="checkbox"/>
<a href="#">9410</a>				POSC	Breeder Performance Clinic Director. (Live Operations). and the Learning & Development Manager - Sma	Incomplete	<input type="checkbox"/>
<a href="#">9508</a>				ECEN	Assistant Professor	Returned	<input type="checkbox"/>

3. At the top of the next page, click the red “Delete Nomination” button.

#### Available Actions:



Edit Submit Nomination Delete Nomination

#### Action Note:

*Please note: Once a nomination has been returned it will be completely removed from GradCom. If, at some point, the academic unit would like to resume the nomination process for the individual, a new nomination must be initiated.*

### 3.6 Membership Change Requests

Academic units may request changes to their GCF member's roles through the Change Request process in GradCom.

Notes:

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### 3.6.1 Requirements

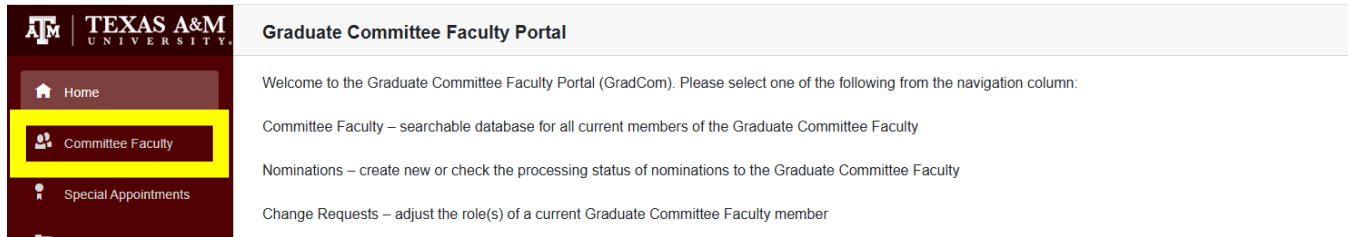
Change Requests may only be submitted to add or remove roles for existing memberships. If an individual does not already hold membership with a given academic unit, a nomination is required (see Section 3.2 above). If an academic unit has recently added a new program, a Change Request may be utilized to add affiliation with that program to an existing membership in the academic unit.

Removal of memberships or roles should be for cases where a faculty member has moved academic units, is now deceased, etc. Removal of memberships or roles for performance or disciplinary issues should only be made following a formal, documented action in accordance with university policies. Department Heads, intercollegiate faculty Chairs, or college/school Deans must provide notification to any faculty member who is non-voluntarily removed from the roles of the Graduate Committee Faculty. Faculty members have the right to appeal their removal through [University Rule 12.99.99.M0.01](#) (Faculty Grievances Procedures).

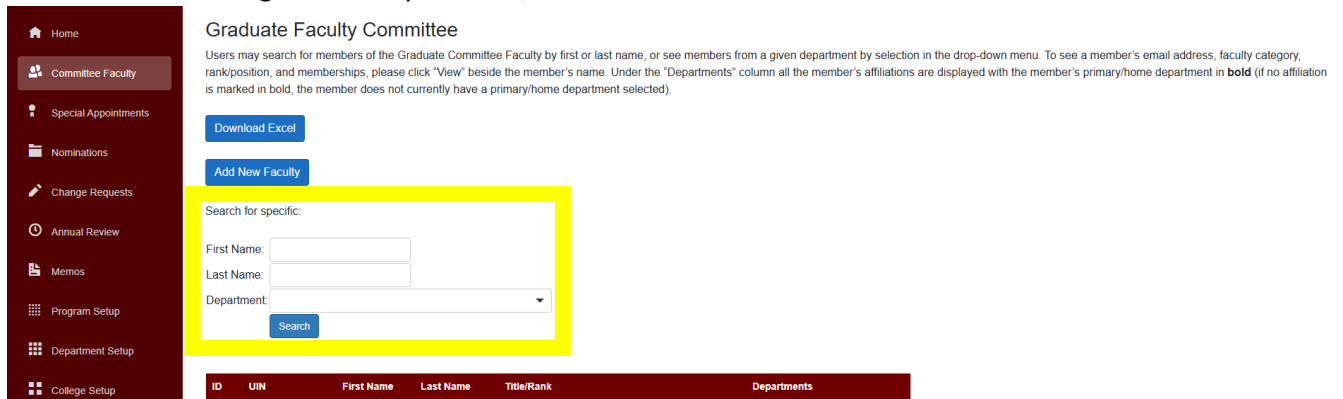
### 3.6.2 Initiating and Submitting a Change Request

To initiate a change request,

1. log in to [GradCom](#) and select the “Committee Faculty” tab.



2. Search for the existing member by first and/or last name.



Notes:

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3. Select the member by clicking “view” (in blue).

First Name:

Last Name:

Department:

ID	UIN	First Name	Last Name	Title/Rank	Departments
<a href="#">view</a>		Mark	Gleason	Graduate Committee Faculty Administrative Coordinator	AGBU

« < 1 > » 1 of 1 pages (1 items)

4. On the member’s page, scroll down to the “Memberships” section. Select your academic unit from the drop-down menu under “You can start a Change Request for the selected Department” and enter a “Reason” in the field below, and then click the blue “Start Change Request” button.

#### Memberships

Department	Major	Degree	Role
<p>You can start a Change Request for the selected Department:</p> <div> <input type="text" value="Agribusiness"/> </div> <p>Reason:</p> <input type="text" value="Recently promoted to tenured position."/> <p><input type="button" value="Start Change Request"/></p>			

5. The request will then be created under the “Change Request” tab.

[Home](#)
[Committee Faculty](#)
[Special Appointments](#)
[Nominations](#)
[Change Requests](#)
[Annual Review](#)
[Memos](#)
[Program Setup](#)
[Department Setup](#)

Viewing: **Process**

**Instructions:**

Initiated change requests will appear below. If changes are needed, click the “Update” button.

Users can approve or return multiple requests by checking the box beside them and clicking the desired action above the list.

To view the history of a change request, click its status button

Review each faculty member’s Memberships. If changes are needed, click the Update button above their Membership list.

You can approve or return multiple requests by checking the box beside them and clicking the desired action above the list.

To view the history of a change request, click it’s status button

☐ Select All

Process	UIN	Name	Dept	Status	Status Date	Memberships
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Notes:

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6. To edit the change request, click the blue “Update” button.

Process	UIN	Name	Dept	Status	Status Date	Memberships	Reason												
Update	[Redacted]	[Redacted]	MSEN	Incomplete	9/22/2022 4:32:50 PM	<table border="1"> <thead> <tr> <th>Program</th> <th>Current</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>MSEN MEN</td> <td>CCM</td> <td>CM</td> </tr> <tr> <td>MSEN MS</td> <td>CCM</td> <td>M</td> </tr> <tr> <td>MSEN PHD</td> <td>CCM</td> <td>CCM</td> </tr> </tbody> </table>	Program	Current	New	MSEN MEN	CCM	CM	MSEN MS	CCM	M	MSEN PHD	CCM	CCM	MSEN is Primary Department (51% appointment); CHEM is secondary (49% appointment)
						Program	Current	New											
						MSEN MEN	CCM	CM											
						MSEN MS	CCM	M											
MSEN PHD	CCM	CCM																	

7. An “Update Memberships” dialog box will open. Click the appropriate membership roles button (Chair/Co-Chair/Member, Co-Chair/Member, Member, or None) for each program (as necessary). The changes will be reflected in the “New Membership” column. *Please note: Change requests with no changes made will be returned to the academic unit.*

Update Memberships

Close

UIN:

[Redacted]

Faculty Name:

[Redacted]

Department:

MSEN

Program	Current Membership	New Membership	Update New To
MSEN MEN	CCM	M	<div>Chair/Co-chair/Member</div> <div>Co-chair/Member</div> <div>Member</div> <div>None</div>
MSEN MS	CCM	CCM	<div>Chair/Co-chair/Member</div> <div>Co-chair/Member</div> <div>Member</div> <div>None</div>
MSEN PHD	CCM	CCM	<div>Chair/Co-chair/Member</div> <div>Co-chair/Member</div> <div>Member</div> <div>None</div>

Change Reason:

MSEN is Primary Department (51% appointment); CHEM is secondary (49% appointment)

8. Once the selections are complete, click the blue “Submit Change and Approve” button.

Change Reason:

MSEN is Primary Department (51% appointment); CHEM is secondary (49% appointment)

Submit Change and Approve

Delete Change

9. The status will then change from “Incomplete” to “Department Approval” and enter the workflow.

Notes:

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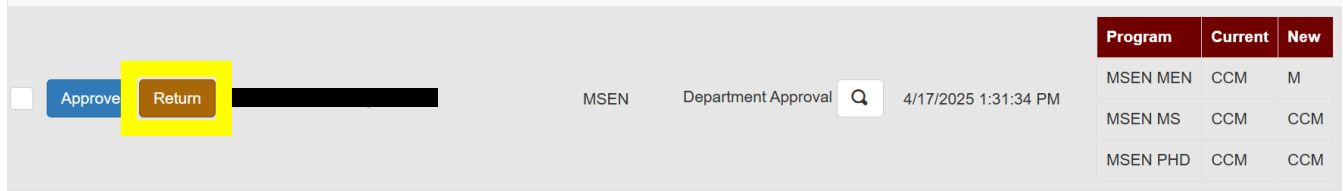
### 3.6.3 Editing and Resubmitting a Returned Change Request

If notification is received that a change request has been returned, it may require edits before the change request can be resubmitted to the workflow.

#### ***Change Request Return Procedures***

GCF change requests may be returned by any individual in the workflow (academic unit approver, GIC, GOC, or the Graduate and Professional School). To return a change request,


1. click the brown “Return” button.



The screenshot shows a web interface for managing change requests. On the left, there are two buttons: 'Approve' (blue) and 'Return' (brown), with the 'Return' button highlighted by a yellow box. To the right of these buttons, the text 'MSEN Department Approval' is visible, followed by a search icon and a timestamp '4/17/2025 1:31:34 PM'. On the far right, there is a table with three columns: 'Program', 'Current', and 'New'.

Program	Current	New
MSEN MEN	CCM	M
MSEN MS	CCM	CCM
MSEN PHD	CCM	CCM

2. A “Return Selected Request” dialog box will open. A reason for the return must be entered, and then click the blue “Submit Return” button.



The screenshot shows a dialog box titled 'Return Selected Request(s)' with a 'Close' button in the top right corner. Inside the dialog, there is a text input field with the placeholder text 'Enter the reason for returning:'. Below the input field is a blue button labeled 'Submit Return', which is highlighted by a yellow box. The background of the dialog is semi-transparent, showing the same interface as the previous screenshot.

Regardless of who returns a nomination, it will always revert to the “Nomination Entry” role (see Section 3.4 above) and the status will change to “Returned.”

#### ***Common Reasons for Change Request Returns, and Resolutions***

There are a number of reasons why a change request may be returned at any stage in the nomination process. These include, but are not limited to:

- The member is not eligible for the new role(s) selected.
- Justification/Reason is improper.
- No change to membership role(s) is entered and/or reason stated is to edit member details (email address, home department, faculty category, position/title).
- The academic unit has requested that the change request be returned.

Notes:

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### Correcting and Resubmitting Returned Change Requests

If changes to the change request are required,

1. log in to [GradCom](#) and select the “Change Requests” tab.

**Graduate Committee Faculty Portal**

Welcome to the Graduate Committee Faculty Portal (GradCom). Please select one of the following from the navigation column:

- Committee Faculty – searchable database for all current members of the Graduate Committee Faculty
- Nominations – create new or check the processing status of nominations to the Graduate Committee Faculty
- Change Requests – adjust the role(s) of a current Graduate Committee Faculty member
- Annual Review – keep or remove members of the Graduate Committee Faculty during the yearly audit of unit’s memberships

For access to nominate or approve on GradCom, users must be listed on their college/school, department, or interdisciplinary program’s [Authorized Signers Form](#).

[Graduate Committee Faculty Guidelines \(2024\)](#)

2. Locate the change request with the Returned status and click the spyglass button to see the reason for return.

Program	Current	New
MSEN MEN	CCM	M
MSEN MS	CCM	CCM
MSEN PHD	CCM	CCM

MSEN is Primary Department (51% appointment); CHEM is secondary (49% appointment)

3. Click the blue “Update” button, make the changes necessary, then click the blue “Submit Change and Approve” button.
4. The corrected change request will then return to the workflow.

### 3.6.4 Change Request Approvals

Following submission, all change requests will proceed through the same prescribed workflow as for nominations.

#### Tenured/Tenure-Track Faculty Change Requests

TTF change requests require:

1. Submission;
2. College/School, Department, or interdisciplinary degree Program Approval;
3. Graduate and Professional School Review; and
4. Graduate and Professional School Approval.

Notes:

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**Academic Professional Track Faculty, Temporary or Part-Time Faculty and Professional Staff, and Other Faculty and Professional Staff Change Requests**

APT, TFPS, and OtherFPS change requests require:

1. Submission;
2. College/School, Department, or interdisciplinary degree Program Approval;
3. College/School Graduate Instruction Committee (GIC) Chair Approval;
4. College/School Graduate Operations Committee (GOC) Dean Approval;
5. Graduate and Professional School Review; and
6. Graduate and Professional School Approval.

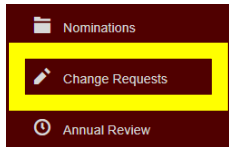
**Special Appointments**

SA change requests are *not* subject to the change request process. For attachment of an SA to additional students, a new SA nomination is required (see Section 3.3 above).

**3.6.5 Change Request Approval Procedures**

After logging in to [GradCom](#),

3. select the “Change Requests” tab.



Annual Review – keep or remove members of the Graduate Committee Faculty during the yearly audit of unit’s memberships

For access to nominate or approve on GradCom, users must be listed on their college/school, department, or interdisciplinary program’s [Authorized Signers Form](#).


[Graduate Committee Faculty Guidelines \(2024\)](#)

4. All change requests which the user can approve will be listed under the “Process” tab.

**Instructions:**


Initiated change requests will appear below. If changes are needed, click the “Update” button.

Users can approve or return multiple requests by checking the box beside them and clicking the desired action above the list.


To view the history of a change request, click its status button .

Review each faculty member’s Memberships. If changes are needed, click the Update button above their Membership list.

You can approve or return multiple requests by checking the box beside them and clicking the desired action above the list.

To view the history of a change request, click its status button .

☐ Select All
 Approve Selected
Return Selected

Process	UIN	Name	Dept	Status	Status Date	Memberships									
<input type="checkbox"/> <div style="display: inline-block; vertical-align: middle;"> <div style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 4px; margin-right: 5px;">Approve</div> <div style="background-color: #ffc107; color: white; padding: 2px 10px; border-radius: 4px;">Return</div> </div>	631002163	Edward Lemon	INTA	GIC Approval 	7/26/2022 11:55:54 AM	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th>Program</th> <th>Current</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>INTA MIA</td> <td>CCM</td> <td>CCM</td> </tr> <tr> <td>INTP MIP</td> <td>CCM</td> <td>CCM</td> </tr> </tbody> </table>	Program	Current	New	INTA MIA	CCM	CCM	INTP MIP	CCM	CCM
Program	Current	New													
INTA MIA	CCM	CCM													
INTP MIP	CCM	CCM													

Notes:

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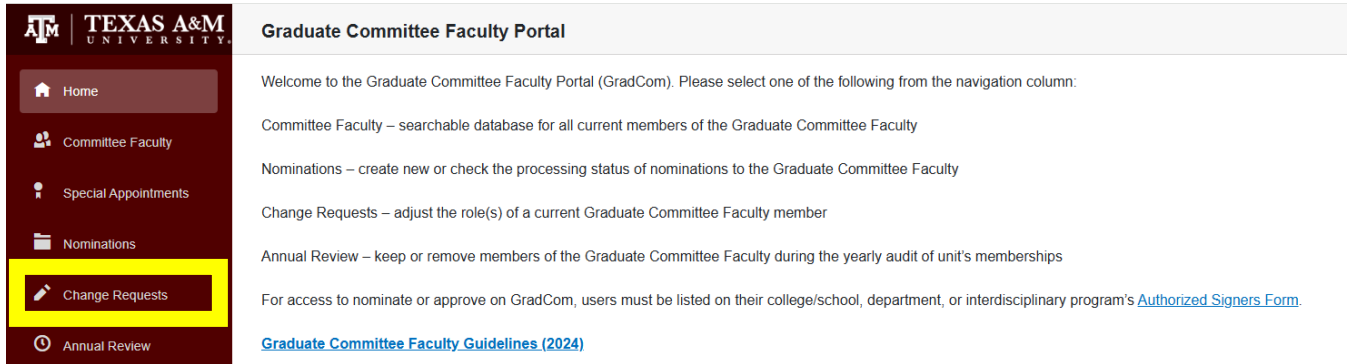
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- Once the change request is approved it will move to the next Approver in the workflow.

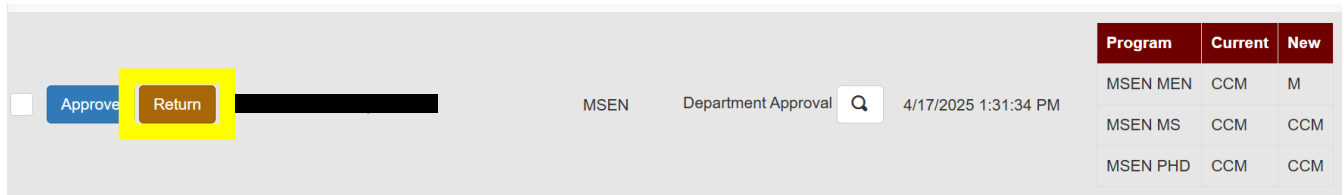
### 3.6.6 Deleting a Change Request

If an academic unit no longer intends to pursue a change request, it can be cleared from GradCom by

- logging in to [GradCom](#) and selecting the “Change Requests” tab.



- Locate the change request to be deleted. click the brown “Return” button.



- A “Return Selected Request” dialog box will open. A reason for the return must be entered, and then click the blue “Submit Return” button.



Notes:

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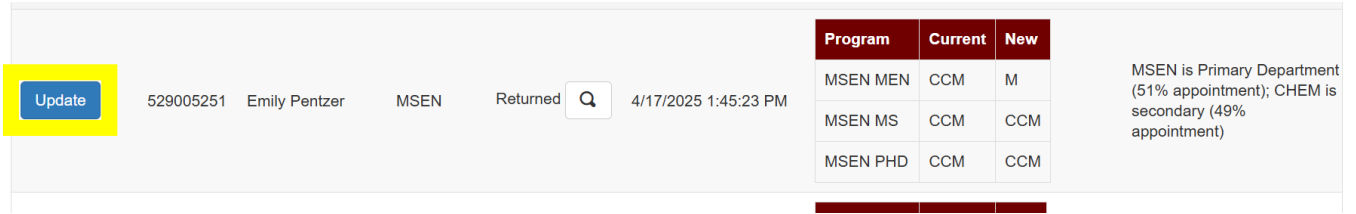


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- The academic unit's administrative faculty or staff designated for "Nomination Entry" will then click the blue "Update" button.

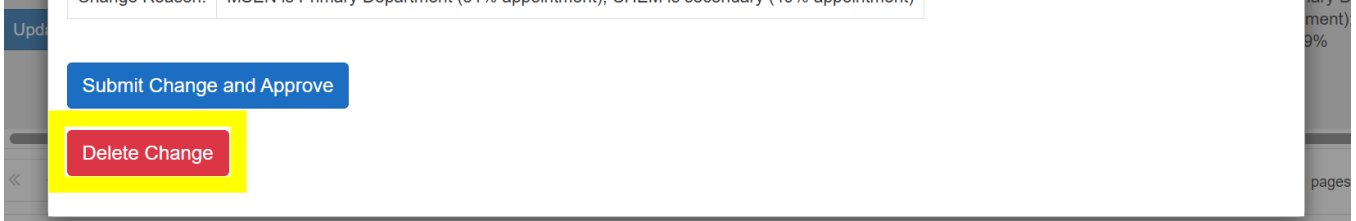


The screenshot shows a form for updating a membership change request. On the left, a blue "Update" button is highlighted with a yellow box. To its right are fields for ID (529005251), Name (Emily Pentzer), Department (MSEN), Status (Returned), a search icon, and a timestamp (4/17/2025 1:45:23 PM). On the right side, there is a table with three columns: Program, Current, and New.

Program	Current	New
MSEN MEN	CCM	M
MSEN MS	CCM	CCM
MSEN PHD	CCM	CCM

Below the table, a note states: "MSEN is Primary Department (51% appointment); CHEM is secondary (49% appointment)".

- An "Update Memberships" dialog box will then open. Click the red "Delete Change" button.



The screenshot shows a dialog box titled "Update Memberships". It contains a text area with the change reason: "MSEN is Primary Department (51% appointment); CHEM is secondary (49% appointment)". Below the text area are two buttons: a blue "Submit Change and Approve" button and a red "Delete Change" button. The "Delete Change" button is highlighted with a yellow box.

*Please note: Once a change request has been deleted it will be completely removed from GradCom. If at some point the academic unit would like to resume the change request process for the individual, a new change request must be initiated.*

Notes:

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## 4 ACADEMIC UNIT ADMINISTRATION OF GRADUATE COMMITTEE FACULTY

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### 4.1 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](mailto:Grad-AuthSigners@tamu.edu) or 979-845-3631

#### 4.1.1 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](#).

##### **Editors**

Each academic unit must designate an Authorized Signers Form Editor with the Graduate and Professional School. Academic units may designate only one editor for their Authorized Signers Form. The designated Editor will hold the ability to view the current form and make any changes as necessary. The Editor will also serve as the point of contact regarding any issues with an academic unit's authorized signers.

##### **Viewers**

The Graduate and Professional School will also provide viewer access to the following:

- Department Authorized Signers Forms
  - Department Head
  - Appropriate College/School Dean(s)
  - Appropriate College/School Authorized Signers Form's designated Editor
- Interdisciplinary Degree Program Authorized Signers Forms
  - Program Chair

Notes:

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- Appropriate College/School Dean(s)
  - Appropriate College/School Authorized Signers Form's designated Editor
- College/School Authorized Signers Forms
  - College/School Dean
  - College/School Graduate Instruction Committee Chair
  - College/School Graduate Operations Committee Dean

#### **4.1.2 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.

#### **4.1.3 Graduate Committee Faculty Portal Authorized Users**

The Graduate Committee Faculty Portal (GradCom) facilitates nominations to the Graduate Committee Faculty (GCF), change requests to existing GCF memberships, and maintains records of all current members of the GCF. Academic units designate users and approvers for the Graduate Committee Faculty Portal through their Authorized Signers Forms.

##### ***Nomination Entry***

Users in the “Nomination Entry” role are authorized to create and submit nominations and change requests for Tenured and Tenure-Track Faculty (TTF), Academic Professional Track (APT) faculty, Temporary and Part-Time Faculty or Professional Staff (TFPS), Other Faculty and Professional Staff from outside the university (OtherFPS), and Special Appointments (SA) for an academic unit. Administrative faculty and/or staff are eligible for designation to enter nominations and change requests, or view the status of pending submissions. Those designated for “Nomination Entry” will receive notifications regarding their submissions.

##### ***College/School, Department, and Program Approvers***

Users in the “College/School, Department, or Program Approver” role are authorized to review and approve nominations and change requests for TTF, APT, TFPS, OtherFPS, or SA for an academic unit. Only administrative faculty are eligible for designation to approve nominations and change requests. Those designated as an “Approver” will receive notifications for nominations and change requests requiring approval.

*Please note: Only members of the Graduate Committee Faculty may be listed as administrative faculty Approvers.*

##### ***Proxy Approvers***

Users in the “Proxy Approver” role are authorized to review and approve nominations and change requests for TTF, APT, TFPS, OtherFPS, or SA for an academic unit. Only administrative faculty are eligible for designation to approve nominations and change requests. Those designated as a “Proxy Approver” will *not* receive notifications for nominations and change requests requiring approval.

*Please note: Only members of the Graduate Committee Faculty may be listed as administrative faculty Proxy Approvers.*

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### ***Graduate Instruction Committee Chair Approvers***

Chairs of a college/school's Graduate Instruction Committee (GIC) will be designated as the "GIC Approver" role and are authorized to review and approve nominations and change requests for APT, TFPS, and OtherFPS from all academic units within their given college/school. Those designated as a "GIC Approver" will receive notifications for nominations and change requests requiring approval.

*Please note: Only the listed GIC Chair may be designated as the GIC Approver.*

### ***Graduate Operations Committee Dean Approvers***

A college/school's Graduate Operations Committee (GOC) Dean will be designated as the "GOC Approver" role and are authorized to review and approve nominations and change requests for APT, TFPS, and OtherFPS from all academic units within their given college/school. Those designated as a "GOC Approver" will receive notifications for nominations and change requests requiring approval.

*Please note: Only the listed GOC Dean may be designated as the GOC Approver.*

### ***GIC Chair and GOC Dean Proxy Approvers***

Users in the "GIC Proxy Approver" or "GOC Proxy Approver" roles are authorized to review and approve nominations and change requests for APT, TFPS, or OtherFPS from all academic units within their given college/school. Only college/school-level administrative faculty are eligible for designation to approve nominations and change requests. Those designated as a "GIC/GOC Proxy Approver" will *not* receive notifications for nominations and change requests requiring approval.

*Please note: Only members of the Graduate Committee Faculty may be listed as GIC/GOC Proxy Approvers.*

### ***GIC-GOC Viewers***

Users in the "GIC-GOC Viewer" roles are authorized to view all nominations and change requests for TTF, APT, TFPS, OtherFPS, or SA from all academic units within their given college/school. Administrative faculty and/or staff on the college/school level are eligible for designation to view the status of pending submissions.

## **4.2 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 4.1 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 student documents in TAMUDocs,

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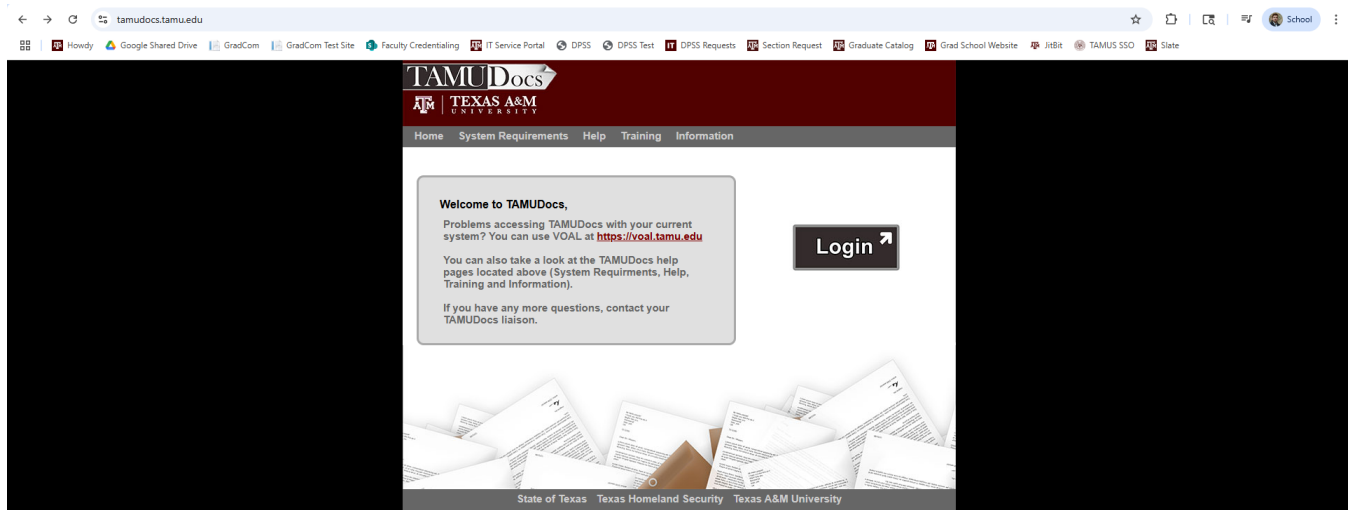
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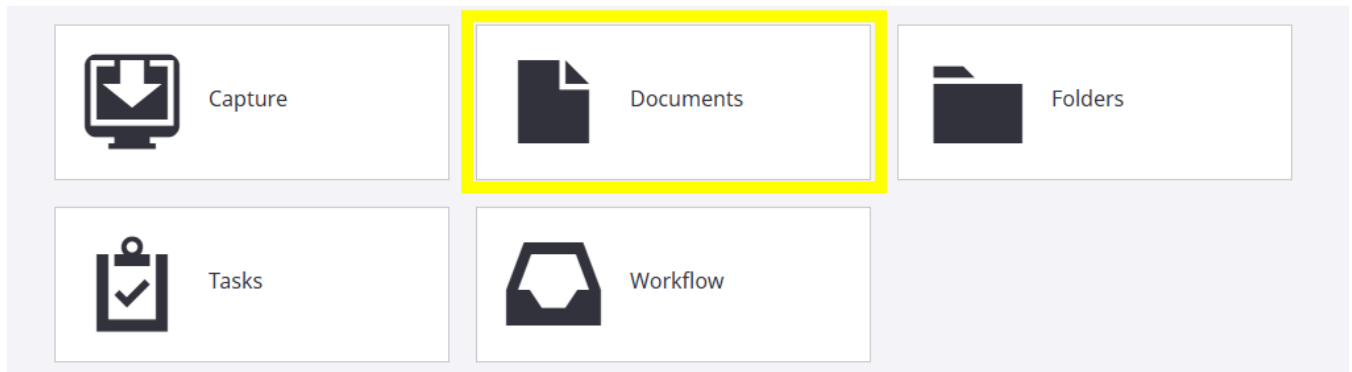
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## Academic Unit Administration of Graduate Committee Faculty ✦ Graduate and Professional Student Documents in TAMUDocs

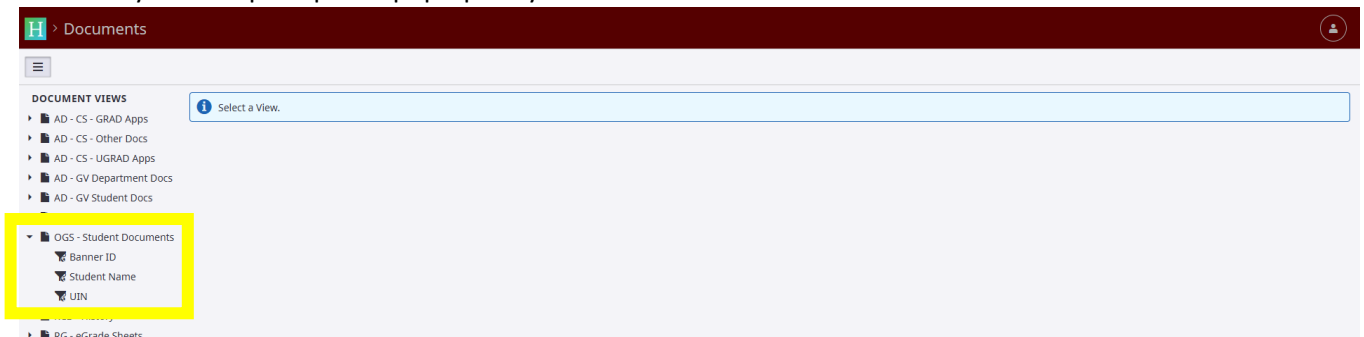
1. Log in to the [TAMUDocs web portal](https://tamudocs.tamu.edu) or the Perceptive Content client (if it is already installed on the desktop) with a NetID and Password.



2. Click the “Documents” button.



3. 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.



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4. 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.*
5. 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](mailto:gradprocessing@tamu.edu) or 979-845-3631

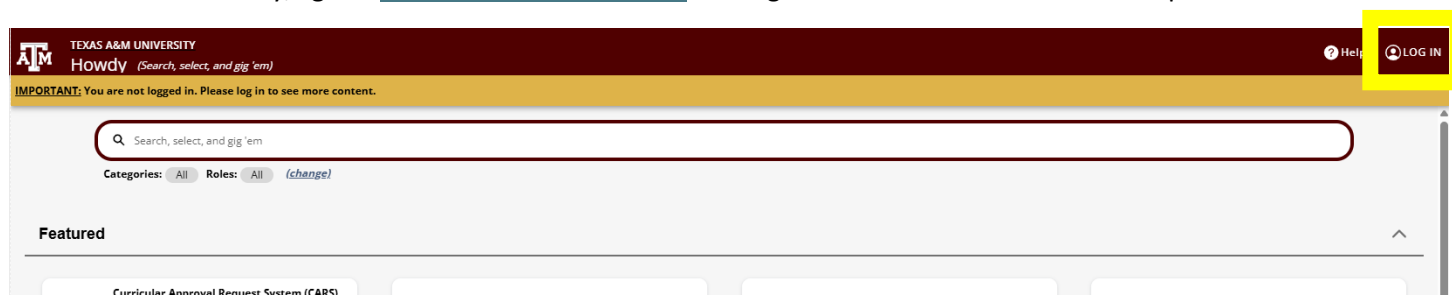
Graduate Authorized Signers – [grad-authsigners@tamu.edu](mailto:grad-authsigners@tamu.edu) or 979-845-3631

### 4.3 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.

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



### 4.4 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.

#### 4.4.1 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 Howdy Portal. After you complete the Basic Navigation training, your Compass

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account will be activated. 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.

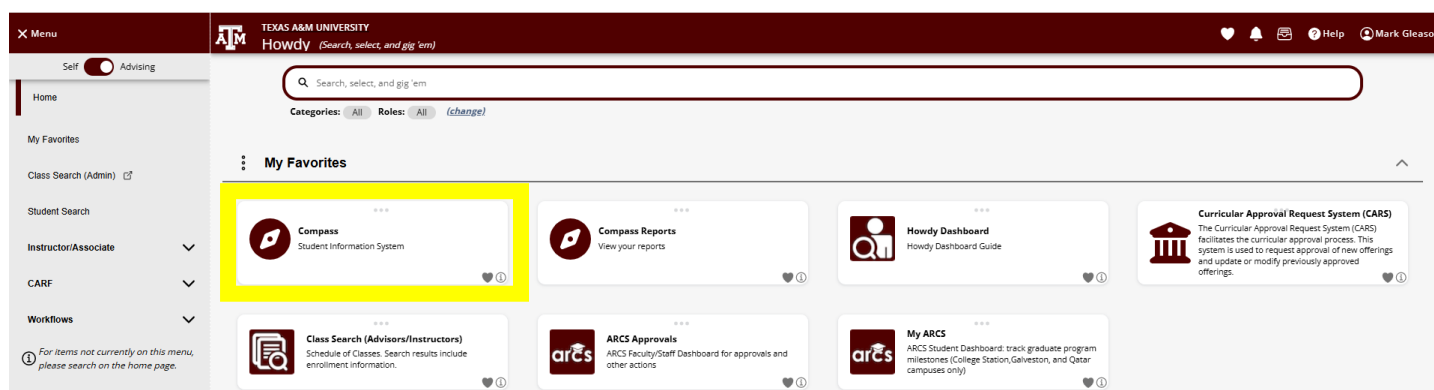
The following Compass security groups are necessary to obtain Compass forms which display items associated with graduate student progress and provide access to generate a graduate degree evaluation:

**G\_REGI\_CAPP\_DEG\_AUDIT\_VIEW** (Grants access to the Advisor role within 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.)

After the user completes the Basic Navigation training, access to Compass will be provided. Compass is accessible through the “Compass” card on Howdy.



More information on Compass may be found on the university’s [Technology Services website](#).

#### 4.4.2 Training Requirements

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 on the *Compass User Training* card within the Howdy Portal. This card contains various links and electronic resources on Compass topics.

#### 4.4.3 Compass Screens

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

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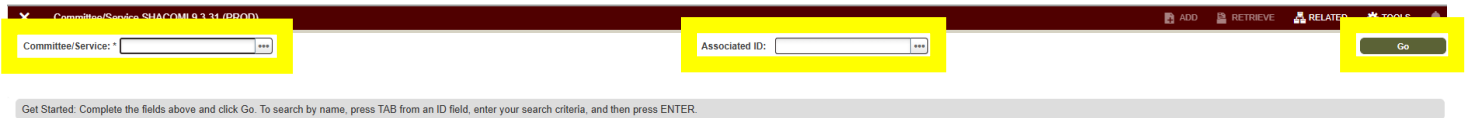


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navigating in Compass.

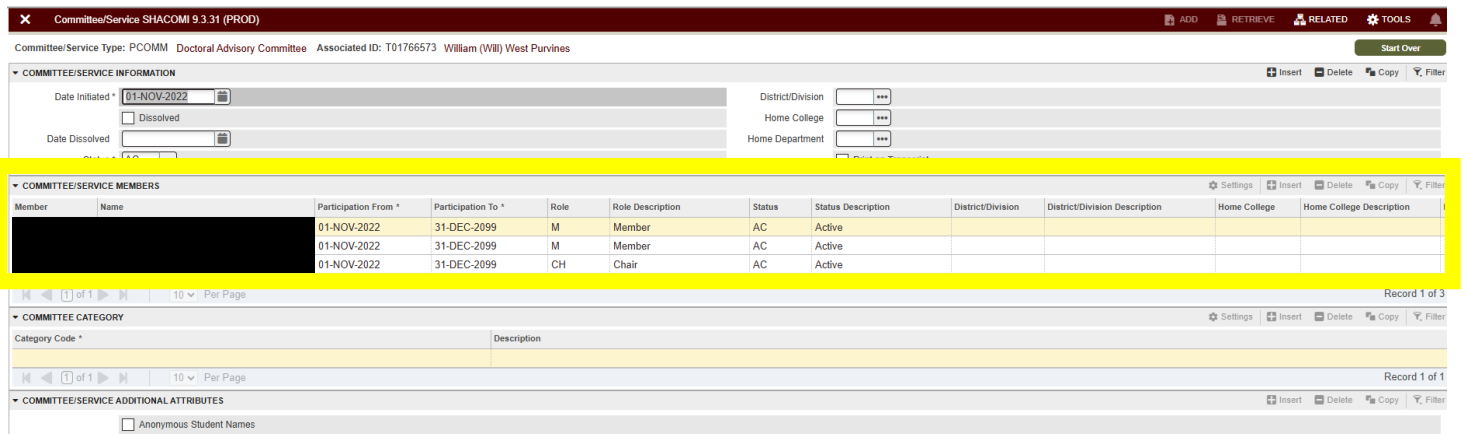
### ***Committee/Service (SHACOMI)***

If a graduate student has established an advisory committee through a Degree Plan in the Document Processing Submission System (DPSS), the members will be shown on the SHACOMI screen. Users will search by degree type and student UIN.



In the “Committee/Service” field, enter

- MCOMM for Master’s degree students;
- NCOMM for second Master’s degrees;
- OCOMM for third Master’s degrees;
- PCOMM for Doctoral degree students; or
- QCOMM for second Doctoral degrees.



Member	Name	Participation From *	Participation To *	Role	Role Description	Status	Status Description	District/Division	District/Division Description	Home College	Home College Description
		01-NOV-2022	31-DEC-2099	M	Member	AC	Active				
		01-NOV-2022	31-DEC-2099	M	Member	AC	Active				
		01-NOV-2022	31-DEC-2099	CH	Chair	AC	Active				

The “Committee/Service Members” section will list all approved members, their participation dates, and roles.

### ***Committee/Service Member Inquiry (SHICMBQ)***

The SHICMBQ screen provides a list of all student advisory committees the Graduate Committee Faculty (GCF) member has served on since 2009. The screen displays the status of the advisory committee (IG – Inactive/Graduated, or AC – Active), committee type (Master’s or Doctoral), dates, the member’s role on the advisory committee, and the graduate student’s name. To view a GCF member’s advisory committee service:

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1. T-Numbers are required for the SHICMBQ screen, but it does not convert UINs to T-Numbers. Go to the General Student (SGASTDN) screen, enter the GCF member's UIN, and it will change to a T-Number.

General Student (SGASTDN) 9.3.6 (PROD)

ID: T0

View Current/Active: ☐ Curricula

Get Started: Fill out the fields above and press Go.

2. Go to the SHICMBQ screen and enter the T-Number in the "ID" field, then click the "Go" button.

Committee/Service Member Inquiry SHICMBQ 9.3.6 (PROD)

Basic Filter Advanced Filter

ID: T0

Member Name:

Committee or Service:

From Date:

To Date:

Add Another Field ...

Clear All Go

ID	Member Name	Status	Committee or Service	Committee or Service Description	From Date	To Date
Record 1 of 1						

3. All advisory committees the GCF member has served on since 2009 will be displayed.

Committee/Service Member Inquiry SHICMBQ 9.3.6 (PROD)

Active filters: ID: T00652858 Clear All

ID	Member Name	Status	Committee or Service	Committee or Service Description	From Date	To Date
T0		IG	MCOMM	Master's Advisory Committee	19-OCT-2018	11-MAY-2019
T0		IG	MCOMM	Master's Advisory Committee	24-SEP-2018	15-DEC-2018
T0		IG	MCOMM	Master's Advisory Committee	27-JAN-2015	14-AUG-2015
T0		IG	MCOMM	Master's Advisory Committee	09-DEC-2021	14-DEC-2023
T0		IG	PCOMM	Doctoral Advisory Committee	18-SEP-2012	11-AUG-2017

4. The full record can be downloaded to an Excel spreadsheet by clicking "Export" under the "Tools" menu.

Committee/Service Member Inquiry SHICMBQ 9.3.6 (PROD)

Active filters: ID: T00652858 Clear All

ID	Member Name	Status	Committee or Service	Committee or Service Description	From Date	To Date
T0		IG	MCOMM	Master's Advisory Committee	19-OCT-2018	11-MAY-2019
T0		IG	MCOMM	Master's Advisory Committee	24-SEP-2018	15-DEC-2018
T0		IG	MCOMM	Master's Advisory Committee	27-JAN-2015	14-AUG-2015
T0		IG	MCOMM	Master's Advisory Committee	09-DEC-2021	14-DEC-2023
T0		IG	PCOMM	Doctoral Advisory Committee	18-SEP-2012	11-AUG-2017

Tools

Export

## General Person Identification (SPAIDEN)

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

- 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.

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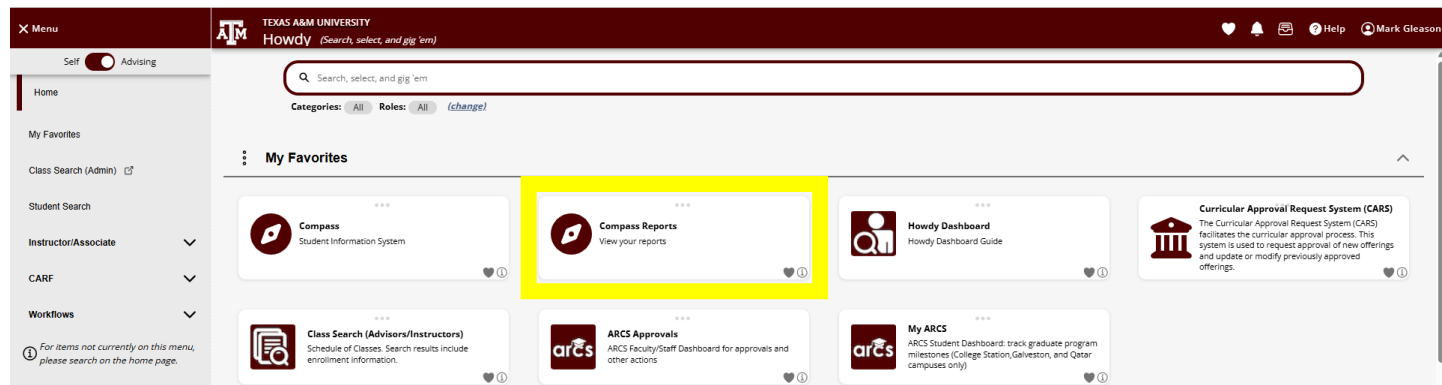
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#### 4.4.4 Compass Reports

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 card in the Howdy Portal.



#### 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 the Howdy Portal. 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

#### Graduate and Professional School Use of Compass Reports

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/or department. Please have your PAA contact Trent Smith at [smitht@tamu.edu](mailto:smitht@tamu.edu) for questions related to the specific group that needs to be requested.

The following lists some common graduate student-related reports available through COMPASS Reports (*Please note: XX represents the two-letter college/school code*):

Report Name	Description
PWS_CURR_STD_COMM_XX	All students in the college/school with an advisory committee. Lists all the student’s advisory committee members, member UIN, member type and member affiliated department(s) in Compass. Sorted by

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Report Name	Description
	student.
SRC_AL_GRAD_COMM_XX	Lists all faculty on student advisory committees. Only shows registered students. Sorted by faculty member.
PWS_GR_COMMITTEE_XX	<i>Ad hoc</i> report. This report only runs if requested by a department or faculty member. Departments can request that this report be run by emailing Trent Smith ( <a href="mailto:smitht@tamu.edu">smitht@tamu.edu</a> ). It will list all committees a specific faculty member has ever served on including historic committees from SIMS. The report has the option to also include the student's thesis/dissertation title.
SRC_AL_GRAD_COMM_XX	Faculty affiliated in Compass with the college/school who serve on graduate advisory committees. Lists all committees (enrolled students only) on which they serve. Includes member type, student UIN and student program. Intended to be used for Faculty load.

## 4.5 Graduate Committee Faculty Annual Review

Each year, the Graduate Committee Faculty Office will facilitate each academic unit's review of its GCF members.

### 4.5.1 Requirements

The Graduate and Professional Council expects that all Deans, Department Heads and intercollegiate faculty Chairs will regularly review the Graduate Committee Faculty under their direction and will recommend withdrawal of the appointments of any members who no longer merit membership on the Graduate Committee Faculty on the basis of their lack of contribution to graduate education.

#### **Review**

Each academic unit should maintain accurate records of the members within their Graduate Committee Faculty. During the Annual Review process, the academic unit should ensure that any individuals to be removed are either no longer active on any student advisory committees or will maintain membership with another academic unit to remain in the Graduate Committee Faculty.

Before completing an Annual Review, academic units should review their member's advisory committee records to determine if the member is currently active on any student advisory committees (with any academic unit).

1. Check the GradCom under the "Committee Faculty" tab to determine if the member is affiliated with one or more academic units.

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2. Review the member's record in the Committee/Service Member Inquiry (SHICMBQ) table on Compass to determine the students whom the member is advising and which academic unit(s) those students are in (see Section 4.5.2 below).

If the member is not currently active with any student advisory committees, the membership can be removed.

If the academic unit conducting the Annual Review is the member's primary/home academic unit, and

- the individual does not hold membership with any other (secondary) academic units, and
  - is currently active on any student advisory committees,
  - do **not** remove the membership before
    - the member has been removed from all student advisory committees *or*
    - membership has been established with another (secondary) academic unit;
- the individual holds membership with another (secondary) academic unit, and
  - is currently active on any student advisory committees,
  - please confer with the other academic unit(s) before removing membership.

If the academic unit conducting the Annual Review is a member's secondary affiliation, and

- the individual holds membership with a primary/home academic unit, and
- is currently active on any student advisory committees,
- please confer with the primary/home academic unit before removing membership.

Once it has been determined that the member is no longer active on any student advisory committees, or will maintain membership with another academic unit, a removal request can be submitted.

### **Notification**

The Department Head or intercollegiate faculty Chair must provide notification to any faculty member who is non-voluntarily removed from the Graduate Committee Faculty. Punitive reasons for removal of GCF membership may only be made following proper administrative procedures.

While outside members should be notified when their GCF membership is concluded, notification of non-voluntary removal is **not** required for individuals who are not employed by the university.

### **4.5.2 Checking Graduate Committee Faculty Members' Advisory Committee Status**

Academic units must ensure that no GCF member currently active on a student advisory committee is removed through the Annual Review process. *Please note: As members of the GCF do not always require separate nominations to serve on advisory committees in other departments (see Section 2.3 above), an academic unit's GCF members may be serving on advisory committees for students in other academic units.* To check a member's advisory committee service,

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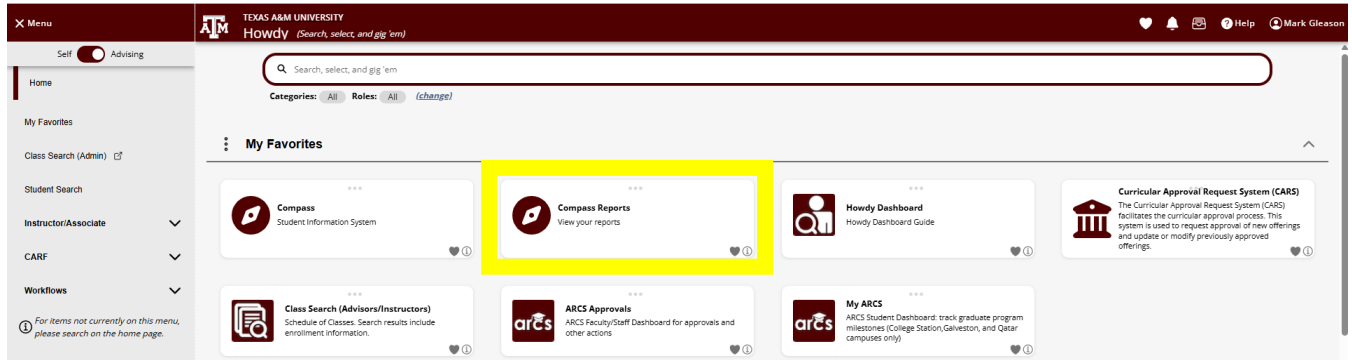
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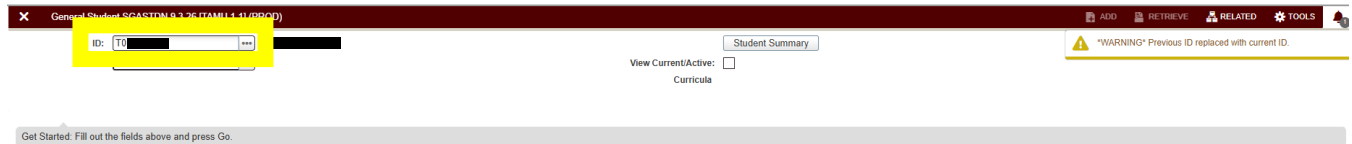
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## Academic Unit Administration of Graduate Committee Faculty ✦ Graduate Committee Faculty Annual Review

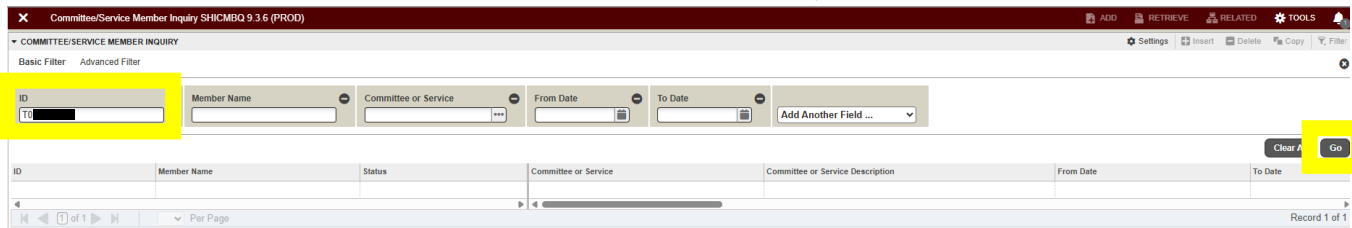
1. log in to the Howdy Portal and select the “Compass Reports” card.



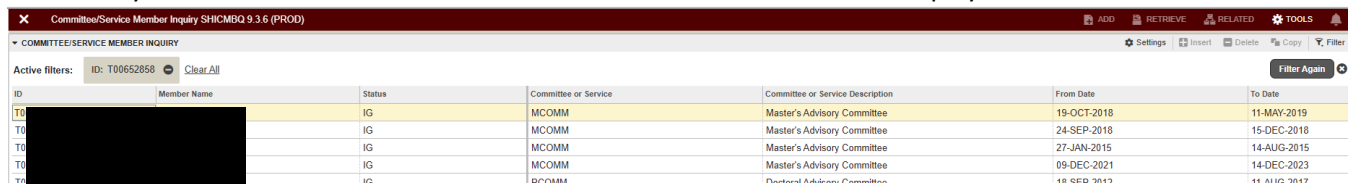
2. T-Numbers are required for the SHICMBQ screen, but it does not convert UINs to T-Numbers. Go to the General Student (SGASTDN) screen, enter the GCF member’s UIN, and it will change to a T-Number.



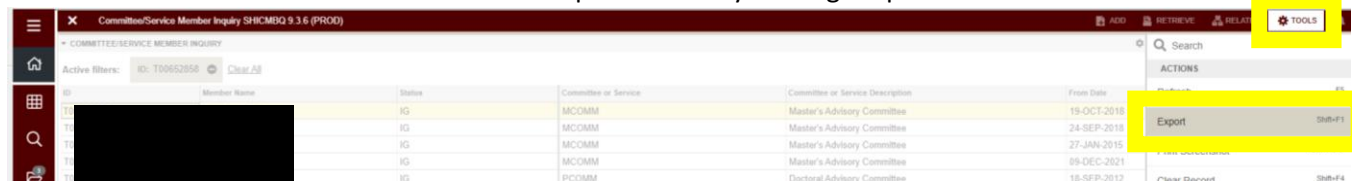
3. Go to the SHICMBQ screen and enter the T-Number in the “ID” field, then click the “Go” button.



4. All advisory committees the GCF member has served on since 2009 will be displayed.



5. The full record can be downloaded to an Excel spreadsheet by clicking “Export” under the “Tools” menu.



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### 4.5.3 Procedures

Every academic unit will be requested to review its members of the GCF through the Annual Review process.

#### Initial Review

When the Graduate and Professional School opens the Annual Review, users authorized to enter nominations will initiate the process for their academic unit(s). All current members of the academic unit's GCF will be listed under the "Annual Review" tab in GradCom, and each entry's status will be marked as "Incomplete" for all users with the "Enter/View Nominations" designation on the academic unit's Authorized Signers Form (see Section 4.1 above).

1. log in to GradCom and select the "Annual Review" tab.

The screenshot shows the 'Graduate Committee Faculty Portal' with a sidebar on the left containing navigation links: Home, Committee Faculty, Special Appointments, Nominations, Change Requests, and Annual Review (highlighted with a yellow box). The main content area displays a welcome message and a list of navigation options: Committee Faculty, Nominations, Change Requests, and Annual Review. The 'Annual Review' link is highlighted with a yellow box.

2. Under "Process," the user will find all the academic unit's active GCF members. The table will display each member's UIN, name, department, number of advisory committees the member is currently on, the Status of the review, and current Membership roles with any given programs.

The screenshot shows the 'Annual Review' page with the 'Process' tab selected (highlighted with a yellow box). The page displays a table of faculty members with columns: Process, UIN, Name, Department, Current Committees, Status, Status Date, Keep/Remove, Memberships, and Remove Reason. The table shows two entries for faculty members in the COSC department, both with a status of 'Incomplete'.

Process	UIN	Name	Department	Current Committees	Status	Status Date	Keep/Remove	Memberships	Remove Reason						
Keep Remove	[Redacted]	[Redacted]	COSC	2	Incomplete	7/14/2025 4:25:45 PM		<table border="1"> <thead> <tr> <th>Program</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>COMG MS</td> <td>CCM</td> </tr> <tr> <td>COSC PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Membership	COMG MS	CCM	COSC PHD	CCM	
Program	Membership														
COMG MS	CCM														
COSC PHD	CCM														
Keep Remove	[Redacted]	[Redacted]	COSC	0	Incomplete	7/14/2025 4:25:45 PM		<table border="1"> <thead> <tr> <th>Program</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>COMG MS</td> <td>CCM</td> </tr> <tr> <td>COSC PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Membership	COMG MS	CCM	COSC PHD	CCM	
Program	Membership														
COMG MS	CCM														
COSC PHD	CCM														

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3. For each member who should remain active in the academic unit's GCF, click the blue "Keep" button. For anyone who is no longer with the university, or the unit has deemed no longer qualified (through an appropriate university process), click the red "Remove" button.

Process	UIN	Name	Department	Current Committees	Status	Status Date	Keep/Remove	Memberships	Remove Reason	
<div>Keep</div> <div>Remove</div>			COSC	2	Incomplete		7/14/2025 4:25:45 PM	<div>Program</div> <div>Membership</div>		
								COMG MS		CCM
								COSC PHD		CCM
<div>Keep</div> <div>Remove</div>			COSC	0	Incomplete		7/14/2025 4:25:45 PM	<div>Program</div> <div>Membership</div>		
								COMG MS	CCM	
								COSC PHD	CCM	

- If "Keep" is indicated, the membership will be retained. The review will then proceed to Department Approval for confirmation.
- If the member is marked as "Remove," a dialogue box will open stating, "You are about to mark [Member's Name] for removal. Records indicate that the Graduate Committee Faculty member is currently active on X graduate student advisory committee(s)." Please ensure that the name of the individual on the dialogue box is correct. If the individual is not on any advisory committees, removal can proceed.

Remove Faculty from Academic Unit

Close

You are about to mark [REDACTED] for removal. Records indicate that the Graduate Committee Faculty member is currently active on 0 graduate student advisory committee(s). If this individual is not active on any student advisory committees, please enter a reason for the removal and then click the Confirm button below. *Please note: This will only remove the individual's membership(s) with your academic unit.*

If this member is on any advisory committees, and you have not done so already, please complete the following steps before removing this member:

- Check the Graduate Committee Faculty Portal (GradCom) under the "Committee Faculty" tab to determine if the member is affiliated with one or more academic units; and/or
- Review the member's record in the Committee/Service Member Inquiry (SHICMBQ) table on Compass and determine the academic units which any student advisory committees are in (for instructions on checking a GCF member's status, please consult the Graduate Committee Faculty Guide).

Once it has been established that the member is not currently active on any student advisory committees, or will maintain membership with another academic unit, please resubmit the removal request.

- Enter a reason for removal and click the blue "Confirm" button with the statement, "I have checked this Graduate Committee Faculty member's record and confirm that the individual is not active on any student advisory committees." If the individual's status has not been confirmed, click the yellow "Go Back" button.

Once it has been established that the member is not currently active on any student advisory committees, or will maintain membership with another academic unit, please resubmit the removal request.

Enter the reason for removing:

No longer with the university

Confirm

Go Back

I have checked this Graduate Committee Faculty member's record and confirm that the individual is not active on any student advisory committees or will maintain membership with another academic unit.

is Graduate Committee Faculty member's status has **not** been confirmed and removal cannot be submitted at this time.

- The removal request will then proceed to the academic unit's Approver.
- If the member is marked as "Remove," and the dialogue box indicates that the individual is currently active on any graduate student advisory committees, follow the steps as indicated.

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- i. Check the Graduate Committee Faculty Portal (GradCom) under the “Committee Faculty tab to determine if the member is affiliated with one or more academic units.

If your academic unit is the individual’s primary department and only membership, and the academic unit intends to proceed with the removal, the individual **must** be removed from all student advisory committees before proceeding with the removal of GCF membership. Please review the member’s record in the Committee/Service Member Inquiry (SHICMBQ) table on Compass (see Sections 4.4.3 or 4.5.2 above), determine which students have the individual as a member on their advisory committees, and direct them to submit Committee Change Petitions through DPSS to remove the individual from the advisory committees (see Section 5.3.3 below). Once all petitions have been fully approved and processed, and the individual has been removed from all advisory committees, the academic unit can proceed with the removal. ***Please do not remove the GCF membership of an individual who is active on any student advisory committees as it will prevent Proxy Approvals (see Section 5.3.4).***

If your academic unit is not the member’s primary department, please confirm with the member’s home unit whether or not they will continue the individual’s membership.

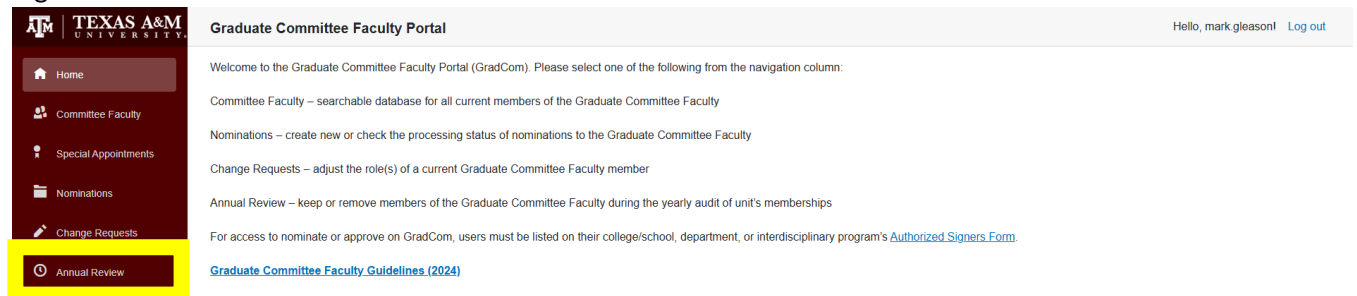
If that department will retain the individual’s membership, you can proceed with removal of membership with your department.

If that department also intends to remove the individual’s membership, and your removal will lead to the individual’s full removal from the GCF, please follow the procedure outlined directly above.

### ***College/School, Department, or Program Approval***

GCF memberships which have been marked to Keep or Remove must be approved by the College/School, Department, or Program Approver as designated on the academic unit’s Authorized Signers Form (see Section 4.1 above). To complete the approval,

1. log in to GradCom and select the “Annual Review” tab.



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2. Under “Process,” the user will find all the academic unit’s GCF members which have been marked to Keep or Remove. Any reasons for removal will be displayed under the “Remove Reason” column.

**Annual Review**

Process Pending Others Approved All

Viewing: **Process**

**Instructions:** During the yearly audit, please review each member of the Graduate Committee Faculty. For all members who should remain in the Graduate Committee Faculty, click the “Keep” button. If they have left the university or are no longer considered qualified for membership, click the “Remove” button. To view the history of a membership, click the status button . Review each faculty member’s Keep/Remove status. If it is correct, click the Approve button. Otherwise, click Return and a window will open to enter the reason.

To view the history of a change request, click it’s status button .

Approve Selected Return Selected

Process	UIN	Name	Department	Current Committees	Status	Status Date	Keep/Remove	Memberships	Remove Reason						
<input type="checkbox"/>		D	COSC	2	Department Approval	11/11/2025 10:34:14 AM	Keep	<table border="1"> <thead> <tr> <th>Program</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>COMG MS</td> <td>CCM</td> </tr> <tr> <td>COSC PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Member	COMG MS	CCM	COSC PHD	CCM	
Program	Member														
COMG MS	CCM														
COSC PHD	CCM														
<input type="checkbox"/>		S	COSC	0	Department Approval	11/11/2025 10:33:32 AM	Remove	<table border="1"> <thead> <tr> <th>Program</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>COMG MS</td> <td>CCM</td> </tr> <tr> <td>COSC PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Member	COMG MS	CCM	COSC PHD	CCM	No longer with the university.
Program	Member														
COMG MS	CCM														
COSC PHD	CCM														

3. If the Keep is correct,
- the designated Department Approver will click the blue “Approve” button. Approval will complete the Keep process and no further action is required.
- b. If the Keep is incorrect, the designated Department Approver will click the brown “Return” button.

Process	UIN	Name	Department	Current Committees	Status	Status Date	Keep/Remove	Memberships	Remove Reason						
<input type="checkbox"/>		D	COSC	2	Department Approval	11/11/2025 10:34:14 AM	Keep	<table border="1"> <thead> <tr> <th>Program</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>COMG MS</td> <td>CCM</td> </tr> <tr> <td>COSC PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Member	COMG MS	CCM	COSC PHD	CCM	
Program	Member														
COMG MS	CCM														
COSC PHD	CCM														
<input type="checkbox"/>		S	COSC	0	Department Approval	11/11/2025 10:33:32 AM	Remove	<table border="1"> <thead> <tr> <th>Program</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>COMG MS</td> <td>CCM</td> </tr> <tr> <td>COSC PHD</td> <td>CCM</td> </tr> </tbody> </table>	Program	Member	COMG MS	CCM	COSC PHD	CCM	No longer with the university.
Program	Member														
COMG MS	CCM														
COSC PHD	CCM														

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- i. A dialogue box will open. Enter a reason for returning the review and click the blue “Submit Return” button.

- ii. The review will then go back to the initiator for correction.

4. For removals,

- a. if a removal is to be approved, a dialogue box will open. If the removal is correct, and the individual is not on any advisory committees, click the blue “Confirm” button with the statement, “My academic unit has confirmed that the individual is not active on any student advisory committees or will maintain membership with another academic unit.”

- b. If the status of the member to be removed has not been confirmed, click the yellow “Return” button.
- c. Removal requests will then proceed to the Graduate and Professional School for final approval. If there are any concerns regarding the removal, it will be returned to the initiator.

#### 4.5.4 Faculty Removal Appeals

Faculty members have the right to appeal their non-voluntary removal from the GCF through [University Rule 12.99.99.M0.01](#) (Faculty Grievances Procedures).

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## 5 STUDENT ADVISORY COMMITTEES

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### 5.1 Graduate Committee Faculty Membership Requirements

To serve on a graduate student advisory committee, an individual must

- hold full membership in the Graduate Committee Faculty (see Sections 2 and 3);
- maintain active TAMU credentials (see Section 3.2.1);
- complete the EIS/FERPA Requirement (see Section 3.2.1); and
- be added to the graduate student's advisory committee through an approved Degree Plan or Committee Change Petition (see Section 5.3.2 below).

### 5.2 Graduate Student Advisory Committee Requirements

A graduate student's advisory committee requirements are detailed in the [Graduate and Professional Catalog](#).

After receiving admission to graduate studies, students will consult with the graduate program concerning selection of a chair and members (if applicable) for an advisory committee representative of the student's field(s) of study and research.

#### 5.2.1 Minimum Member Requirements

For specific Advisory Committee Requirements, graduate students should check the Program Requirements section in the Graduate and Professional Catalog for the degree they are pursuing.

Thesis Master's Degrees require

- three advisory committee members (including the Chair) and
- one member who is external to the graduate student's academic unit (see Section 5.2.2 below).

Non-Thesis Master's Degrees with a Final Examination generally require

- three advisory committee members (including the Chair) – though some may only require two or one – and
- one member who is external to the graduate student's academic unit (if three total members are required).

Non-Thesis Master's Degrees without a Final Examination generally require

- one advisory committee member (a Chair only) – though some may require two or three – and
- no member who is external to the graduate student's academic unit (unless three total members are required).

Doctoral Degrees require

- four advisory committee members (including the Chair) and
- one member who is external to the graduate student's academic unit.

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“Professional” Doctoral Degrees (DEN, EDD, DRPH) require

- two advisory committee members (including the Chair) – through some may require three or four – and
- one member who is external to the graduate student’s academic unit.

Additional members over the minimum number required are permissible with program approval.

*Please note: Special Appointments **are not** considered full members of an advisory committee and **do not** count towards the minimum number of members required on a student’s advisory committee.*

### 5.2.2 External Member Requirement

Master’s degree programs which require three advisory committee members, and doctoral degree programs, generally require at least one or more of the members to have an appointment to an academic unit other than the student’s major academic unit.

The external member for a student in an interdisciplinary degree program must be from an academic unit different from the Chair of the student’s advisory committee.

In cases of Joint or Courtesy Joint Faculty Appointments (see Section 2.4 above), the GCF member’s primary/home academic unit is whichever one the faculty member holds original, majority appointment. The member will be considered internal on any advisory committee in the primary/majority academic unit and external on any in the secondary.

### 5.2.3 Outside Members of the Graduate Committee Faculty

GCF members from outside the university (OtherFPS, see Section 2.3.6 above) do **not** necessarily count as external as required by the External Member Requirement (in Section 5.2.2 above). If an outside member of the GCF was nominated by and received membership through a given academic unit, the outside member will be considered internal on any advisory committee within that academic unit and external to any other academic unit.

## 5.3 Establishing Advisory Committees

### 5.3.1 Selecting Advisory Committee Members

After receiving admission to graduate studies, students will consult with the graduate program concerning selection of a chair and members (if applicable) for an advisory committee representative of the student’s field(s) of study and research. Depending upon the academic unit’s policies, the graduate student’s may request a given member of the Graduate Teaching Faculty (GTF) with GCF membership to serve as Chair, or the academic unit may assign a Chair to the graduate student.

Only members of the GCF located on Texas A&M University campuses may serve as Chair of a student’s advisory committee.

The Chair, in consultation with the student, will select the remainder of the advisory committee (if more than one member is required). The student should interview each prospective committee member to determine a willingness and

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ability to serve. Other members of the GCF – including those located outside the university or off-campus (if permitted by program, department, and college/school policy) – may serve as a Co-Chair or Member.

### 5.3.2 Degree Plans

#### ***Document Processing Submission System***

Graduate student advisory committees are established through Degree Plans and Petitions (see Sections 6.5 and 6.6 below) submitted through the online [Document Processing Submission System](#) (DPSS). This is a web-based system that allows a graduate student to create, audit, and submit Degree Plans, or make changes by way of Petitions. All graduate Degree Plans and Petitions process through DPSS only.

#### Access

All **users** of DPSS (students, faculty, and administrative staff) must have an active UIN and NetID. Individuals approved to hold membership in the Graduate Committee Faculty (GCF) – and serve on graduate advisory committees – must obtain TAMU credentials (see Section 3.2.1 above). The GCF member must also publish an @tamu.edu email address to the TAMU Directory.

All **approvers** must be listed on the academic unit's Authorized Signers Form.

#### Approvals

When a student submits a document, it follows a predefined series of steps for approval. Graduate programs are required to have Pre-Committee and Program Approvers for Degree Plans and Petitions in their workflow to check for satisfaction of program requirements (see Section 5.3.4 below). Degree Plans and Petitions first route to a Pre-Committee Approver (an administrative staff or faculty member). Next, the document must be approved by the advisory committee Chair and then the other committee members. At least one administrative faculty member with signing authority for Graduate and Professional School documents must be included.

Everyone in the workflow must approve the student's document before it will forward to the Graduate and Professional School for review.

#### ***Submission***

Graduate student advisory committees are officially established through the Degree Plan filed through DPSS. An individual may be added to a graduate student's advisory committee if the

- individual has active TAMU credentials and an active membership in the GCF;
- the member holds the appropriate roles and/or affiliation;
- the academic unit approves the individual's service on the student's advisory committee.

To establish the advisory committee through a Degree Plan, the student will

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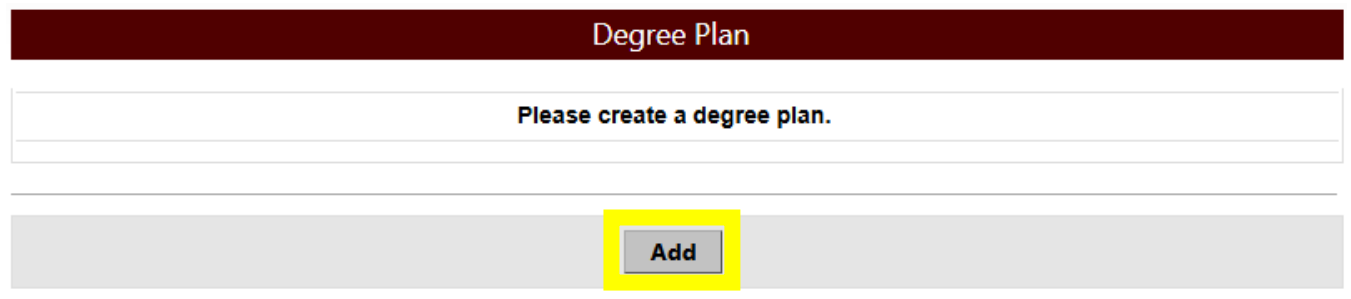
1. go to DPSS and click the “Student” button.



2. Click “Create New Degree Plan.”



3. On the next screen, click the “Add” button.



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4. On the “General Information” page (Step 1), select the appropriate Department, Degree, Major, and Option from the drop-down menus; and then click the “Continue” button.

**General Information**

**Name:** \*      First       M.I.       Last

**Department:** \*

**College:** \*

**Degree:** \*

**Major:** \*

**Option:** \*

\* indicates a required field.

5. The student will be required to add the minimum number of credit hours on the “Courses for Credit” page (Step 2) and then click the “Continue” button.
6. On the “Committee Members” page (Step 3), the student will add the members of the advisory committee by selecting the appropriate role and member from the drop-down menus and then clicking the “Add Member” button.

**Committee Members**

Committee Role	Name	Department
<div style="border: 2px solid yellow; padding: 10px; margin-bottom: 10px;"> <p><b>Role:</b> * <input type="text"/></p> <p><b>Name:</b> * <input type="text"/></p> </div> <p><small>* indicates a required field.</small></p> <div style="text-align: right;"> <input style="border: 2px solid yellow;" type="button" value="Add Member"/> </div>		

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*Please note: The student **must** select a Chair; selection of a Co-Chair is optional – dependent on the student and/or Chair’s discretion and program policy; and the minimum number of required members must be added.*

7. Once the degree plan has been completed, the student will click the “Finish” button and proceed to the audit and submission.

The proposed Degree plan will then move through the approval workflow:

1. Pre-Committee Approver (see Section 5.3.4 below);
2. Advisory Committee Chair;
3. Advisory Committee Co-Chair (if applicable);
4. Advisory Committee Members (if applicable);
5. College/School, Department, or Program Approver (see Section 5.3.4 below); and
6. the Graduate and Professional School (Graduate Records Processing).

Once these approvals are obtained, the Degree Plan must be approved and entered into Compass/Howdy by the Graduate and Professional School.

If one of the required signers is unavailable, each program has administrative faculty members who are authorized signers for the program. Please check with the program’s graduate office to determine who may proxy approve (see Section 5.3.4 below).

If a degree plan is rejected by any of the individuals above, it will be returned to the graduate student for correction and resubmission.

### **5.3.3 Changing Advisory Committees through Petitions**

If a graduate student has established an advisory committee through an approved Degree Plan – depending upon the academic unit’s policies – changes to its composition may be requested. Graduate students may add or remove a given member in the Chair, Co-Chair, or Member roles. Any changes to its composition must be accomplished through a Committee Change Petition through DPSS.

#### ***Advisory Committee Change Restrictions***

All requirements specified above (in Section 5.2) will apply to any change in the composition of a graduate student’s advisory committee. For specific advisory committee requirements, graduate students should check the Program Requirements section in the Graduate and Professional Catalog for the degree they are pursuing.

Only members of the GCF located on Texas A&M University campuses may serve as Chair of a student’s advisory committee.

If the member to be added will serve as a Co-Chair or Member, selection should be made in consultation with the Chair. Other members of the GCF – including those located outside the university or off-campus (if permitted by program, department, and college/school policy) – may serve as a Co-Chair or Member.

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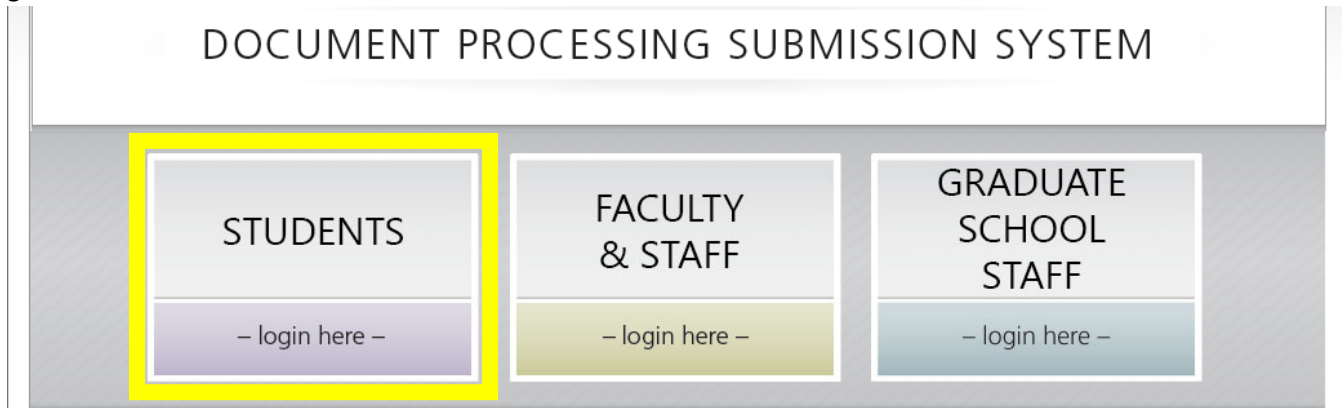
If the program requires at least one or more external members, and an advisory committee member being removed is the sole external member, the student must select a new external member as replacement.

Although individual advisory committee members may be replaced by Committee Change Petition for valid reasons, all members of a student advisory committee cannot resign *en masse*.

### Committee Change Petitions

Graduate students may file a Long-Form Petition to change advisory committee members. To submit a Committee Change Petition, the student will

1. go to DPSS and click the “Student” button.



2. Click “Create New Petition.”

Degree Plan

Degree	Major	Thesis Option	Creation Date	
MS	ELEN	NGP	February 12, 2024	<a href="#">Select Degree Plan</a>

Petition

[Create New Petition](#)

Completed Degree Plan(s)

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- On the next screen, select “LongForm” from the “What type of Petition are you filing?” drop-down menu and then click the “Continue>>” button.

\* **What type of Petition are you filing?** LongForm 

*\* indicates a required field.*

Save & Exit Continue >>

- On the next screen – under the Approved Degree Plan(s) – check the box for “Committee Change.” *Please note: Students may also make course changes and/or request waivers and exceptions or time limit extensions on the same petition.*

**Approved Degree Plan(s):**

MS ELEN ECEN

Please check the subjects of this petition. Each Section that you wish to include in this Petition must be **saved** prior to submission.

☒ **Committee Change**
☐ **Course Change**
☐ **Waivers & Exceptions**
☐ **Time Limit Extensions**

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5. Scroll down to the “Committee Members” section. The Current Membership Listing will be displayed followed by the Proposed Committee Membership. The student can

- remove a member by clicking “Delete” under the “Delete Member” column on the member’s entry;

### Committee Members

#### Current Membership Listing:

Committee Role	Name	Department
Chair	Datta, Aniruddha	ECEN

#### Proposed Committee Membership:

\* Please add any new committee members, delete a member, or change a member's role and then save section changes.

Committee Role	Name	Department	Edit Role	Delete Member
Chair	Datta, Aniruddha	ECEN	<a href="#">Edit</a>	<a href="#">Delete</a>

- change an existing member’s role by clicking “Edit” under the “Edit Role” column on the member’s entry;

Committee Role	Name	Department	Edit Role	Delete Member
Chair	Datta, Aniruddha	ECEN	<a href="#">Edit</a>	<a href="#">Delete</a>

- the “Committee Role” will then change to a drop-down menu so the new role can be selected;

Committee Role	Name	Department	Edit Role	Delete Member
<div style="border: 1px solid black; padding: 2px;"> Co Chair ▼ </div> <div style="border: 1px solid black; padding: 2px;"> Chair </div> <div style="border: 1px solid black; padding: 2px;"> Co Chair </div> <div style="border: 1px solid black; padding: 2px;"> Member </div>	Datta, Aniruddha	ECEN	<a href="#">Save</a> <a href="#">Cancel</a>	<a href="#">Delete</a>

- once the new role has been selected, click “Save.”

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- The student can also add a new member by selecting the appropriate Role and member from the drop-down menus and then clicking the “Add Member” button.

Role: \*

Name: \*

\* indicates a **required** field.

Add Member

- Once all changes have been made, click the “Save Committee Change Section” button.

Save Committee Change Section

- Scroll to the bottom of the page and click the “Proceed” button.

Complete Long Form

Please proceed to the next screen where you may select to submit, print, edit or delete your petition request.

Proceed

- On the next screen, the student can View the petition, click “Edit” to make any additional changes, or Delete the petition. If the petition is ready for submission, click the “Audit” button.

**Petition Type:** LongForm

**Creation Date:** April 23, 2025

**Submit Date:** Petition has not been submitted.

**Approval Status:** INC

**Status Detail:** Your document has been created and must be submitted to begin the approval process. All degree plans and LongForm petitions containing a Committee or Course Change, must pass an audit before submission is allowed.

View Edit Delete Audit

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9. On the next screen, click the “Audit” button again which submits the petition to the approval workflow.

#### **Audit**

The system is about to audit your Long Form petition's request for committee or coursework changes.

When audited, your petition will be checked to make sure it meets the qualifications to be submitted to your committee members and department for review.

If problems are discovered while auditing the petition, you will be given the opportunity to change your petition and audit again or request an exception to the catalog rules and limitations. Some problems are not eligible for an exception and must be corrected by editing the petition.

**Audit**

**Cancel**

The proposed petition will then move through the approval workflow:

1. Pre-Committee Approver (see Section 5.3.4 below);
2. Original Advisory Committee Chair;
3. Original Advisory Committee Co-Chair (if applicable);
4. Original Advisory Committee Members (if applicable);
5. New Advisory Committee Chair (if applicable);
6. New Advisory Committee Co-Chair (if applicable);
7. New Advisory Committee Members (if applicable);
8. College/School, Department, or Program Approver (see Section 5.3.4 below); and
9. the Graduate and Professional School (Graduate Records Processing).

If one of the required signers is unavailable, each program has administrative faculty members who are authorized signers for the program. Please check with the program’s graduate office to determine who may proxy approve (see Section 5.3.4 below).

*Please note: Committee Change Petitions must be first approved by all original members of the advisory committee – including any individuals to be removed – before proceeding to any new advisory committee members.*

If a petition is rejected by any of the individuals above, it will be returned to the graduate student for correction and resubmission.

#### **5.3.4 Approval Requirements and Procedures**

Pre-Committee Approvers, Department Heads, interdisciplinary degree Programs Chairs, or College/School Deans review

Notes:



and endorse graduate student documents. Degree Plans and Petitions should be reviewed at the graduate program level before submission to the Graduate and Professional School. The Graduate and Professional School reviews, approves/denies, and records major decisions after academic units have reviewed and certified eligibility and accuracy.

The Graduate and Professional School is responsible for maintaining all university degree requirements. Academic units may – and often do – have additional or higher requirements. Academic units are responsible for overseeing these additional requirements. The Graduate and Professional School requires departmental assistance in the oversight process.

Contact: Graduate Records Processing – [GradProcessing@tamu.edu](mailto:GradProcessing@tamu.edu) or 979-845-3631

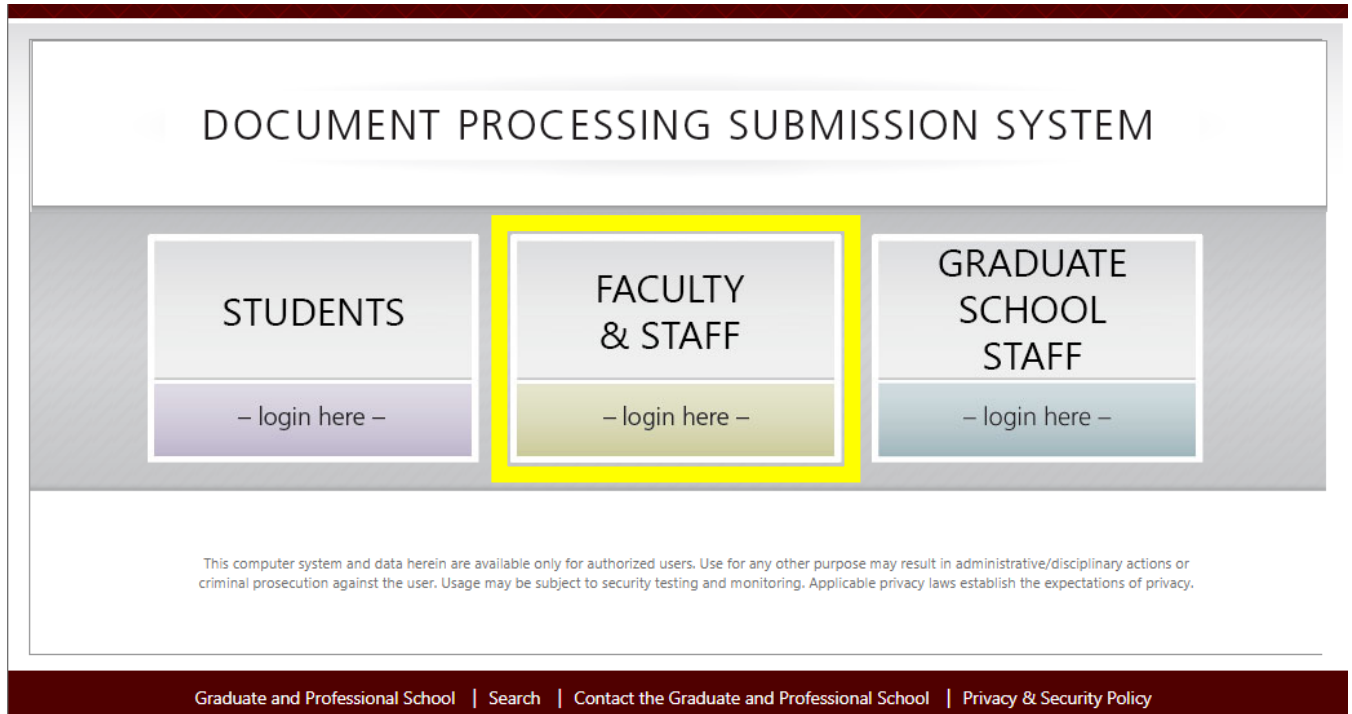
### ***Pre-Committee Approval***

Following submission of a Degree Plan or Petition, it will first route to any Pre-Committee Approver designated on the academic unit’s Authorized Signers Form. If multiple administrative staff and/or faculty are designated as Pre-Committee Approvers, the Degree Plan or Petition will be available for all Pre-Committee Approvers to review and approve.

Pre-Committee review should be conducted in accordance with the Program Requirements as outlined in the Graduate and Professional Catalog and the college/school, department, and/or program policies.

To review a Degree Plan or Petition, the Pre-Committee Approver will

1. go to DPSS and click the “Faculty & Staff” button.



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- Any Degree Plans or Petitions awaiting Pre-Committee Review will be displayed with the student's name, the request type, and date.

**Degree Plans for Pre-Committee Review**

There are currently no degree plans under this category.

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**Petitions for Pre-Committee Review**

Petitions
<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> - LongForm Submitted on: Apr 14, 2025

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**Petitions for Secondary Pre-Committee Review**

There are no petitions for secondary pre-Committee review

- To review a document, click the Degree Plan or Petition.
- After reviewing the document, scroll to the bottom of the page and select “Approve” or “Disapprove”.

**Comments:**

**Approve**

**Disapprove**

**Cancel**

*Please note: If the Degree Plan or Petition is being disapproved and returned to the student, a reason and direction for edits should be entered in the “Comments” field.*

- Once the Degree Plan or Petition has been approved, it will proceed to the Chair of the advisory committee for review. If disapproved, the document will return to the student for correction.

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### ***Advisory Committee Approval***

Following approval of a Degree Plan or Petition by a Pre-Committee Approver, the document will proceed to the selected members of the advisory committee for review. Advisory committee review should be conducted in accordance with the Program Requirements as outlined in the Graduate and Professional Catalog and the college/school, department, and/or program policies.

The advisory committee approval process for Degree Plans is as follows:

1. Advisory Committee Chair;
2. Advisory Committee Co-Chair (if applicable); and
3. Advisory Committee Members (if applicable).

The advisory committee approval process for Committee Change Petitions is as follows:

1. Original Advisory Committee Chair;
2. Original Advisory Committee Co-Chair (if applicable);
3. Original Advisory Committee Members (if applicable);
4. New Advisory Committee Chair (if applicable);
5. New Advisory Committee Co-Chair (if applicable); and
6. New Advisory Committee Members (if applicable).

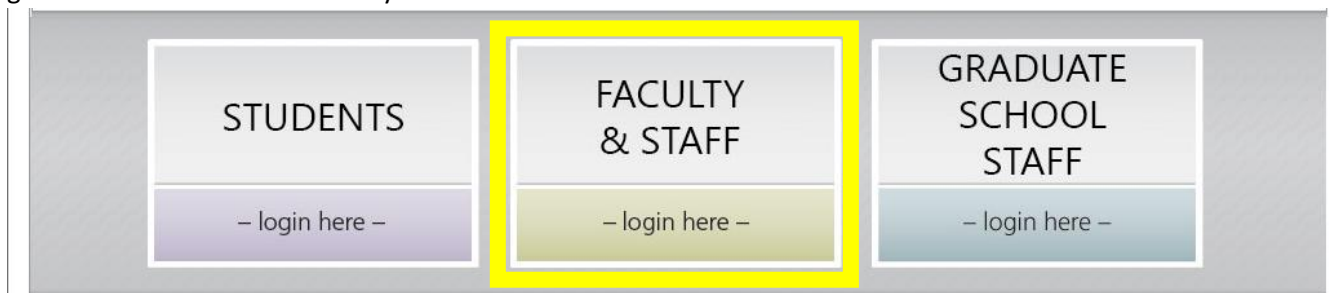
*Please note: Committee Change Petitions must be first approved by all original members of the advisory committee – including any individuals to be removed – before proceeding to any new advisory committee members.*

If one of the required signers is unavailable, each program has administrative faculty members who are authorized signers for the program. Please check with the program’s graduate office to determine who may proxy approve (see subsection below).

If a Degree Plan or Petition is rejected by any of the individuals above, it will be returned to the graduate student for correction and resubmission.

To review a Degree Plan or Petition, the advisory committee member will

1. go to DPSS and click the “Faculty & Staff” button.



**Notes:**

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2. Any Degree Plans or Petitions awaiting Committee Review will be displayed with the student's name, the request type, and date.

Degree Plans for Committee Review	
There are currently no degree plans under this category.	

Petitions for Committee Review	
Petitions	
[REDACTED] - LongForm Submitted on: Jul 26, 2024	

3. To review a document, click the Degree Plan or Petition.
4. The advisory committee member will be able to view the details of the Degree Plan or Petition, and see any other approvals.

**Email:** [REDACTED]@email.tamu.edu

**Dept:** NRSC

**Submitted:** July 26, 2024

**Decision Date:**

**Program:** NEUROSCIENCE, PHD in NRSC THO

**Petition Contains** > Committee Change: ☒ Course Change: ☐ Waivers & Exceptions: ☐ Time Limits: ☐

#### APPROVAL RECOMMENDED:

Type	Name	Email	Affiliation	Action Taken	Action Date
PreCommittee	[REDACTED]	[REDACTED]@tam.u.edu		Approved	Jul 26, 2024
Chair	[REDACTED]	[REDACTED]@tam.u.edu	CLMD GGEN NRSC TOXI	Approved	Jul 26, 2024
Member	[REDACTED]	[REDACTED]@tam.u.edu	NRSC	Approved	Jul 26, 2024
Member	[REDACTED]	[REDACTED]@tam.u.edu		Pending	
Member	[REDACTED]	[REDACTED]@tam.u.edu		Pending	
Member	[REDACTED]	[REDACTED]@tam.u.edu	NRSC PBSI	Approved	Jul 26, 2024

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5. After reviewing the document, scroll to the bottom of the page and select “**Approve**” or “**Disapprove**”.

**Comments:**

**Approve**

**Disapprove**

**Cancel**

*Please note: If the Degree Plan or Petition is being disapproved and returned to the student, a reason and direction for edits should be entered in the “Comments” field.*

6. Once the Degree Plan has been approved by the Chair of the advisory committee it will proceed to the
- Co-Chair (if applicable) and then the
  - Members (if applicable).
7. Once a Committee Change Petition has been approved by the original Chair of the advisory committee, it will proceed to the
- original Co-Chair (if applicable);
  - original Members (if applicable);
  - new Chair (if applicable);
  - new Co-Chair (if applicable); and then the
  - new Members (if applicable).
8. If approved by the advisory committee, the Degree Plan or Petition will proceed to the College/School, Department, or Program Approver. If disapproved, the document will return to the student for correction.

#### ***College/School, Department, or Program Approval***

Following approval of a Degree Plan or Petition by an advisory committee, the document will proceed to College/School, Department, or Program Approver(s) designated academic unit’s Authorized Signers Form. If multiple administrative faculty are designated as Approvers, the Degree Plan or Petition must be reviewed and approved by all designated Approvers.

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*Please note: The administrative faculty member(s) designated as the College/School, Department, or Program Approver will be required to approve **all** degree plans, petitions, or other documents for **all** students submitted in DPSS and ARCS for their designated academic unit or program. Approvers will receive notifications when a graduate student document requires approval. The Graduate and Professional School strongly recommends designating **only one** administrative faculty member as a College/School, Department, or Program Approver.*

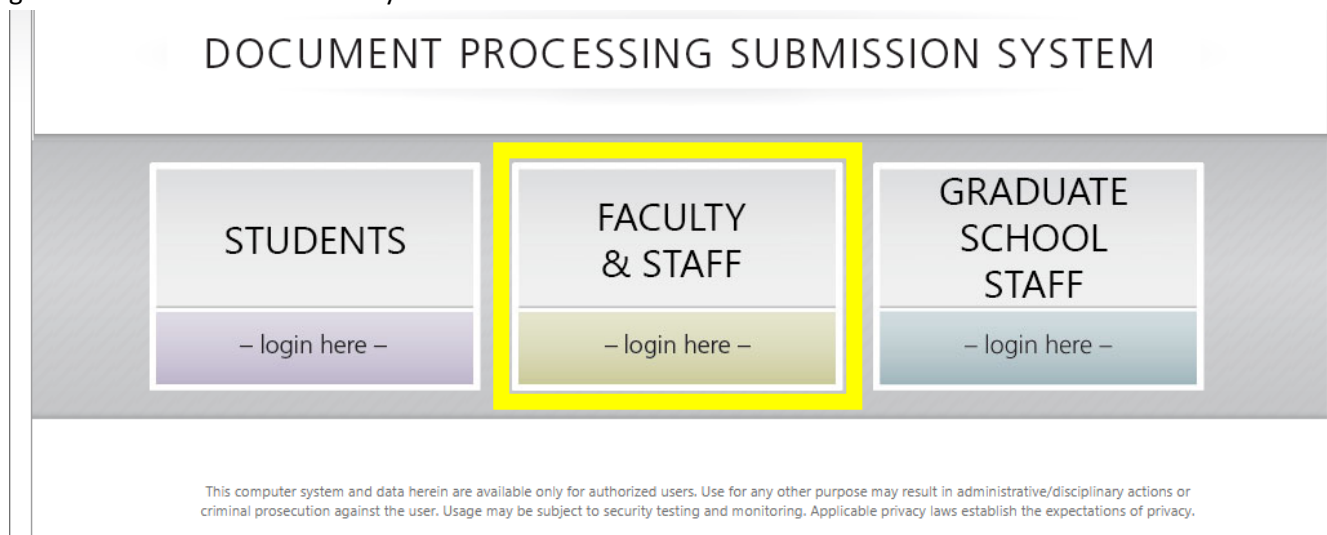
College/School, Department, or Program review should be conducted in accordance with the Program Requirements as outlined in the Graduate and Professional Catalog and the college/school, department, and/or program policies.

If a required Approver is unavailable, each program has administrative faculty members who are authorized signers for the program. Please check with the program's graduate office to determine who may proxy approve (see Section 4.1).

If a Degree Plan or Petition is rejected by a College/School, Department, or Program Approver, it will be returned to the graduate student for correction and resubmission.

To review a Degree Plan or Petition, the Approver will

1. go to DPSS and click the "Faculty & Staff" button.



2. Any Degree Plans or Petitions awaiting College/School, Department, or Program Review will be displayed with the student's name, the request type, and date.

Degree Plans for Departmental Review	
Degree Plans	Exception
[REDACTED] - MS Major: CHEM Dept: CHEM Thesis Option: THO Submitted on: April 10, 2025	

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3. To review a document, click the Degree Plan or Petition.
4. After reviewing the document, scroll to the bottom of the page and select “**Approve**” or “**Disapprove**”.

The screenshot shows a light gray rectangular area. At the top center, the word "Comments:" is written in bold black text. Below it is a large, empty white rectangular text input field. At the bottom of this area are three buttons. The first button, labeled "Approve", is highlighted with a thick green border. The second button, labeled "Disapprove", is highlighted with a thick red border. The third button, labeled "Cancel", is a standard gray button with no border highlights.

*Please note: If the Degree Plan or Petition is being disapproved and returned to the student, a reason and direction for edits should be entered in the “Comments” field.*

5. Once the Degree Plan or Petition has been approved, it will proceed to the Chair of the advisory committee for review. If disapproved, the document will return to the student for correction.

### **Proxy Approval**

College/School, Department, and Program Approvers automatically hold the ability to make proxy approvals on behalf of advisory committee members who are from the Approver’s same academic unit. Each academic unit should designate on their Authorized Signers Form at least one other administrative faculty member as a Proxy Approver on behalf of the Approver and advisory committee members who are from the Proxy Approver’s same academic unit.

Proxy Approvers may make approval on behalf of

- the College/School, Department, or Program Approver (DPSS and ARCS); and
- members of student advisory committees who are from the Proxy Approver’s same academic unit (DPSS); or
- members of student advisory committees where the student is in the same academic unit as the Proxy Approver (ARCS).

*Please note: Proxy Approvers are not able to approve in DPSS on behalf of GCF members who are from other academic units. When necessary, the academic unit will need to contact the GCF member’s home academic unit for proxy approval. Proxy Approvers are, however, able to approve in ARCS on behalf of GCF members who are from other academic units.*

Proxy approval should only be made when an Approver or advisory committee member is unable to make the approval as necessary. Proxy Approvers will

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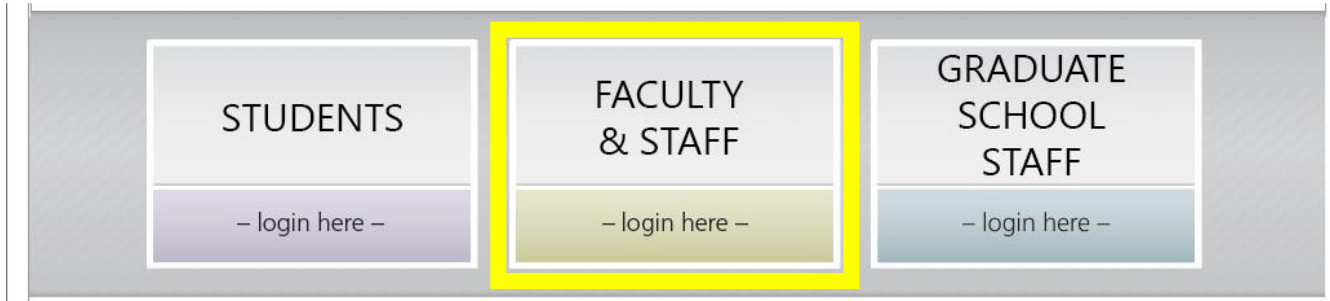


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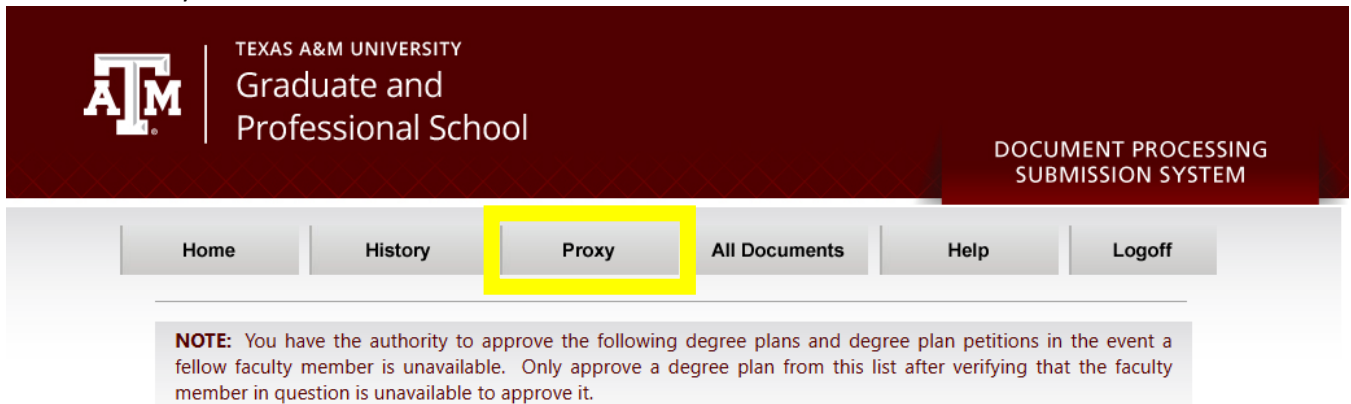


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1. go to DPSS and click the “Faculty & Staff” button.



2. Click the “Proxy” tab.



3. Any Degree Plans or Petitions requiring proxy approval will be displayed with the student’s name, the request type, and date.

Degree Plans for Department Proxy Approval	
Degree Plans	Exception
██████████ - MS in CHEM submitted on April 10, 2025	

Petitions for Committee Proxy Approval	
Petitions	
██████████	LongForm Submitted on: Feb 25, 2025
██████████	- LongForm Submitted on: Feb 27, 2025
██████████	- LongForm Submitted on: Mar 27, 2025
██████████	LongForm Submitted on: Apr 14, 2025
██████████	LongForm Submitted on: Apr 15, 2025
██████████	LongForm Submitted on: Apr 22, 2025

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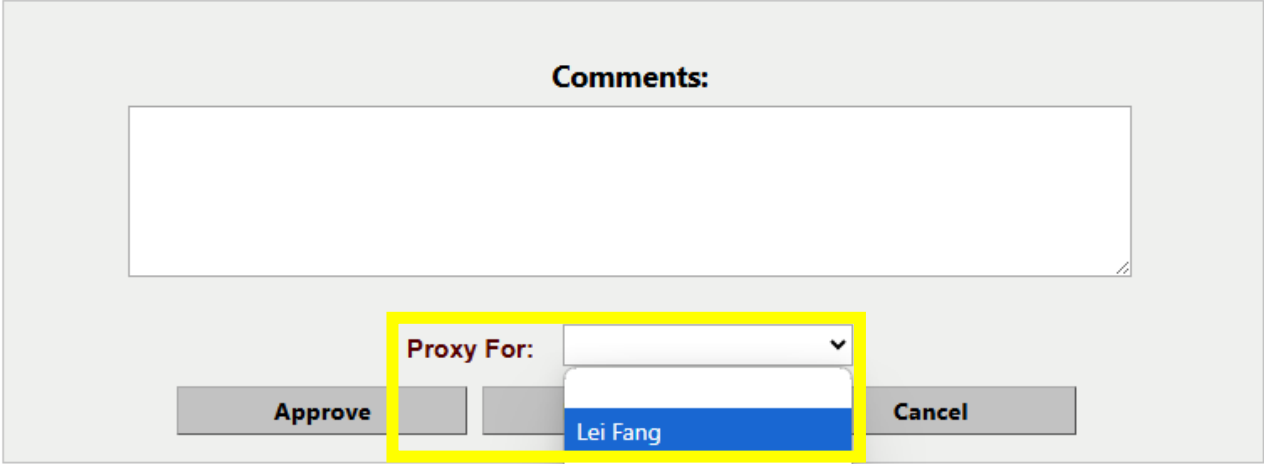
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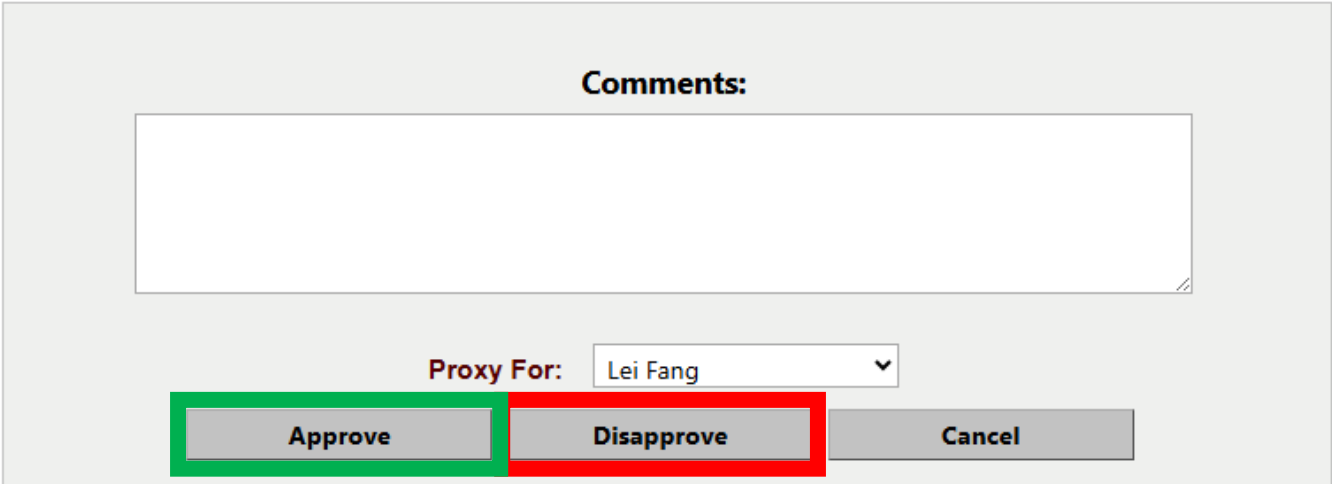
4. To review a document, click the Degree Plan or Petition.
5. After reviewing the document, scroll to the bottom of the page and select the Approver or advisory committee member from the “Proxy For” drop-down menu.



The screenshot shows a form titled "Comments:" with a large text area. Below the text area is a "Proxy For:" dropdown menu. The dropdown is open, showing two options: "Lei Fang" (highlighted in blue) and "Mark Gleason". To the left of the dropdown is an "Approve" button, and to the right is a "Cancel" button. A yellow box highlights the "Proxy For:" dropdown and its options.

Graduate and Professional School | Search | Contact the Graduate and Professional School | Privacy & Security Policy

6. Once the individual to be proxied for has been selected, click the “Approve” or “Disapprove” button.



The screenshot shows the same form as before, but now the "Proxy For:" dropdown menu is closed and "Lei Fang" is selected. The "Approve" button is highlighted with a green border, and the "Disapprove" button is highlighted with a red border. The "Cancel" button remains unhighlighted.

*Please note: If the Degree Plan or Petition is being disapproved by proxy and returned to the student, a reason and direction for edits should be entered in the “Comments” field.*

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## Student Advisory Committees ✦ Viewing the Advisory Committee in the Howdy Portal

- Once the Degree Plan or Petition has been proxy approved, it will proceed to the next approver in the workflow. If disapproved, the document will return to the student for correction.

### 5.3.5 Advisory Committee Record in Compass

Upon submission and approval of a Degree Plan, Graduate Records Processing will enter the advisory committee members into the graduate student's record on Compass. Processors in the Graduate and Professional School will enter the members on the SHACOMI screen.

Member	Name	Participation From *	Participation To *	Role	Role Description	Status	Status Description	District/Division	District/Division Description	Home College	Home College Description
		01-NOV-2022	31-DEC-2099	M	Member	AC	Active				
		01-NOV-2022	31-DEC-2099	M	Member	AC	Active				
		01-NOV-2022	31-DEC-2099	CH	Chair	AC	Active				

The “Committee/Service Members” section will list all approved members, their participation dates, and roles.

Composition of the advisory committee may only be adjusted through submission and approval of a Committee Change Petition (see Section 5.3.3 above).

## 5.4 Viewing the Advisory Committee in the Howdy Portal

Graduate advisors may view the student's advisory committee in the Howdy Portal. *Please note: Howdy Dashboard has not been fully integrated into “New” Howdy, and so additional steps are required for this view.* To see the advisory committee,

- log in to the [Howdy Portal](#).
- Click “Student Search” under the Menu on the left side column.

Notes:

## Student Advisory Committees ✦ Viewing the Advisory Committee in the Howdy Portal

- Search for the student by UIN, first and last name, or Email address, and click the “Submit” button.

TEXAS A&M UNIVERSITY  
Howdy (Search, select, and gig 'em)

STUDENT SEARCH FORM

Student Search

Please search by UIN, Name, Email or Phone Number.

UIN

OR

Last Name

First Name

Email

us +1

Recent Searches

Reset Search

- Scroll down the menu to “Workflows” and click “ARCS Approvals.”

Test/Credits Info

Credit By Exam

Math Placement Exams

Test Scores

Transfer Course Equivalency

Parent/Guardian Access

Instructor/Associate

My Courses

CARF

PAA List

Workflows

ARCS Approvals

ADVISOR COMMENTS

Return to previous page

Comment	Comment Type	Originator	Contact Type	Contact Date	Last Updated by
No comments found.					

- This will provide access to the “old” Howdy Dashboard. Reenter the student’s UIN, last and first name, or email address, and click the maroon “Submit” button.

My Howdy My Dashboard Howdy Dashboard Faculty/Teaching Advising

You are signed in as Gleason, Mark Christopher

Student Search Courses Admin Links

Workflows

Return to Student

UIN

UIN requires 9 digits

- OR -

Last Name

First Name

Email

Phone

+1 201-555-0123

Submit Reset

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6. Click “Student Record” and “Graduate Committee/Doctoral Hours” under “Other Info.”

The screenshot shows the 'Student Record' page in the Compass system. The 'Selected term' is 'Summer 2025 - College Station'. The 'Student Record' dropdown menu is open, displaying various options. The 'Other Info' section is expanded, and 'Graduate Committee/Doctoral Hours' is highlighted with a yellow box. The background shows the 'Academic Record' summary for a Master of Education program, including details like 'Effective Term: Spring 2025', 'Level: Graduate', and 'Program: MED [ED] Non-Thesis'.

7. This will display the names, academic units, roles, and email addresses of each member of the student’s advisory committee.

Graduate Committee Members - Master's (Active)

Faculty Member	Department(s) / IDP	Role	Email
	EPSP	Chair	@tamu.edu
	NONE	Co-Chair	@tamu.edu
	TLAC	Member	@tamu.edu

## 5.5 Special Appointments

Special Appointments (SA) are not full members of the GCF and are *ineligible* for the roles of Chair, Co-Chair, or Member. An individual serving as an SA with a student’s advisory committee does not count toward the minimum number of GCF members necessary to form the advisory committee and does not approve student documents.

As a result, the SA is not added to and does not approve a student’s Degree Plan. When an SA is approved, the attachment to a student is recorded on a comment on the SHACOMI screen in Compass. SAs may also be listed on a thesis or dissertation with the regular members of the student’s advisory committee (see Section 6.12 below).

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## 6 GRADUATE COMMITTEE FACULTY ADVISING

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### 6.1 General Advisory Committee Member Duties

The advisory committee as a group – and as individual members – are responsible for advising the student on academic matters. The duties include

- responsibility for approving the student’s proposed degree plan;
- research proposal (if applicable);
- thesis, dissertation, or record of study (if applicable); and
- conducting examinations (if required).

Each college/school, department, and interdisciplinary degree program should create, and provide the members of their Graduate Committee Faculty (GCF) with, guidance regarding the policies and standards for advisory committee members.

#### 6.1.1 Chair Requirements and Responsibilities

After receiving admission to graduate studies, students will consult with the graduate program concerning selection of a Chair and members (if applicable) for an advisory committee representative of the student’s field(s) of study and research. Academic units and individual graduate programs will determine the processes by which students will either select or receive an advisory committee Chair.

Only Tenured/Tenure-Track faculty (TTF) and Academic Professional Track (APT) faculty members of the GCF located on Texas A&M University campuses may serve as Chair of a student’s advisory committee.

If the graduate degree program requires the student advisory committee to include more than one member, the Chair – in consultation with the student – will select the remainder of the advisory committee. For specific advisory committee requirements, check the Program Requirements section in the Graduate and Professional Catalog for the degree the student is pursuing.

The Chair of the advisory committee, who usually has immediate supervision of the student’s degree program, has the responsibility for calling meetings at any time considered desirable.

Additional Chair duties and specific details of how graduate students should be advised will be governed by each academic unit.

#### ***Temporary Unavailability***

If the Chair of a student’s advisory committee is unavailable for an extended period of time in any academic period during which the student is involved in activities relating to an internship, thesis or professional paper – and is registered for courses such as 684, 691, 692, or 693 – the graduate program may appoint an alternate advisory committee Chair during the interim period.

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### ***Advising during Approved Leaves of Absence***

If the Chair of a student's advisory committee is on an approved leave of absence – and the student is near completion of the degree and wants the Chair to continue to serve in this role – a written request must be submitted to the Associate Provost and Dean of the Graduate and Professional School, by the Department Head or interdisciplinary degree Program Chair, that the faculty member who is on an approved leave of absence be allowed to continue to serve as Chair of the advisory committee – without a co-chair – for up to one year. The request must confirm that the faculty member is able to engage in the required duties as Chair during the leave of absence. Extensions beyond the one-year period (if necessary) may be granted with additional approval of the Associate Provost and Dean of the Graduate and Professional School.

### ***Advising Following Voluntary Separation from Texas A&M University***

If the Chair of a student's advisory committee voluntarily separates from the university, and the student is nearing completion of the degree, the chair may to continue to serve in this role – at the student's request – for up to one year. Two options are available:

1. The Chair may continue, with a Co-Chair, without additional approval by the Graduate and Professional School. The student must select a current member of the GCF – from the student's academic program and located near the Texas A&M University campus site – to serve as Co-Chair of the advisory committee.
2. The Chair may continue, without a Co-Chair, with approval by the Graduate and Professional School (see Section 7.2 below). A written request must be submitted to the Associate Provost and Dean of the Graduate and Professional School by the Department Head or interdisciplinary degree Program Chair to allow the individual to continue as Chair, without a Co-Chair, of the advisory committee.

For both options, extensions beyond the one-year period (if necessary) may be granted with additional approval of the Associate Provost and Dean of the Graduate and Professional School.

For GCF members who are no longer with the university, but will continue serving on student advisory committees, their former academic unit must maintain the member's UIN, NetID, and TAMU email address. See Section 3.2.1 above for reactivating expired TAMU credentials.

### **6.1.2 Other Member Responsibilities**

It is expected that those who serve on graduate student advisory committees

- contribute to graduate education at Texas A&M University;
- maintain active membership with the GCF;
- develop good standing with their academic units and the university;
- direct or administer graduate work by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the university; and
- provide adequate academic and professional support to the students whom they advise.

Additional duties and specific details of how graduate students should be advised will be governed by each academic

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unit.

### 6.1.3 External Member Duties

In keeping with Texas A&M University's commitment to increase interdisciplinary research in graduate and professional education, most graduate degree programs which require the student advisory committee to include more than one member also require that at least one or more of the members must have an appointment to an academic unit other than the student's (or Chair's) academic unit representative of the student's field(s) of study and research. That individual will count as the external member of the graduate student's advisory committee (see Section 5.2.2 above).

In principle, the external member is to serve not only as an additional advisor to the graduate student on the subjects of study and research but also as a member of the student's advising team who can bring an "outside" perspective to the program of study.

### 6.1.4 Outside Member Duties

Outside members of the GCF (see Section 2.3.6 above) are expected to

- maintain active Texas A&M credentials (see Section 3.2.1 above);
- provide appropriate support for advisees through
  - sharing of expertise,
  - effective communications with the student and other advisory committee members,
  - timely review and decisions on student degree plans and petitions, requests, or other documents;
- participate in examinations and other conferences as needed and able; and
- all other responsibilities expected of all GCF members employed by Texas A&M.

## 6.2 My Grad Journey System

[My Grad Journey](#) is an innovative online tool that supports the individual development plans of all graduate and professional students at Texas A&M University. Students can update their student profile, reflect on their progress and then request feedback from their Committee, Chair, or a faculty feedback leader. This system can be used for both informal and formal (annual review, check-ins for students on academic probation) reviews. Staff and faculty with ARCS user permissions can also generate reports on student progress. For more information, please see the [My Grad Journey website](#).

Students may review their academic milestones and coursework and enter information about their career goals, progress on their research and creative works, completed professional development opportunities, and awards earned. All data entered by the student is viewable by their graduate committee faculty and authorized signers from the Academic Requirements and Completion System (ARCS).

## 6.3 Graduate Program Requirements

General Program Requirements can be found in the Texas A&M University [Graduate and Professional Catalog](#). The Catalog also provides information concerning requirements for admission to graduate and professional studies at the

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university, services available to students, graduate and professional course offerings, Program Requirements, and listings of the administrative officers and the graduate faculty.

The Texas A&M University Graduate and Professional Catalog is published each Spring. A student who registers for the first time at the university during a Summer session is subject to the Program Requirements set forth in the Catalog effective for the Fall semester immediately following his or her initial enrollment.

More detailed Program Requirements for each individual graduate degree will be developed within each academic unit according to college/school, department, and/or interdisciplinary degree programs.

## 6.4 Grades

### 6.4.1 Scholastic Requirements

Students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.00 cumulative GPA (computed as specified in [Student Rule 10.4.3](#)). Degree-seeking students must also maintain a GPA of at least 3.00 on all courses listed on the degree plan. *Please note: Academic units may establish higher GPA requirements for their students in graduate degree programs and G6 students.*

A graduate student will not receive graduate degree credit for undergraduate courses taken on a Satisfactory/Unsatisfactory (S/U) basis. A graduate student may not receive grades other than Satisfactory (S) or Unsatisfactory (U) in graduate courses bearing the numbers 681 (Seminar), 684 (Professional Internship), 690 (Theory of Research), 691/791 (Research), 692/693 (Professional Study), 695 (Frontiers in Research), and 697 – except for ALEC 695, BUAD 693, AGEC 695, GEOG 695, and IBUS 692. These officially designated S/U courses may be listed on the degree plan, along with other courses approved and noted as S/U in the graduate catalog. Graduate courses not on the degree plan may be taken on an S/U basis.

Only grades of A, B, C, and S are acceptable for graduate credit. Grades of D, F, or U for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above, or S. If a course has been taken more than once and a grade of D or F was earned and then repeated for a grade of C or higher, the original grades of D or F will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA, but remain on the student's permanent record. A course in which the final grade is C may be repeated for a higher grade. If the second grade is higher, the original grade will be excluded from the GPA calculation for the degree plan (if applicable) and cumulative GPA but remain on the student's permanent record. See [Student Rule 10.4.2](#) for more information.

Grades for repeated courses are not automatically replaced; the change must be entered and recomputed manually by the Graduate and Professional School. Whenever a student has repeated a course and qualifies for the original grade to be replaced, please contact the Graduate and Professional School.

A student repeating a course in which a grade of B or better was originally earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

The cumulative GPA for a graduate student is computed by using all graded graduate (600- and 700-level) and advanced undergraduate (300- and 400-level) coursework completed at Texas A&M University and eligible to be applied toward a

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graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U), and Q-drop (Q) shall be excluded.

Notes on repeat grade exclusions:

- For a course to count as repeatable, it must have the same Course Prefix, Number and Title as the previously taken instance or be listed as an equivalent.
- Repeat grades and cumulative GPA for financial aid programs may differ based on the type of aid.
- Rules related to F\* grades and repeat courses may be found in [Student Rule 20](#) under Sanctions.

If either of a student's cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.000, the student will be considered scholastically deficient. If the minimum GPA is not attained in a reasonable length of time, the student may be dismissed from graduate studies. The procedures for dismissal are explained in [Student Rule 12](#).

For a scholastically deficient post-baccalaureate non-degree student (G6 classification), the student's home department shall determine eligibility for continued enrollment, and the department is responsible for placing a registration hold and notifying the Graduate and Professional School.

Departments or colleges/schools may adopt specific guidelines pertaining to scholastic deficiency or dismissal in addition to these university policies. For more information regarding scholastic deficiency and measures which may be taken by the academic unit, see Section 6.14 below.

Any eligible coursework not applied towards a prior graduate degree, and not exceeding time limits, will be included in the student's GPA for the subsequent degree program.

#### **6.4.2 Graduate Point Average Requirements**

All graduate students have two GPAs, and both must be at least 3.0 to be in good standing, to conduct any type of exam, and to graduate. Course levels included in the GPAs are 300, 400, 600, 700, and 900. Courses **not** included in the GPAs are transfer courses and 100-200 level courses. See [Student Rule 10.4.3](#).

- Degree Plan GPA – includes only courses listed on the degree plan except transfer course work.
- Cumulative (or Program) GPA – includes all graduate level course work completed at Texas A&M.

#### ***Checking GPA without a Degree Plan on File***

When a student does not have an approved degree plan, the cumulative GPA is calculated by generating a degree evaluation on the student's current program. The cumulative GPA displays under the credits used column on the "Program GPA" line. Courses which are eligible to apply toward the graduate degree will display in the "Courses for Degree Plan GPA" area with a note indicating there is not an approved degree plan on file.

#### ***GPA on Degree Evaluations***

When running a degree evaluation through the Howdy portal, there are several GPAs listed. The first, the Program GPA (also known as the Cumulative GPA), includes all courses taken at the Graduate Level (GR) that are eligible to be used on

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the degree plan. The second entry is the Overall GPA which includes all courses taken at Texas A&M University. Finally, the Degree Plan GPA appears in the section entitled “Courses for Degree Plan” and includes only those courses on the degree plan.

For more information about the Degree Evaluation Tool, please refer to Section 6.7 below.

## 6.5 Degree Plans

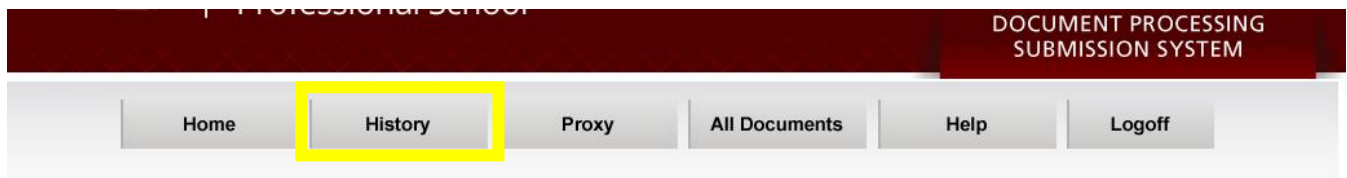
The student’s advisory committee – in consultation with the student – will evaluate the student’s previous education, develop a proposed degree plan, and outline a research problem based upon the student’s degree objectives. When completed, as indicated by a thesis/dissertation/record of study (if applicable), the degree plan will constitute the basic requirements for the degree.

### 6.5.1 “Contractual” Approval

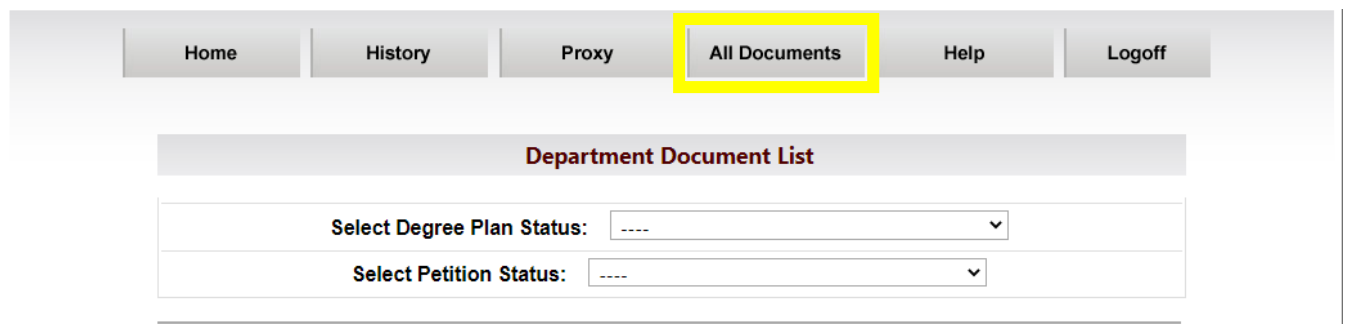
The advisory committee members’ approval of a Degree Plan through the Document Processing Submission System (DPSS) indicates their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Additionally, in the case of academic deficiency, the advisory committee is responsible for initiating recommendations to the Graduate and Professional School.

### 6.5.2 Viewing Approved Degree Plans

To view approved degree plans, select the “History” tab to view all degree plans the user has approved.



Faculty or staff who are part of a program workflow can also select “All Documents” to view all degree plans and petitions created by students in their department since the user joined the program workflow.



If you are required to view a specific document that was approved by a previous advisor, faculty, or staff, please use TAMUDocs (see Section 4.2 above) or contact [gradprocessing@tamu.edu](mailto:gradprocessing@tamu.edu).

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## 6.6 Petitions

Once a degree plan has been successfully filed, changes are made by way of Long Form (LF) Petitions through DPSS. Graduate students may use the LF Petition to request

- changes to the advisory committee membership as established by the degree plan;
- changes to the coursework as established by the degree plan;
- extensions to time-limits for preliminary/final examination results or coursework; or
- exceptions to published rules.

Students can also request a change to their record by submitting a Major, Department, or Degree Program Petition (MDD) Petition through DPSS.

Each petition will be considered on its own merit by the Graduate and Professional School. The petition will be routed for the required approval by the Pre-Committee Approver, members of the student's advisory committee (if appointed), and the Department Head or interdisciplinary degree Program Chair (if appropriate).

## 6.7 Degree Evaluations

Graduate committee chairs and co-chairs are encouraged to run regular degree evaluations on their student advisees in order to:

- Verify student eligibility for funding (e.g., tuition waivers, assistantships, fellowships).
- Evaluate student progress to degree.
- Review the courses a student takes each semester and individual course grades.
- Verify completion of non-course degree requirements.
- Determine degree plan and cumulative GPA.

To be able to generate a degree evaluation, the faculty member must first be listed as the chair or co-chair on the student's approved degree plan. Second, they must complete a one-time FERPA training *via* TrainTraq (if not previously completed).

*Please note: This tool cannot be used for students who have not yet filed a degree plan.* However, advisors and students have similar degree evaluation tools available in Howdy that are available for students who have not filed a degree plan. Information for students without a degree plan would be limited to courses taken and cumulative GPA. For questions regarding the Graduate Committee Degree Evaluation tool contact [gradprocessing@tamu.edu](mailto:gradprocessing@tamu.edu).

To run a degree evaluation, follow these steps:

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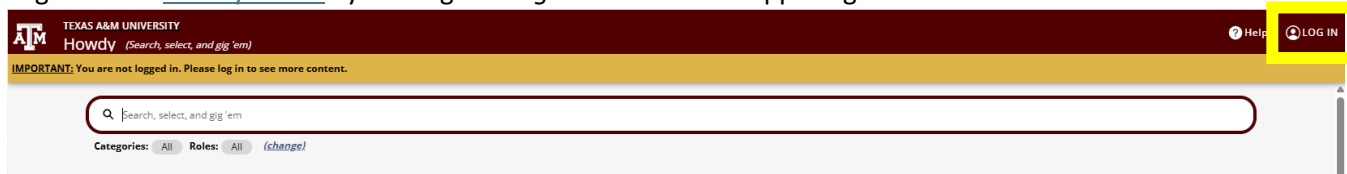
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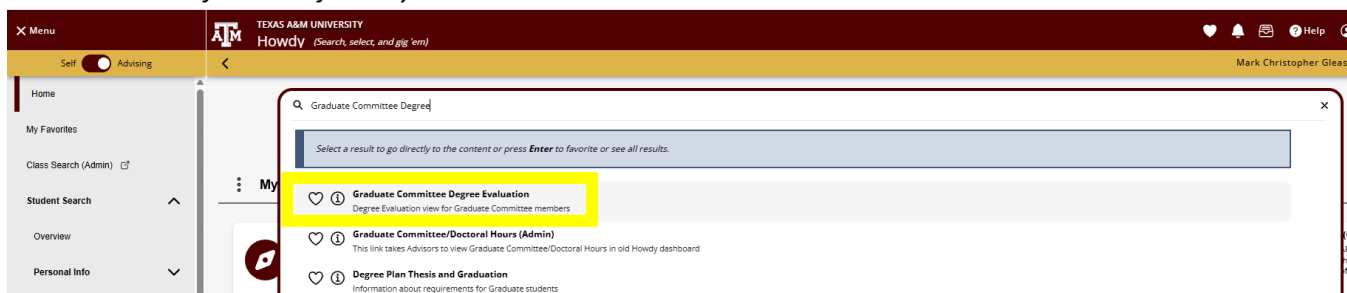
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## Graduate Committee Faculty Advising + Degree Evaluations

1. Log in to the [Howdy Portal](#) by clicking the *Log In* button in the upper right-hand corner of the screen.



2. Search for and click on the *Graduate Committee Degree Evaluation* card within the Howdy Portal. *Please note: This card can be favorited for easy access.*



3. Advisory committee Chairs/Co-Chairs will need to select the current term and then hit the “Submit” button. *Please note: If directed to a screen which indicates the need to complete FERPA training, please refer to the FERPA Training Steps (in a separate guide).*

Search

Select Term

Select a Term

Production-4

4. Select a student from your list of advisee students/advisees. *Please note: Only students for whom the faculty member is a Chair or Co-Chair (on a Graduate and Professional School approved Degree Plan) will be displayed.*

**Howdy** **TEXAS A&M UNIVERSITY**

Search

Graduate Advisory Committee Selection

Graduate Advisory Committee Selection

Select a student and click the button to continue to the Degree Evaluation page. Only active graduate students for whom you serve as chair or co-chair are available for degree evaluation.

Production-4

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- Click the “Go to Degree Evaluation for Selected Student” button.

#### Graduate Advisory Committee Selection

**Graduate Advisory Committee Selection**

Select a student and click the button to continue to the Degree Evaluation page. Only active graduate students for whom you serve as chair or co-chair are available for degree evaluation.

[Go to Degree Evaluation for Selected Student](#)

- The Degree Evaluation Record will appear, and you will need to select the “Generate New Evaluation” link at the bottom of the page.

**Howdy** **TEXAS A&M UNIVERSITY**

Search  [Go](#)

#### Degree Evaluation

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

**Curriculum Information**

**Primary Curriculum**

**Program:** MS [AG] Non-thesis option  
**Catalog Term:** Spring 2023 - College Station  
**Level:** Graduate  
**Campus:** College Station  
**College:** Agriculture & Life Sciences  
**Degree:** Master of Science

**First Major:** Agr Leadership, Educ & Comm  
**Department:** Agr Leadership, Educ & Comm  
**Concentrations:** Non-Thesis Option

E-mail

[\[ Previous Evaluations \]](#) [Generate New Evaluation](#) [What-if Analysis](#) [ID Selection](#) [Term Selection](#) ]

- The Generate New Evaluation section will appear, and you will need to select the student’s program. Make sure the correct term is selected and then select the generate request button. The evaluation may take a few seconds to generate.

#### Generate New Evaluation

Information for

To generate a new degree evaluation, choose the button in front of the program you wish to evaluate, select the appropriate term, and then select Generate Request.

☒ **Program:** MS [AG] Non-thesis option  
**Degree:** Master of Science  
**Major:** Agr Leadership, Educ & Comm

**Term:**  ☒ **Use In-Progress Courses**

[Generate Request](#)

[\[ Current Enrollment \]](#) [Current Enrollment](#) [Previous Evaluations](#) [What-If Analysis](#) ]

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8. Once you generate the request, the three Degree Evaluation Options will appear: General Requirements, Detail Requirements, and Additional Information.

**Howdy**
**TEXAS A&M**  
UNIVERSITY

Search

**Degree Evaluation Options**

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Information for  
Please select the desired display.

**General Requirements** - a brief view of completed coursework  
**\*\*Detail Requirements** - recommended view, shows requirements completed, in progress and remaining  
**Additional Requirements** - displays non-course requirements and rejected courses

☐ General Requirements  
☒ **Detail Requirements**  
☐ Additional Information

[\[ Current Enrollment \]](#) | [\[ Current Enrollment \]](#) | [\[ Previous Evaluations \]](#) | [\[ Generate New Evaluation \]](#) | [\[ What-If Analysis \]](#)

Production 4

9. Select “Detail Requirements” to view the student’s required courses and GPA information. Note: This screen will display the courses listed on the student’s degree plan, completed courses not applied to the student’s current degree plan, the cumulative graduate GPA (listed as Program GPA), and the degree plan GPA (listed under “Total Credits and GPA” in the “Courses for Degree Plan GPA” area). Both the cumulative and degree plan GPAs must be 3.0 or higher for a student to be in good academic standing.

<b>Program :</b>	MS [AG] Non-thesis option	<b>Catalog Term :</b>	Spring 2023 - College Station
<b>Campus :</b>	College Station	<b>Evaluation Term :</b>	Fall 2023 - College Station
<b>College :</b>	Agriculture & Life Sciences	<b>Expected Graduation Date :</b>	Dec 20, 2024
<b>Degree :</b>	Master of Science	<b>Request Number :</b>	2
<b>Level :</b>	Graduate	<b>Results as of :</b>	Jun 29, 2023
<b>Majors :</b>	Ag Leadership, Educ & Comm	<b>Minors :</b>	
<b>Departments :</b>	Ag Leadership, Educ & Comm	<b>Concentrations :</b>	Non-Thesis Option

	Met	Credits		Courses	
		Required	Used	Required	Used
<b>Total Required :</b>	Yes			16.000	6
<b>Program GPA :</b>	Yes	3.00	4.00		
<b>Overall GPA :</b>	Yes	.00	4.00		

**Other Course Information**

<b>Transfer :</b>	0.000	0
<b>In Progress :</b>	9.000	3

This is NOT an official evaluation.

**Area :** Courses for Degree Plan GPR ( 36.000 credits ) - Not Met

**Description :** A minimum degree plan GPR of 3.000 is required. Courses with grades of D, F or U are not acceptable for degree plan credit and must be repeated for a grade of C or better or Satisfactory (S).

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			ALEC				3.000		202321	ALEC		FOUND OF LDRSHP THEORY		3.000		R
No	AND		ALEC				3.000									
Yes	AND		ALEC				3.000		202331	ALEC		PRIN OF ADULT EDUCATION		3.000		R
No	AND		ALEC				3.000									
No	AND		ALEC				3.000									
Yes	AND		ALEC				3.000		202311	ALEC		PROG EVAL & ORG ACCTBLTY		3.000		H
Yes	AND		ALEC				3.000		202231	ALEC		METH OF TECH CHANGE		3.000		H
Yes	AND		ALEC				1.000		202311	ALEC		SEMINAR		1.000		H
No	AND		ALEC				2.000									
No	AND		ALEC				3.000									
No	AND		EHRD				3.000									
No	AND		EPSY				3.000									
No	AND		EPSY				3.000									

unofficial evaluation

Notes:

10. To view the student's examinations and non-course degree requirements, go back to the display options and select "Additional Information". Note: This screen will display non-course requirements such as the graduate degree plan, preliminary exam, proposal, residency, admission to candidacy, final exam/defense, and thesis/dissertation/record of study. Other information, such as course and exam time extensions, may also be displayed on this screen.



Search

Additional Information

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Information for

[Print Instructions](#)

Program : MS [AG] Non-thesis option

**Program Non-Course Requirements - Not Met**

Met	Description	Year Limit	Status	Status Date	Action
Yes	Master's Degree Plan		Approved	Mar 14, 2023	
No	Master's Residence Req				
No	Final Examination/Defense				

11. If a degree evaluation needs to be generated for another student, select "Return to Graduate Committee Student Selection" in the top right-hand corner of the browser window, and repeat the previous steps.



Search

Degree Evaluation

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Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

[Return to Graduate Committee Student Selection](#)

**Curriculum Information**

**Primary Curriculum**

Program: MS [AG] Non-thesis option

Catalog Term: Spring 2023 - College Station

Level: Graduate

Campus: College Station

College: Agriculture & Life Sciences

Degree: Master of Science

First Major: Agr Leadership, Educ & Comm

Department: Agr Leadership, Educ & Comm

Concentrations: Non-Thesis Option

E-mail

[Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [ID Selection](#) | [Term Selection](#)

Production4

## 6.8 Research Proposal

The Research Proposal is a major milestone for Master's (Thesis Option) and Doctoral students. This milestone is completed through the Academic Requirements Completion System (ARCS).

Advisory committee members and students can check the approval status of a research proposal either through a

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degree evaluation in the Howdy Portal (see Sections 4.3 and 6.7 above) or ARCS.

### 6.8.1 General Requirements

The proposal format is determined by academic unit guidelines along with the graduate student's Chair and advisory committee members.

For thesis option master's degree and all doctoral degree students, a Research Proposal must be submitted to the Graduate and Professional School *via* the Academic Requirements Completion System (ARCS). The proposal must be approved by an advisory committee and the department, interdisciplinary degree program, or the college/school approver.

Compliance issues must be addressed if a graduate student is performing research involving human subjects, animals, infectious biohazards, or recombinant DNA. A student engaged in these types of research should check with the Office of Research Compliance and Biosafety to address questions about all research compliance responsibilities before the proposal is submitted to the Graduate and Professional School. Additional information may be obtained at the [Office of Research Compliance and Biosafety website](#).

#### ***Master's (Thesis Option) Research Proposals***

For thesis option master's students, a Research Proposal must be submitted to the Graduate and Professional School *via* ARCS at least 20 working days prior to the submission of a Final Examination Request, or by the date established in the [Graduate and Professional School Dates and Deadlines calendar](#) – whichever comes first.

#### ***Doctoral Research Proposal***

For doctoral students, a Research Proposal should be submitted to the Graduate and Professional School *via* ARCS according to guidelines and deadlines set by an individual academic unit or program as soon as possible following the completion of formal coursework on a degree plan but no later than 20 working days prior to the submission of the Final Examination Request.

Students must have an approved Research Proposal to be admitted to candidacy.

### 6.8.2 Graduate Student Research Proposal Submission

To submit a Research Proposal through ARCS, the student must

- confirm that all members of the advisory committee have been consulted and are ready to approve;
- include the tentative title;
- upload a PDF copy of the Research Proposal's title page, table of contents, and abstract/introduction (*please note: ARCS does not permit submission of large files – i.e. an extensive document; advisory committee Chairs are advised to ask their students to provide the full Research Proposal directly to the advisory committee members outside of ARCS and use the system for the approval process only*); and
- review the Institutional Review Board (IRB) Requirements.

Once all acknowledgements have been made and the Research Proposal has been uploaded, the student will Submit for

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Approval.

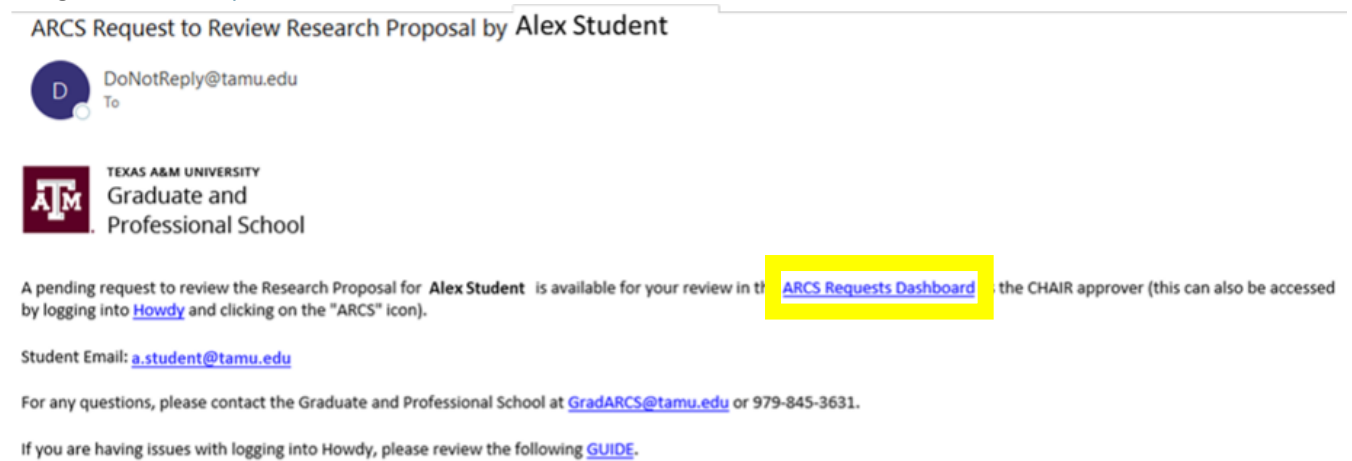
### 6.8.3 Research Proposal Approval

The order of approval for Research Proposals is as follows:

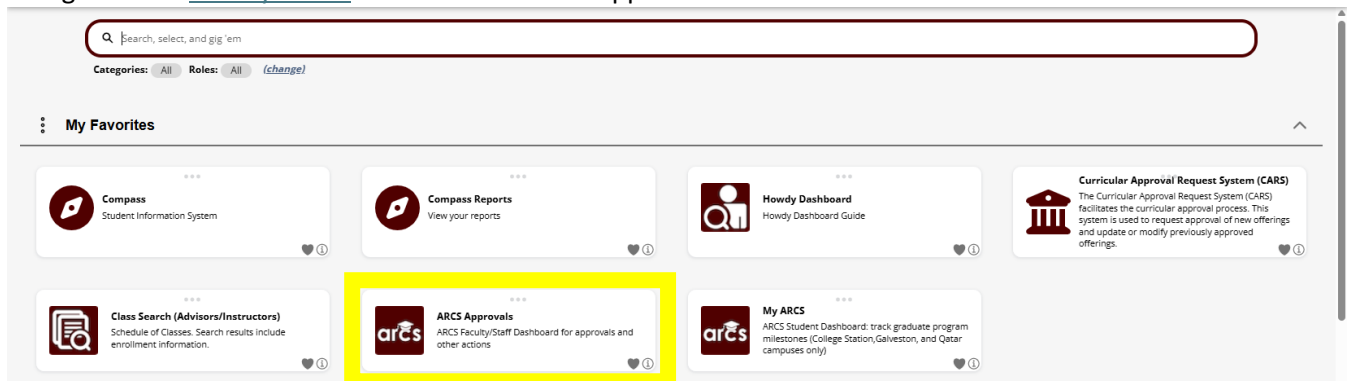
1. Pre-Committee Approver
2. Members of the Advisory Committee
3. Chair of the Advisory Committee
4. College/School, Department, or Program Approver
5. The Graduate and Professional School (Graduate Records Processing)

Following the student's submission of the Research Proposal and Pre-Committee Approval, members of the student's advisory committee will receive email notification of a pending ARCS request. Advisory committee members may access the Research Proposal Form by either

1. using the [ARCS Request Dashboard](#) link,



or log in to the [Howdy Portal](#) and click the "ARCS Approvals" card.



2. In ARCS, advisory committee members will see an "ARCS Requests" dashboard.

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3. In the dashboard, the advisory committee member will be able to see all pending and previously-approved requests. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the “Type to search...” box.* Any requests requiring review will be labeled as “Pending” in the “Status” column.

Student Search Courses Admin Workflows									
ARCS Requests Type to search...									
Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role	
Student, Alex	EN	NUEN	NUEN	PHD-EN		Proposal	Pending	MEMBER	

4. To open the Research Proposal, click on the request.
5. The next page will show the
- student's degree information under the “Curriculum” section;
  - details of the Research Proposal;
  - approval status under the “Proposal Approval Status” section; and
  - any comments from the student and approvers under the “Proposal Approval Comments” section.

### Proposal

**Instructions**

- To view the student's uploaded Research Proposal, click the “preview” icon next to the uploaded file.
  - NOTE: The file should include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- If the request needs to be returned to the student, select “Return Proposal”.
  - NOTE: If the request is returned to the student, a reason is required for the return and all previous approvals will be reset.
- To approve the request, select “Click to Begin Approval” and review the acknowledgement.
  - After checking the acknowledgement box, select “Approve Proposal” to complete the request approval.

### Curriculum

**Doctor of Philosophy**

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

### Proposal Details

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

Click to Begin Approval

Return Proposal

### Proposal Approval Comments

Role	Date	Comments
PRECOMMITTEE	2/27/2023	Please make the requested changes to your document.
STUDENT	2/27/2023	Made the requested changes.

### Proposal Approval Status

Role	Status	Date
SUBMITTER	Resubmitted	2/27/2023
PRECOMMITTEE	Approved	2/27/2023
MEMBER	Pending	
MEMBER	Pending	
MEMBER	Approved	2/27/2023
CHAIR	Pending	
DEPARTMENT	Pending	
GRAD_SCHOOL	Pending	

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- To view the student's uploaded Research Proposal, click the Preview icon (the Eye symbol) next to the "Uploaded File" under "Proposal Details."

After checking the acknowledgement box, select "Approve Proposal" to complete the request approval.

major: Mathematics  
Major Dept: Mathematics

**Proposal Details**

Tentative Title: Graduation, Here I Come

Uploaded File: My Awesome Proposal.pdf  

[Click to Begin Approval](#) [Return Proposal](#)

**Proposal Approval Comments**

If the Research Proposal is ready for approval,

- click the maroon "Click to Begin Approval" button

After checking the acknowledgement box, select "Approve Proposal" to complete the request approval.

major: Mathematics  
Major Dept: Mathematics

**Proposal Details**

Tentative Title: Graduation, Here I Come

Uploaded File: My Awesome Proposal.pdf 

[Click to Begin Approval](#) [Return Proposal](#)

**Proposal Approval Comments**

- A "Proposal Approval" statement will then be displayed which reads, "I Acknowledge that I have read and examined the student's Research Proposal, and I certify that it is adequate in scope and quality for this [master's/doctoral] degree."

### Proposal Details

Tentative Title: Graduation, Here I Come

Uploaded File: My Awesome Proposal.pdf 

### Proposal Approval

☐ I acknowledge that I have read and examined the student's Research Proposal, and I certify that it is adequate in scope and quality for this doctoral degree.

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- To complete the approval, click the box preceding the acknowledgement and then click the maroon “Approve Proposal” button.

### *Proposal Approval*

☒ I acknowledge that I have read and examined the student's Research Proposal, and I certify that it is adequate in scope and quality for this doctoral degree.

Approve Proposal

Back

If the Research Proposal must be returned,

- click the maroon “Return Proposal” button

After checking the acknowledgement box, select “Approve Proposal” to complete the request approval.

Major Dept: Mathematics

**Proposal Details**

Tentative Title: Graduation, Here I Come

Uploaded File: My Awesome Proposal.pdf

Click to Begin Approval Return Proposal

**Proposal Approval Comments**

- A “Proposal Return” option will then be displayed.

### *Proposal Return*

**Instructions**

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

**Comments:**

Characters Remaining: 4000

Characters Remaining: 4000

Return Proposal Back

Notes:

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4. If a Research Proposal is returned, an email notification will be sent regarding the return.



Following the student's resubmission of the Research Proposal and Pre-Committee Approval, members of the student's advisory committee will receive email notification of the pending ARCS request.

## 6.9 Preliminary Examinations for Doctoral Degrees

A student's academic unit and advisory committee may require qualifying, cumulative, or other type of examination at any time deemed desirable. These examinations are entirely at the discretion of the academic and advisory committee.

For doctoral students, a Preliminary Examination is **required**.

Please refer to the [Graduate and Professional Catalog](#) for additional information.

### 6.9.1 Eligibility

Prior to initiating any component of a Preliminary Examination, a representative of the academic unit or the advisory committee Chair should review the eligibility criteria with the student to ensure eligibility for the Preliminary Examination:

1. The student is registered at Texas A&M University for a minimum of 1 semester credit hour in the long semester or Summer term during which any component of the Preliminary Examination is held. If the entire examination is held between semesters, the student must be registered for the term immediately preceding the examination.
2. An approved Degree Plan is on file with the Graduate and Professional School prior to initiating the first component of the Preliminary Examination.
3. No open requests in the Document Processing Submission System (DPSS).
4. The student's cumulative and Degree Plan GPAs are both at least 3.000.
5. At the end of the semester in which at least the first component of the Preliminary Examination is given, there are no more than 6 credit hours of coursework remaining on the Degree Plan (except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the Graduate Catalog). The head of the student's department (or chair of the interdisciplinary degree program, if applicable) has the authority to approve a waiver of this criterion.

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## 6.9.2 Scheduling

A preliminary examination for a doctoral student shall be given no earlier than a date at which the student is within 6 credit hours of completing the formal coursework on the degree plan (i.e., all coursework on the degree plan except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the Graduate and Professional Catalog). *Please note: Exemptions to this restriction may be granted under certain circumstances.*

The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.

## 6.9.3 Preliminary Examination Request Approval

To submit a Preliminary Examination Request through ARCS, the student must

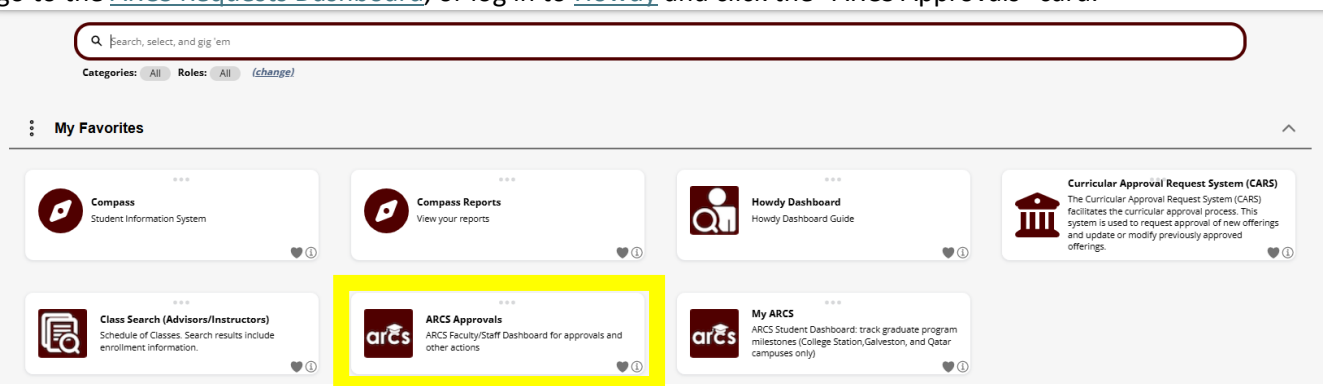
- confirm that all members of the advisory committee have been consulted and are ready to approve;
- include the tentative exam completion date;
- indicate if an advisory committee member substitute is required; and
- acknowledge the registration requirements.

The order of approval for Preliminary Examination Requests is as follows:

1. Pre-Committee Approver
2. Chair of the Advisory Committee
3. College/School, Department, or Program Approver (if the student has more than 6 credit hours of graded Degree Plan coursework remaining)
4. The Graduate and Professional School (Graduate Records Processing)

Following the student's submission of the Preliminary Examination Request and Pre-Committee Approval, only the Chair of the student's advisory committee will receive email notification of a pending ARCS request. The Chair may access the Preliminary Examination Request by either

1. go to the [ARCS Requests Dashboard](#), or log in to [Howdy](#) and click the "ARCS Approvals" card.



Notes:

2. In ARCS, advisory committee members will see an “ARCS Requests” dashboard.

Student Search Courses Admin Workflows							
ARCS Requests							
Type to search...							
Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status
Student, Alex	AT	MATH	MATH	PHD-AT	3/24/2023	Preliminary Exam	Pending My Review

3. In the dashboard, the advisory committee member will be able to see all pending and previously-approved requests. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the “Type to search...” box.* Any requests requiring review will be labeled as “Pending” in the “Status” column.
4. To open the Preliminary Examination Request, click on the request.

ARCS Requests							
Type to search...							
Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status
Student, Alex	AT	MATH	MATH	PHD-AT	3/24/2023	Preliminary Exam	Pending My Review

5. The next page will show the
- student's Curriculum;
  - Tentative Exam Completion Date;
  - Substitute (if applicable);
  - Hours of graded coursework remaining (*please note: if the student has more than 6 credit hours of graded Degree Plan coursework remaining, the Department Approver will also be required to approve the request*);
  - Exam Request Approval Comments; and
  - Exam Request Approval Status.

### Preliminary Exam Request

Instructions

- If changes need to be made to the student request, select “Change Request”.
- If the request needs to be returned to the student, select “Return Request”.
  - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request as the Chair, select “Approve Request” and confirm your selection.
- If you are the Departmental designee, select “Approve Request” and confirm your selection.
  - NOTE: The Departmental designee will submit the grade on behalf of the committee.

### Curriculum

#### *Doctor of Philosophy*

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

### Exam Details

Tentative Exam Completion Date: 3/24/2023

Substitute: Deborah Bell-Pedersen (for Bojan Popov)

Hours of graded coursework remaining: 18

Change Request Approve Request Return Request

### Exam Request Approval Comments

Role	Date	Comments
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Notes:

If a change to the Preliminary Examination Request must be made (to the Tentative Exam Completion Date or to make a Graduate Committee Substitution),

1. click the maroon “Change Request” button.

**Exam Details**

Tentative Exam Completion Date: 3/24/2023

Substitute: Deborah Bell-Pedersen (for Bojan Popov)

Hours of graded coursework remaining: 18

**Change Request** **Approve Request** **Return Request**

**Exam Request Approval Comments**

2. The “Change Requested” section will then open.

- The “Tentative Exam Completion Date” can be changed by entering a different date.

### Change Requested

**Instructions**

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

**Tentative Exam Completion Date:** 03/30/2023

**Graduate Committee Substitution**

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

- A Substitution may also be made (*please note: only one advisory committee substitution is allowed for a Preliminary Examination*). Select the individual who is unable to attend from the drop-down menu and then enter the name of the substitute (*please note: substitutes must be members of the Graduate Committee Faculty; if the substitution is for a sole external member of the advisory committee, then the substitute must be external to the student’s academic unit – or Chair’s, for IDPs; and the Chair cannot be substituted*).

**Tentative Exam Completion Date:** 03/30/2023

**Graduate Committee Substitution**

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

is unable to attend, and will be substituted by

Notes:

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- Once the necessary changes have been made, enter any needed comments and click the maroon “Change Exam” button.

is unable to attend, and will be substituted by

Comments:

Characters Remaining: 1000

Change Exam

Back

If the Preliminary Examination must be returned,

- click the maroon “Return Request” button.

Exam Details

Tentative Exam Completion Date:

3/24/2023

Substitute:

Deborah Bell-Pedersen (for Bojan Popov)

Hours of graded coursework remaining:

18

Change Request

Approve Request

Return Request

Exam Request Approval Comments

- The “Return Request” section will then open. Enter a reason for returning the Preliminary Examination Request in the “Reason for Request” box.

### Return Request

Instructions

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

Reason for Request:\*

Characters Remaining: 1000

- Once a reason has been entered, click the maroon “Return Request” button.

Reason for Request:\*

Characters Remaining: 1000

Return Request

Back

Notes:

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If the Preliminary Examination Request is ready for approval,

1. click the maroon “Approve Request” button.

**Exam Details**

Tentative Exam Completion Date: 3/24/2023

Substitute: Deborah Bell-Pedersen (for Bojan Popov)

Hours of graded coursework remaining: 18

Change Request Approve Request Return Request

**Exam Request Approval Comments**

2. If the student is *not* registered for courses in the semester during which the Preliminary Examination is requested, the Chair must acknowledge that the student will be registered at the time the Preliminary Examination will be completed before the request can be approved.

**Exam Details**

Tentative Exam Completion Date: 3/30/2023

☐ \* The student is required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. The student is currently NOT registered in the term they plan to take the preliminary examination. By checking the acknowledgement box, you verify that the student will meet the registration requirement by the time the preliminary exam is held.

Required

Change Request Approve Request Return Request

3. After clicking the maroon “Approve Request” button, a “Confirm Action” prompt will appear to approve the request. Click “OK.”

Degree Plan Preliminary Exam Proposal Residency Candidacy Final Exam

Confirm Action  
Approve request?  
OK Cancel

**Preliminary Exam Request**

**Instructions**

- If changes need to be made to the student request, select “Change Request”.
- If the request needs to be returned to the student, select “Return Request”.  
• NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request as the Chair, select “Approve Request” and confirm your selection.
- If you are the Departmental designee, select “Approve Request” and confirm your selection.

**Exam Details**

Tentative Exam Completion Date: 3/27/2023

Substitute: Deborah Bell-Pedersen (for Trevor Harris)

Change Request Approve Request Return Request

**Exam Request Approval Comments**

**Curriculum**

*Doctor of Philosophy*

Level	Graduate
Program	PhD [AT]
Admitted	Fall 2020 - College Station
	IG - Inf1 Graduate
Catalog	Fall 2020 - College Station
College	Arts and Sciences
Campus	College Station
Major	Statistics
Major Dept	Statistics

#### 6.9.4 Format

The objective of the Preliminary Examination is to evaluate whether the student has demonstrated the following qualifications:

1. a mastery of the subject matter of all fields in the program;
2. an adequate knowledge of the literature in these fields and an ability to carry out bibliographical research; and

Notes:

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3. an understanding of the research problem and the appropriate methodological approaches.

The format of the Preliminary Examination shall be determined by the student's academic unit and advisory committee, and communicated to the student in advance of the examination. The exam may be written, oral, or a combination of both components.

The Preliminary Examination may be administered by the advisory committee or other committee established by the academic unit (herein referred to as the "examination committee").

Regardless of format, students will receive an overall Preliminary Examination result of pass or fail. The academic unit will determine how the overall pass or fail result is determined based on the Preliminary Examination structure and internal program procedures. If the Preliminary Examination is administered by the advisory committee, each advisory committee member will provide a pass or fail evaluation decision in ARCS.

Only one examination committee substitution may provide an evaluation decision for a student's Preliminary Examination, and it cannot be the examination committee Chair. Substituting committee members must meet the same eligibility requirements as the member being substituted (see Section 5.1 above).

If a student is required to take a written component administered by academic unit as a part of the Preliminary Examination, the graduate program must:

1. offer the Preliminary Examination at least once every six (6) months (and the examinations should be announced at least 30 days prior to the scheduled date);
2. assume the responsibility for marking the Preliminary Examination satisfactory or unsatisfactory – or otherwise graded – and in the case of an unsatisfactory grade, stating the specific reasons for such a result; and
3. forward the graded Preliminary Examination to the Chair of the student's advisory committee within one week after the examination.

If a written component precedes an oral component of the Preliminary Examination, the Chair of the student's examination committee is responsible for making all written examinations available to all members of the examination committee.

#### **6.9.5 Substitutions**

One substitute is permitted, when necessary, to replace a member of the examination committee in the Preliminary examination. The substitute must be a member of the Graduate Committee Faculty. If the member for whom the substitute will replace is the sole external member of the examination committee, the substitute must also be external to the student (or Chair's) academic unit.

#### **6.9.6 Grading**

The examination committee (and any approved substitute, if applicable) will submit Preliminary Examination grades through ARCS. The student's academic unit will promptly report the results of the Preliminary Examination to the Graduate and Professional School *via* ARCS.

*Notes:*

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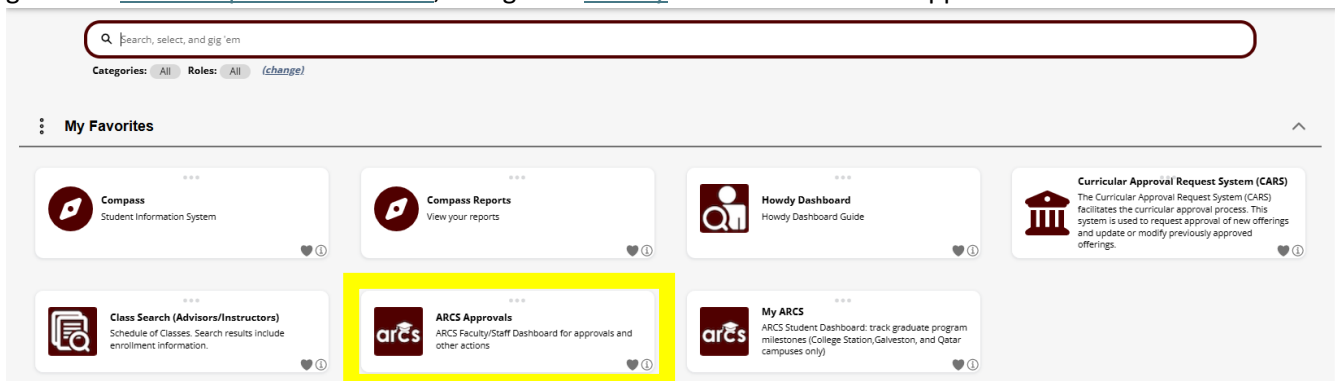
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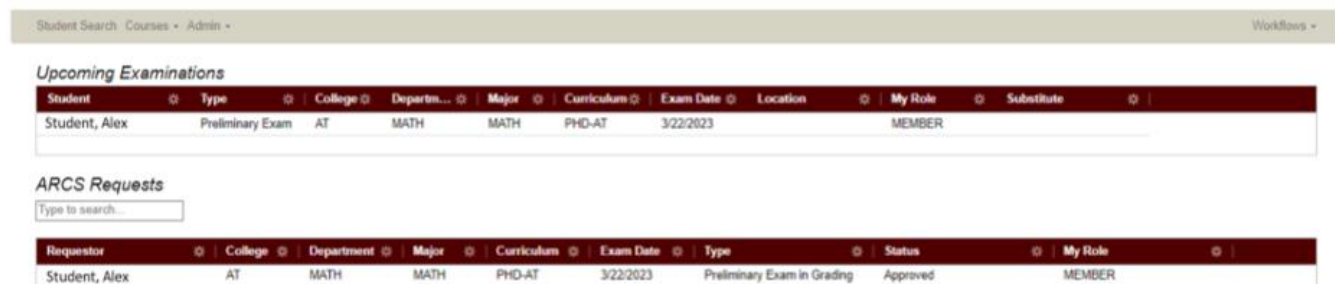
A positive evaluation of the Preliminary Examination by all members of a student’s examination committee, with at most one dissension, is required to pass a student on the Preliminary Examination. Grades should be submitted to the Graduate and Professional School through ARCS within 10 working days of completion of the Preliminary Examination.

To begin grading the Preliminary Examination,

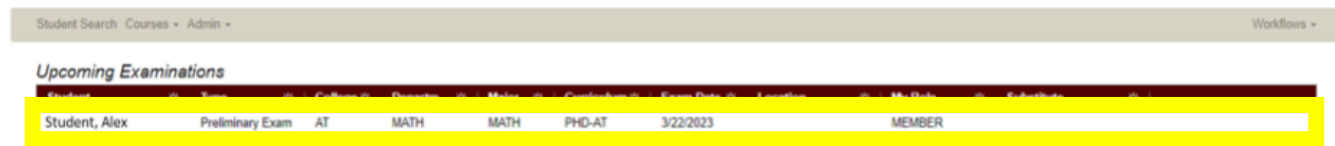
1. go to the [ARCS Requests Dashboard](#), or log in to [Howdy](#) and click the “ARCS Approvals” card.



2. Under “ARCS Requests,” all pending requests, any previously-approved requests, and “Upcoming Examinations” will be displayed. Locate the student and the request marked as “Preliminary Exam in Grading” under the “Type” column.



3. To grade the student’s Preliminary Examination, click on the student’s exam in the “Upcoming Examinations” section. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the “Type to search...” box.*



4. On the grading screen,
  - a. the Co-Chair and Members (if applicable) will see the options to select a “Decision” of “Pass” or “No Pass” under the “Grade Submission” section, and have the ability to enter notes regarding the grade in

Notes:

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the “Comments” field (*please note: comments will **only** be visible to the advisory committee Chair, academic unit’s Approver, and the Graduate and Professional School*). Once a grade decision has been selected and any comments have been entered (if necessary), click the maroon “Submit” button.

*Please note: Proxy grading is not permitted for Preliminary Examinations.*

*Co-Chairs and Members are allowed to change their Preliminary Examination grades at any time until the advisory committee Chair’s grade is entered. Once the Chair’s grade has been submitted, no further changes are allowed.*

- b. The Chair will see
  - i. all Committee Grading Results;
  - ii. Committee Grading Comments;
  - iii. the Exam Completion Date;
  - iv. the options to select a “Decision” of “Pass” or “No Pass” under the “Grade Submission” section; and
  - v. have the ability to enter notes regarding the grade in the “Comments” field (*please note: comments will **only** be visible to the academic unit’s Approver and the Graduate and Professional School*).

Once a grade decision has been selected, the examination date has been corrected (if necessary), and any comments have been entered (if necessary), click the maroon “Submit” button. *Please note: ARCS will perform an audit to verify that the student is currently registered in the semester the Preliminary Examination is complete; if the student is **not** registered, the Chair will not be able to submit a grade.*

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## Graduate Committee Faculty Advising ♦ Preliminary Examinations for Doctoral Degrees

Degree Plan
Preliminary Exam
Proposal
Residency
Candidacy
Final Exam
Dissertation

### Preliminary Exam Grading

[View Exam Request Approval Details >](#)

#### Committee Grading Results

Role	Name	Substitute For	Decision
MEMBER	Michalski, Krzysztof		Pass
MEMBER	Guermond, Jean-Luc		No Pass
SUBSTITUTE	Bell-Pedersen, Deborah	Popov, Bojan	Pass
CHAIR	Maier, Matthias		Pending

#### Committee Grading Comments

Role	Name	Date	Comments
MEMBER	Michalski, Krzysztof	2/28/2023	Great Job!
MEMBER	Guermond, Jean-Luc	2/28/2023	Needs improvement.
MEMBER	Bell-Pedersen, Deborah	2/28/2023	Excellent job, keep up the good work!

**Instructions**

Please enter your grade below for the Preliminary Examination.

- Once the exam has been graded, you will not be able to change your grade.
- Any comments added will be visible to ONLY the Chair, Department, and Graduate and Professional School.
- If the student receives a "No Pass", please choose whether the student will be allowed to retake the exam.

**Grade Submission**

Decision: ☐ Pass ☐ No Pass \*

Comments:

Characters Remaining: 1000

Exam Completion Date:

**Submit**

### Curriculum

**Doctor of Philosophy**

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

Please note: Proxy grading is not permitted for Preliminary Examinations.

- After clicking the "Submit" button, a "Confirm Action" prompt will appear to confirm the grade entry. If the grade entered is correct, click "OK."

Degree Plan
Preliminary Exam
Proposal
Residency
Candidacy
Final Exam

### Preliminary Exam Grading

**Instructions**

Please enter your grade below for the Preliminary Examination.

- Once the Chair has graded the exam, you will not be able to change your grade.
- Any comments added will be visible to ONLY the Chair, Department, and Graduate and Professional School.

### Curriculum

**Doctor of Philosophy**

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

**Confirm Action**

Please confirm your grade

OK
Cancel

After passing the required Preliminary Examination for the doctoral degree, the student must complete the Final Examination for the degree within four (4) calendar years; otherwise, the student will be required to repeat the

Notes:

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Preliminary Examination.

Credit for a Preliminary Examination is not transferable in cases where a student changes degree programs after passing a Preliminary Examination.

### 6.9.7 Failures and Retakes

#### ***First Failure***

Upon approval of a student's examination committee (with no more than one member dissenting), and approval of the Department and Graduate and Professional School, a student who has failed a Preliminary Examination may be given one re-examination. In accordance with [Student Rule 12.5](#), the student's Department Head or designee, interdisciplinary degree Program Chair, or graduate advisory committee should make a recommendation to the student regarding their scholastic deficiency.

If the student is *not* allowed to retake a Preliminary Examination, the academic unit will be notified and must review the decision.

#### ***Retake of Failed Preliminary Examination***

When two or more members of the examination committee entered a grade of "No Pass" in ARCS, the Chair will be prompted whether to allow the student a retake of the Preliminary Examination or not. The examination committee Chair should consult with the rest of the members before deciding whether the student will be allowed to retake the Preliminary Examination or not.

The decision for a retake or not will be entered with the Chair's grade on the Preliminary Examination.,

1. Click on the student's exam in the "Upcoming Examinations" section. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the "Type to search..." box.*

Student	Exam	Location	Subject	Department	Program	Date	Role
Student, Alex	Preliminary Exam	AT	MATH	MATH	PHD-AT	3/22/2023	MEMBER

2. On the grading screen, the Chair will see
  - all Committee Grading Results;
  - Committee Grading Comments;
  - the Exam Completion Date;
  - the option to select a "Decision" of "Pass" or "No Pass" under the "Grade Submission" section;
  - the option to permit a Retake Preliminary Exam; and
  - have the ability to enter notes regarding the grade in the "Comments" field (*please note: comments will **only** be visible to the academic unit's Approver and the Graduate and Professional School*).

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- After clicking the “Submit” button, a “Confirm Action” prompt will appear to confirm the grade entry. If the grade entered is correct, click “OK.”

Grade Submission

Decision ☐ Pass ☒ No Pass

Retake Preliminary Exam

- The student has received a No Pass grade. As such, the student has not met the requirement for passing the Preliminary Exam.
- Upon approval of a student's examination committee, with no more than one member dissenting, a student who has failed the preliminary examination may be given one re-examination.
- Please select if the student will be allowed to retake the preliminary exam, after consulting with the committee.

Decision ☐ Yes ☐ No \*

Comments:\*

Characters Remaining: 1000

Exam Completion Date: 03/17/2023

Submit

- Regardless of the retake decision, the Chair must provide information regarding the grade and retake decision in the “Comments” section. Once the grade and retake decision has been made, and the Comments have been entered, click the maroon “Submit” button.

Please select if the student will be allowed to retake the preliminary exam, after consulting with the committee.

Decision ☒ Yes ☐ No

Comments:

The student will be allowed to retake the preliminary exam.

Exam Completion Date: 03/17/2023

Submit

- After clicking the “Submit” button, a “Confirm Action” prompt will appear to confirm the grade entry. If the grade entered is correct, click “OK.”

Degree Plan

Preliminary Exam

Proposal

Residency

Candidacy

Final Exam

Confirm Action

Please confirm your grade

OK

Cancel

Preliminary Exam Grading

Instructions

Please enter your grade below for the Preliminary Examination.

- Once the Chair has graded the exam, you will not be able to change your grade.

Curriculum

Doctor of Philosophy

Level Graduate

Program PHD [AT]

Admitted Fall 2020 - College Station

Notes:

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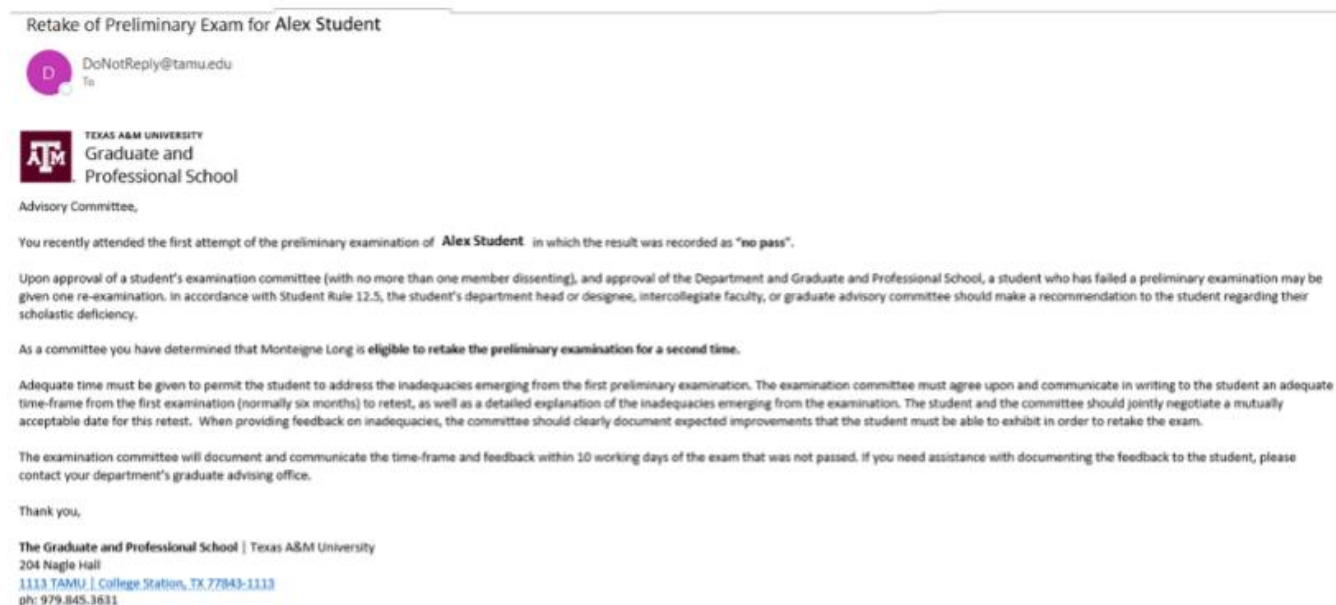
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6. After the decision is submitted, both the student and the examination committee members will be notified of the retake decision.



Students who are permitted to retake a Preliminary Examination must submit a new Preliminary Examination Request.

Adequate time must be given to permit a student to address inadequacies emerging from the first Preliminary Examination attempt. The examination committee must agree upon and communicate to the student, in writing, an adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and the examination committee should jointly negotiate a mutually acceptable date for a retest. When providing feedback on inadequacies, the examination committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

### Second Failure

Upon failing the Preliminary Exam twice in a doctoral program, a student is no longer eligible to continue to pursue the degree in that program/major. In accordance with Student Rule 12.5.3 and/or 12.5.4, the student will be notified of the action being taken by the department as a result of the second failure of the Preliminary Examination.

The student may be dismissed from the program or be offered the option to change majors, degrees, or academic units (which may be accomplished through a Change of Major/Degree/Department Petition through DPSS).

### 6.9.8 Expiration of Preliminary Examinations

After passing the required preliminary examination for the doctoral degree, the student must complete all remaining requirements within four (4) calendar years. The student may be required to repeat the Preliminary Examination or –

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with the approval of the advisory committee and department head or interdisciplinary degree program chair – the student may request an extension of the four (4) year time limit with the submission of an Extension of Time Limits Petition through DPSS.

## 6.10 Admission to Candidacy for Doctoral Students

To be admitted to candidacy for a doctoral degree, a student must have:

1. completed all formal coursework on the degree plan with the exception of any remaining 681 (Seminar), 684 (Professional Internship), 690 (Theory of Research), 691 (Research), 692 (Professional Study), or 791 (Doctoral Capstone) hours;
2. a 3.0 graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the Degree Plan;
3. passed the Preliminary Examination;
4. submitted an approved dissertation proposal; and
5. met the Residence Requirements.

## 6.11 Final Examinations

Candidates for certain master's (see the Program Requirements in the [Graduate and Professional Catalog](#)) and all doctoral degrees must pass a Final Examination by deadlines announced through the [Graduate and Professional School Dates and Deadlines Calendar](#).

### 6.11.1 Doctoral Degrees

A Final Examination is required for all doctoral degree candidates. The doctoral student is allowed *only one* opportunity to take the final examination.

Doctoral students have one (1) year from successfully completing the Final Examination to clear Thesis and Dissertation Services and graduate; otherwise, the student will be required to repeat the Final Examination. With the approval of the advisory committee and department head or chair of the interdisciplinary program, the student may request an extension of the one-year time limit with the submission of an Extension of Time Limits Petition to the Graduate and Professional School through DPSS.

#### ***Eligibility***

Doctoral students are eligible to schedule a Final Examination in ARCS if they meet the following eligibility requirements:

1. no unabsolved grades of D, F, or U for any course can be listed on the degree plan;
2. the student must be registered for any remaining hours of 681 (Seminar), 684 (Professional Internship), 690 (Theory of Research), 691 (Research), 692 (Professional Study), 791 (Doctoral Capstone) or other graduate courses specifically designated as S/U in the course catalog during the semester of the final exam;
3. the student has been admitted to candidacy (see Section 6.10 above); and
4. the current official cumulative and Degree Plan GPAs are both 3.00 or higher.

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### ***Scheduling***

The Final Examination Request must be submitted to the Graduate and Professional School through ARCS a minimum of 10 working days in advance of the scheduled date. Any changes to a Degree Plan must be approved by the Graduate and Professional School prior to submission of Final Examination Request.

The final examination is not to be administered until the dissertation or record of study is available in substantially final form to the student's advisory committee, and all concerned have had adequate time to review the document.

If an approved Final Examination is cancelled, the Graduate and Professional School must be notified in writing before the scheduled day of the cancelled examination.

#### **6.11.2 Master's Degrees**

##### ***Thesis Option Students***

A Final Examination is required for all thesis option master's candidates. The Final Examination may not be administered before the thesis is available to all members of the student's advisory committee in substantially final form and all members have had adequate time to review the document. A thesis option student must be registered at the university in the semester or Summer term in which the Final Examination is taken.

The Final Examination may cover the thesis and all work taken on the Degree Plan. At the option of the student's advisory committee, it may be written, oral, or both.

Thesis option candidates may request to be exempt from their Final Examination provided their Degree Plan GPA is 3.500 or greater and they have approval of the advisory committee, the head of the student's academic unit, and the Graduate and Professional School. It is recommended that the request for exemption be submitted the same semester the student intends to submit the thesis. The Exemption of the Final Examination Request is submitted through ARCS.

Thesis option master's students have one (1) year from successfully completing the Final Examination to clear Thesis and Dissertation Services and graduate; otherwise, the student will be required to repeat the Final Examination. With the approval of the advisory committee and department head or chair of the interdisciplinary program, the student may request an extension of the one-year time limit with the submission of an Extension of Time Limits Petition to the Graduate and Professional School.

##### ***Non-Thesis Option Students***

For non-thesis option students, a final comprehensive examination may be required. The final examination cannot be held prior to the mid-point of the semester if questions on the exam are based on courses in which the student is currently enrolled. If a student has completed all required degree plan coursework, the student is not required to be registered for classes in the semester the final examination is administered (unless they hold an assistantship). For specific final examination requirements, students should check the Program Requirements in the Graduate and Professional Catalog for the degree they are pursuing.

*Notes:*

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### ***Final Examination Retakes for Master's Degrees***

A master's degree student shall be given only one (1) opportunity to repeat a Final Examination and that must be within a time period that does not extend beyond the end of the next regular semester (Summer terms are excluded).

Academic units may have a stricter requirements provided there is consistency among all degree programs within a unit.

#### **6.11.3 Final Examination Request Approval**

To submit a Final Examination Request through ARCS, the student must

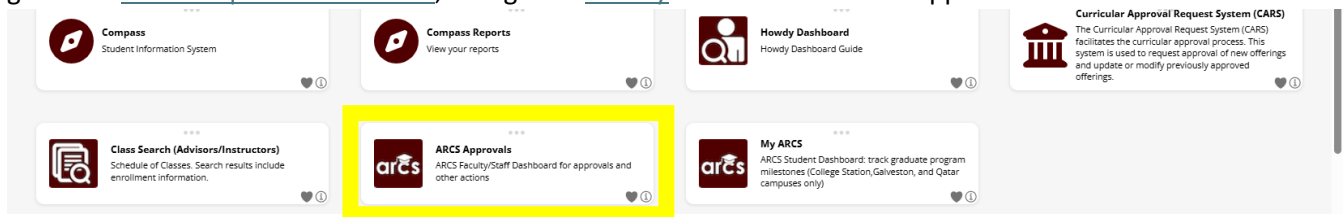
- enter the tentative Thesis/Dissertation/Record of Study title (if applicable);
- indicate if graduation will occur the same semester as the Final Examination;
- confirm that all members of the advisory committee have been consulted on the scheduling of the Final Examination;
- indicate the date and time, as well as the location, of the Final Examination;
- select whether the Final Examination announcement should be public or private; and
- select an eligible substitute (if required).

The order of approval for Final Examination Requests is as follows:

1. Pre-Committee Approver
2. Chair of the Advisory Committee
3. College/School, Department, or Program Approver
4. The Graduate and Professional School

Following the student's submission of the Final Examination Request and Pre-Committee Approval, only the Chair of the student's advisory committee will receive email notification of a pending ARCS request. The Chair may access the Final Examination Request by either

1. go to the [ARCS Requests Dashboard](#), or log in to [Howdy](#) and click the "ARCS Approvals" card.



2. In ARCS, advisory committee members will see an "ARCS Requests" dashboard.
3. In the dashboard, the advisory committee member will be able to see all pending and previously-approved requests. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the "Type to search..." box. Any requests requiring review will be labeled as "Pending" in the "Status" column.*
4. To open the Final Examination Request, click on the request.

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5. The next page will show the
- student's Curriculum;
  - Exam Details; and
  - Workflow Status.

The screenshot shows a progress bar at the top with stages: Degree Plan, Preliminary Exam, Proposal, Residency, Candidacy, **Final Exam** (highlighted in red), and Dissertation. Below the progress bar, the page is divided into three main sections:

**Final Exam Request**

**Exam Details**

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

Buttons: Change Exam, Approve Request, Cancel Exam

**Curriculum**

*Doctor of Philosophy*

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

**Workflow Status**

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

If a change to the Final Examination Request must be made (*please note: changes to the Final Examination Request are allowed up to two days prior to the scheduled date of the Final Examination*),

1. click the maroon "Change Exam" button.

This screenshot is identical to the previous one, but the "Change Exam" button in the Exam Details section is highlighted with a yellow rectangle to indicate the action to be taken.

Notes:

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2. The “Change Requested” section will then open.

- The Date, Time, and Location can be changed by entering a different date, selecting a different time, or entering a different location.

Instructions

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

### Change Requested

Title:

Do you plan on graduating this semester? ☒ Yes ☐ No

Date:

Time:  :  AM

Location:

### Graduate Committee Substitution

*Please note: If the Final Examination Date is changed, a degree audit will be initiated to verify the student's eligibility.*

- A Substitution may also be made (*please note: only one advisory committee substitution is allowed for a Final Examination*). Select the individual who is unable to attend from the drop-down menu and then enter the name of the substitute (*please note: substitutes must be members of the Graduate Committee Faculty; if the substitution is for a sole external member of the advisory committee, the substitute must be external to the student's academic unit – or Chair's, for IDPs; and the Chair cannot be substituted*).

Location:

Graduate Committee Substitution

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

is unable to attend, and will be substituted by

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- Once the necessary changes have been made, enter any needed comments (viewable by the academic unit and the Graduate and Professional School only) and click the maroon “Change Exam” button.

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

Additional Comments:

**Change Final Exam** **Back**

If the Final Examination Request must be cancelled,

- click the maroon “Cancel Exam” button.

<b>Exam Details</b> Dissertation Title: Testing Everything Standard Test Exam Date: 2/28/2022 Exam Time: 10:00 AM Location: Testing Town <b>Change Exam</b> <b>Approve Request</b> <b>Cancel Exam</b>	<b>Doctor of Philosophy</b> Level: Graduate Program: PhD [BA] Admitted: Fall 2016 - College Station Catalog: Fall 2016 - College Station College: Mays Business School Campus: College Station Major: Business Administration Major Dept: Marketing
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**Workflow Status**

- The “Cancellation Request” section will then open. Enter a reason for cancelling the Final Examination Request in the “Reason for Request” box and click the maroon “Cancel Final Exam” button.

**Instructions**

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

**Cancellation Request**

Reason for Request:

Characters Remaining: 1000

**Cancel Final Exam** **Back**

- After clicking the “Cancel Final Exam” button, a “Confirm Action” prompt will appear to confirm the cancellation. If this is correct, click “OK.”

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- If the Final Examination is cancelled, the student will be required to submit a new Final Examination Request for approval.

If the Final Examination Request is ready for approval, click the maroon “Approve Request” button.

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

**Doctor of Philosophy**  
Level: Graduate  
Program: PHD [BA]  
Admitted: Fall 2016 - College Station  
Catalog: Fall 2016 - College Station  
College: Mays Business School  
Campus: College Station  
Major: Business Administration  
Major Dept: Marketing

Change Exam Approve Request Cancel Exam

**Workflow Status**

#### 6.11.4 Format

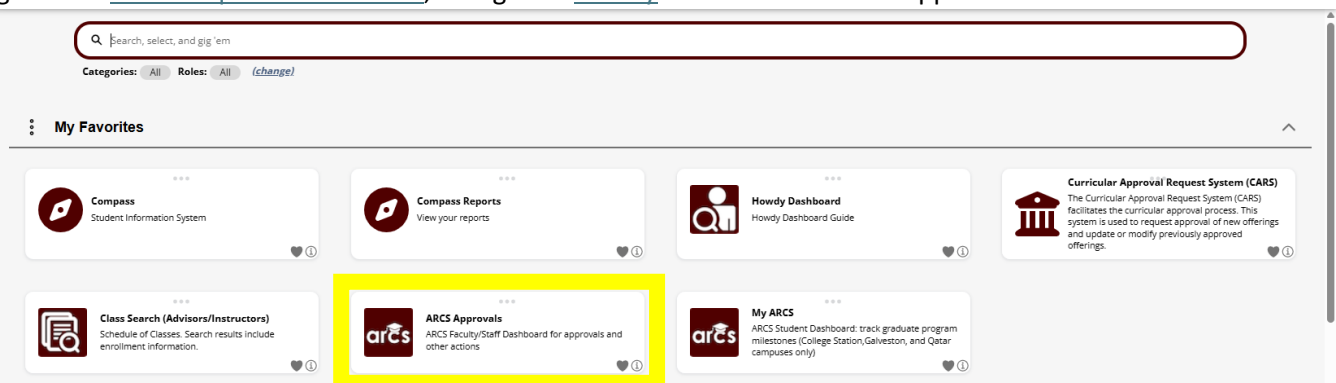
The student’s advisory committee will conduct the Final Examination. Whereas the Final Examination may cover the broad field of the candidate’s training, it is presumed that the major portion of the time will be devoted to the thesis/dissertation/record of study (for thesis option master’s and doctoral degree programs) and closely allied topics. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the chair of the advisory committee, be invited to attend a Final Examination for an advanced degree. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

#### 6.11.5 Grading

A positive vote by all members of the advisory committee – with at most one (1) dissension – is required to pass a student on the Final Examination. Academic units can have a stricter requirement, provided there is consistency within all degree programs within a unit.

The student’s academic unit will promptly report the results of the Final Examination to the Graduate and Professional School through ARCS. All committee members must grade the Final Examination through ARCS. To begin grading the Final Examination,

- go to the [ARCS Requests Dashboard](#), or log in to [Howdy](#) and click the “ARCS Approvals” card.



Notes:



- Under “ARCS Requests,” all pending requests, any previously-approved requests, and “Upcoming Examinations” will be displayed. Locate the student and the request marked as “Final Exam” under the “Type” column.

Student Search Workflows ▾

**Upcoming Examinations**

UIN	Student	Type	Col...	Depa...	Ma...	Curric...	Exam ...	Time	Location	My Role	Substitute
123456789	Student, Arthur	Final Exam	SC	PHYS	PHYS	PHD-SC	1/10/2022	09:00 AM	Testing Town	CHAIR	

**ARCS Requests**

Type to search...

UIN	Requestor	Coll...	Department	Major	Curricu...	Exam D...	Type	Status	My Role
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC		Copyright and Availa...	Approved	CHAIR
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC	1/10/2022	Final Exam	Approved	CHAIR

- To grade the student’s Final Examination, click on the student’s exam in the “Upcoming Examinations” section. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the “Type to search...” box.*

**Upcoming Examinations**

UIN	Student	Type	Col...	Depa...	Ma...	Curricu...	Exam ...	Time	Location	My Role	Substitute
123456789	Student, Arthur	Final Exam	SC	PHYS	PHYS	PHD-SC	1/10/2022	09:00 AM	Testing Town	CHAIR	

- On the grading screen,
  - the Co-Chair and Members (if applicable) will see the options to select a “Decision” of “Pass” or “No Pass” under the “Grade Submission” section, and have the ability to enter notes regarding the grade in the “Comments” field (*please note: comments will **only** be visible to the advisory committee Chair, academic unit’s Approver, and the Graduate and Professional School*). Once a grade decision has been selected and any comments have been entered (if necessary), click the maroon “Submit” button.



### Final Exam Grading

Grade Submission

Decision ☐ Pass ☐ No Pass \*

*Please note: Proxy grading is not permitted for Final Examinations.*

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- b. the Chair will see the student's 691 (Research) and 692 (Record of Study) coursework, the other advisory committee members' grades, and the options to select a "Decision" of "Pass" or "No Pass" and change all 691 and 692 grades from I to S under the "Grade Submission" section. *Please note: The Chair will have the ability to enter the Final Examination grade **only** after all other advisory committee members have submitted their grades. If the Chair declines to change 691 and 692 courses from I to S at that time, a Grade Change Request will be required at a later date.* Once a grade decision has been selected, click the maroon "Submit" button. *Please note: Proxy grading is not permitted for Final Examinations.*

**Final Exam Grading**

*Committee Grading Results*

Name	Role	Substitute For	Decision
Doe, John	MEMBER		Pass
Smith, Jane	MEMBER		No Pass
Someone, Adrian	MEMBER		Pass

**Grade Submission**

Decision ☐ Pass ☐ No Pass \*

I hereby authorize grades of Incomplete (I) in Research and Record of Study (691 and 692) to be changed to Satisfactory (S) ☐ Yes ☐ No \*

**Submit**

5. If "No Pass" was selected, after clicking the "Submit" button a "Confirm Action" prompt will appear to confirm the grade entry. If the grade entered is correct, click "OK."
6. After grading of the Final Examination is complete, the "Status" will be updated to "Pass" or "No Pass."

While grading is in progress, the advisory committee Chair may elect to change all Incomplete (I) grades on 691 or 692 courses to Satisfactory (S); if they do so, ARCS will automatically reflect that change.

## 6.12 Theses, Dissertations, and Records of Study

Texas A&M University requires a thesis, dissertation, or record of study (manuscript) from all thesis option master's and doctoral degree candidates.

Contact: Thesis and Dissertation Services – [Thesis@tamu.edu](mailto:Thesis@tamu.edu) or 979-845-3631

### 6.12.1 General Requirements

The manuscript should be presented in a scholarly, well-integrated, and properly documented manner that reflects the student's original work done under the advisory committee's supervision.

- A master's thesis must reflect a comprehensive understanding of the pertinent literature and express in clear

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language the problem(s) for study, method, significance, and results of the student's original research.

- A doctoral dissertation, which must be a candidate's original work demonstrates the ability to perform independent research. Whereas acceptance of the dissertation is based primarily on its scholarly merit, it must also exhibit creditable literary workmanship.
- A record of study explains and supports the activities undertaken in major research project and supports its conclusions with adequate investigations, empirical data, and a comprehensive bibliography. Procedures used in the student's research will be described in sufficient detail for educators in other locations to apply or extend the procedures. All records of study should be characterized by accuracy of observation and measurements, thoroughness of analysis and synthesis, and accuracy and completeness of presentation.

Prior to submitting a manuscript, students must successfully pass a Final Examination (Defense) or be approved for a waiver of the Final Examination (thesis option master's students only). The student must also complete any corrections requested by the advisory committee and ensure the document is in final format and prepared according to [Thesis and Dissertation Guidelines](#).

### **Resources**

[Thesis and Dissertation Services](#) provides a number of resources to assist with manuscript preparation, including [Thesis and Dissertation Guidelines](#), Microsoft Word and LaTeX [manuscript templates](#), pre-submittal conferences, information seminars, and workshops. Students are encouraged to participate in a pre-submittal conference or watch the online version prior to their final exam (defense). Resources can be found on the [Thesis and Dissertation Services page](#) on the Graduate and Professional School website.

### **Advisory Committee Recognition**

Members of and Special Appointments to the advisory committee may be recognized on the title page of the manuscript. The advisory committee will appear between the degree and graduation date and be formatted as follows:

1. Chair of Committee
2. Co-Chair (if applicable)
3. Committee Members
4. Special Appointment (if applicable)
5. Head of Department or interdisciplinary degree Program Chair

Only individuals listed as members of the advisory committee on an approved Degree Plan, or approved Special Appointments who have been noted in the student's record on Compass, may be listed on the manuscript title page.

These individuals may also be recognized on the manuscript's "Contributors and Funding Sources" page.

### **Electronic Theses and Dissertations**

An Electronic Thesis/Dissertation (ETD) record includes several elements:

- **Metadata:** Data which describe the ETD record. These include, but are not limited to, the title, abstract, author, advisory committee, keywords, etc.

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- *Document*: The ETD primary document which describes the independent research study that was undertaken to partially fulfill requirements for the degree sought (generally a single PDF file).
- *Supplemental Files*: Files which accompany the ETD document, intended for public access, and provide additional details of the research (e.g., data sets, movie clips, etc.).
- *License Files*: Files, which describe the license signed by the student author at the time of submission, granting Texas A&M University (or other parties) certain limited rights for use.
- *Administrative Files*: Files provided to the Graduate and Professional School for administrative processing purposes and/or for purposes of being included as part of the graduate student record (e.g., Copyright and Availability Form, Dissertation Approval Form, etc.). These files are not made available to the public along with the ETD Record.

### 6.12.2 Copyright and Availability

The Copyright and Availability Form milestone is completed in ARCS and part of the TDR submission process.

#### **Copyright Information**

It is the student's responsibility to be aware of and adhere to U.S. copyright laws regarding the thesis and its contents. [TAMU policy](#) permits graduate students to publish material that will later be used as part of a thesis, dissertation, or record of study. However, students must be aware of the agreement they sign when a journal accepts an article for publication. Students may not sign any agreement that restricts TAMU's right to provide research results to the public.

#### **Availability**

All Electronic Theses/Dissertations (ETDs) will be made available immediately on the internet *via* [Texas A&M University Libraries Digital Repository](#) after graduation. However, students have the option to restrict full-text access to a thesis or dissertation for two years before releasing it to the public for patent consideration, compliance with research contractual terms, publication issues, etc.

- *Immediate Release*: Release the ETD immediately for worldwide access on the Internet.
- *Document Only Hold*
  - Restricts access to the ETD document for two years and then release the ETD for worldwide access on the Internet.
  - If the material will be submitted to a publisher who has restrictive pre- or post-publication policies (e.g., restricts Internet access to material prior to publication), students should request a Document Only Hold.
  - The ETD metadata will be made available for open access immediately following graduation *via* the Texas A&M University Libraries and ProQuest (for dissertations), but the document and supplemental files will be restricted during the embargo period.
  - The ETD document and supplemental files will be release immediately after two years unless an extension is requested and approved.
- *Metadata*: The ETD's metadata (see Section 6.12.1 above), including abstract, will be available during the embargo period.

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- *Full Record Hold*
  - Restricts all access to the ETD for two years and then release the ETD for worldwide access on the Internet.
  - Any research that would preclude worldwide release for an extended period of time or permanently (e.g., sponsored research, national security, personal risk).
  - The ETD record will be released two years after the graduation date unless an extension is requested and approved.

A hold may be extended for up to two years (for the first extension) and then one year at a time for any additional extensions. Graduate students and faculty (as research sponsors) bear responsibility for requesting extensions. A timely request is important in order to extend any hold periods. The request must be made prior to expiration and appropriate justification must be included. Each request for extension will be reviewed on a case-by-case basis. Request may be submitted through the [Request for Extension of Thesis/Dissertation Hold Form](#) on the Graduate and Professional School Website.

### ***Copyright and Availability Form***

The form may be completed following completion of a Final Examination Request, and must be completed prior to completion of the Final Examination and submission of the final manuscript (and – for doctoral students only – following completion of the [SED and AAUDE Survey](#)).

To submit a Copyright and Availability Form through ARCS, the student must

- certify that the version submitted is the same as approved by the advisory committee, that the university or its agents have the non-exclusive license to archive and make accessible the thesis/dissertation/record of study, that the TDR is an educational record as defined by FERPA and may be disclosed to anyone who requests a copy, and that the student retains all other ownership rights to the copyright of the TDR along with the right to future works;
- acknowledge responsibility to ensure the data and information in the Electronic Thesis and Dissertation (ETD) is correct and accurate, complies with copyright and other applicable laws/requirements, any errors are the student's, that any optional/personal information exposed in the ETD was included willingly and knowingly, and the student will not have access to it for corrections of any nature;
- read and fully agreed to the TAMU copyright agreement regarding the ETD, agreed to the ETD availability option selected, understand the ETD will be released immediately following the expiration of the embargo period unless a written request for extension has been submitted and approved, and that the availability option is the student's choice and that there are publishing consequences to the selection; and
- select an availability option:
  - Immediate Release – Release the ETD immediately for worldwide access on the Internet;
  - Document Only Hold (usually for future publication purposes) – Restrict access to the ETD document for two years and then release the ETD for worldwide access on the Internet'
  - Metadata, including abstract, will be available during the embargo period (with explanation provided);or

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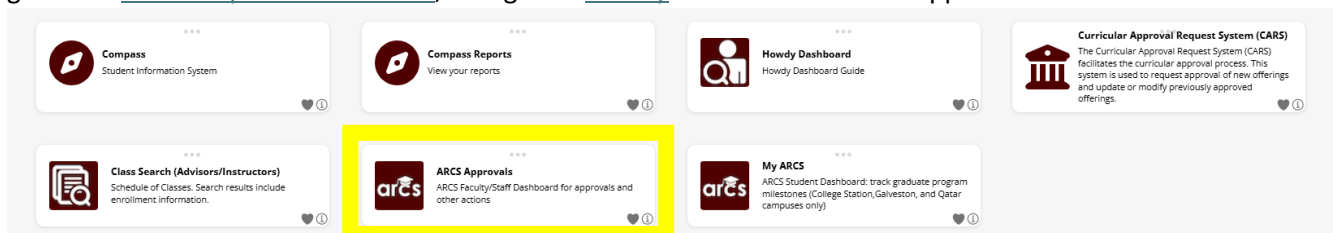
- Full Record Hold (usually for patent consideration) – Restrict all access to the ETD for two years and then release the ETD for worldwide access on the Internet (with explanation provided).

The order of approval for the Copyright and Availability Form is as follows:

1. Chair of the Advisory Committee
2. The Graduate and Professional School (Thesis and Dissertation Services)

Following the student's submission of the Copyright and Availability Form, only the Chair of the student's advisory committee will receive email notification of a pending ARCS request. The Chair may access the Copyright and Availability Form by either

1. go to the [ARCS Requests Dashboard](#), or log in to [Howdy](#) and click the "ARCS Approvals" card.



2. In ARCS, advisory committee members will see an "ARCS Requests" dashboard.
3. In the dashboard, the advisory committee member will be able to see all pending and previously-approved requests. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the "Type to search..." box.* Any requests requiring review will be labeled as "Pending" in the "Status" column.

Student Search Workflows ▾

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**ARCS Requests**

Type to search...

UIN	Requestor	Coll...	Department	Major	Curric...	Exam ...	Type	Status	My Role
123456789	Student, Arthur	MD	CLMD	MDSC	PHD-MD		Copyright and Avail...	Pending My Review	CHAIR
123456789	Student, Arthur	MD	CLMD	MDSC	PHD-MD	1/31/2022	Final Exam	Approved	CHAIR

4. To open the Copyright and Availability Form, click on the request.

UIN	Requestor	Coll...	Department	Major	Curric...	Exam ...	Type	Status	My Role
123456789	Student, Arthur	MD	CLMD	MDSC	PHD-MD		Copyright and Avail...	Pending My Review	CHAIR
123456789	Student, Arthur	MD	CLMD	MDSC	PHD-MD	1/31/2022	Final Exam	Approved	CHAIR

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5. The next page will show the

- AAUDE and SED Surveys; and
- Copyright and Availability Form.



*Dissertation*

**AAUDE and SED Surveys**  
[View Details >](#)

**Copyright and Availability Form**  
[Click to Begin Approval](#)

**Copyright Approval Status**

Approver Role	Approval Status	Date
SUBMITTER	Submitted	3/9/2022
CHAIR	Review	3/9/2022
GRAD_SCHOOL_TDS	Pending	3/9/2022

If the Copyright and Availability Form is ready for approval,

1. click the maroon “Click to Begin Approval” button under the “Copyright and Availability Form” section.

[View Details >](#)

**Copyright and Availability Form**  
[Click to Begin Approval](#)

**Copyright Approval Status**

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2. The form will then open and display the TAMU Copyright Agreement, Acknowledgement of Content Statement, and Student Availability and Copyright Agreement.

#### Copyright and Availability

##### *Copyright and Availability Approval*

###### TAMU Copyright Agreement

I certify that the version I submitted is the same as that approved by my advisory committee.

I hereby grant to Texas A&M University or its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, dissertation, or record of study in whole or in part in all forms of media, now or hereafter known.

FERPA. To the extent this thesis, dissertation, or record of study is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the thesis, dissertation or record of study. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or record of study.

☒ Acknowledge TAMU Copyright Agreement

###### Acknowledgement of Content Statement

I hereby acknowledge that it is my responsibility to ensure the data and information presented in the Electronic Theses and Dissertations (ETD) are correct and accurate, complying with copyright, Institutional Review Board and other applicable laws/requirements. Any errors therein are acknowledged as my own. I further admit that any optional/personal information exposed in the ETD was included willingly and knowingly. I understand once my ETD has been released to the University Libraries and/or ProQuest, I will not have access to it for corrections of any nature.

☒ Acknowledge Content Statement

###### Student Availability and Copyright Agreement

I have read and fully agree to the TAMU copyright agreement regarding my ETD. I agree to the ETD availability option I selected above and understand the ETD will be released immediately following the expiration of the embargo period unless a written request for extension has been submitted and approved. I understand that the availability option is my choice and that there are publishing consequences to my selection.

☒ Acknowledge Student Availability and Copyright Agreement

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- Review the “Availability Options” and the student’s selection. The Chair may change the selection if needed. To view what the different holds mean, click “How to choose an availability option” at the top of the “Availability Options” section.

*Please note: If “Immediate Release” is selected, the form will be auto-approved for Thesis and Dissertation Services (TDS), and the status will change to “Approved” upon completion. If a hold is selected, the form will need to be approved by TDS; after approval by TDS, the status will change to “Approved.”*

- After verifying the Availability Option, click the maroon “Approve” button.

### 6.12.3 Manuscript Submission

Students should only submit their PDF document in the semester they intend to graduate. To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submission of the

- completed Thesis/Dissertation Approval Form and
- thesis, dissertation, or record of study in final form as a PDF file.

The final document is submitted by the student through the [Thesis and Dissertation Submission System](#) (Vireo). The submission deadline, along with other dates of interest, is posted in the [Graduate and Professional School Dates and Deadlines Calendar](#). *Please note: Vireo is shut down for over one month following the submittal deadline. Students wanting to submit a thesis/dissertation for the next semester may consult the Graduate and Professional School Dates*

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and Deadlines Calendar for information about the next semester's first day for submission.

#### 6.12.4 Dissertation Approval Form (Advisory Committee Approval)

Once the student has passed the Final Examination/Defense and the Copyright and Availability Form has been approved, the Dissertation Approval Form may be submitted (*please note: the Dissertation Approval Form applies to all theses, dissertations, and records of study*). To submit a Dissertation Approval Form through ARCS, the student must

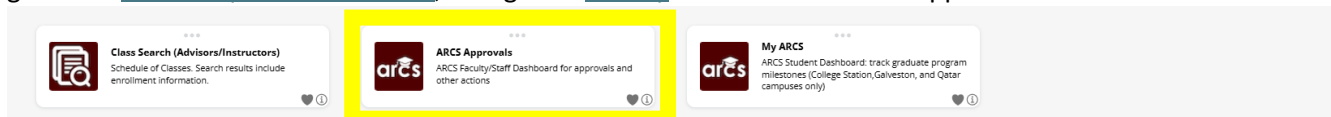
- have completed the AAUDE and SED surveys (doctoral students only) and Copyright and Availability Form;
- enter the Thesis/Dissertation/Record of Study title;
- indicate the expected semester of graduation; and
- confirm that the manuscript has been uploaded to Vireo.

The order of approval for the Dissertation Approval Form is as follows:

1. Pre-Committee Approver
2. Members the Advisory Committee
3. College/School, Department, or Program Approver

Once the student has passed the Final Examination, the Copyright and Availability Form has been approved, the student has submitted the Dissertation Approval Form, and it has received Pre-Committee Approval, the student's advisory committee will receive email notification of a pending ARCS request. To approve the Dissertation Approval Form

1. go to the [ARCS Requests Dashboard](#), or log in to [Howdy](#) and click the "ARCS Approvals" card.



2. In ARCS, advisory committee members will see an "ARCS Requests" dashboard.
3. In the dashboard, the advisory committee member will be able to see all pending and previously-approved requests. *Please note: A specific request can be searched by entering a UIN, student name, etc. into the "Type to search..." box.* Any requests requiring review will be labeled as "Pending" in the "Status" column.

Student Search									
ARCS Requests									
Type to search...									
UIN	Requestor	Coll...	Department	Major	Curricu...	Exam ...	Type	Status	
777008888	Student, Arthur	EN	BMEN	BMEN	PHD-EN		Dissertation Approval	Under Committee Review	
777008888	Student, Arthur	EN	BMEN	BMEN	PHD-EN	3/8/2022	Final Exam Results	Pass	

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4. To open the Dissertation Approval Form, click on the request.

UIN	Requestor	Coll...	Department	Major	Curricu...	Exam ...	Type	Status
777008888	Student, Arthur	EN	BMEN	BMEN	PHD-EN		Dissertation Approval	Under Committee Review
777008888	Student, Arthur	EN	BMEN	BMEN	PHD-EN	3/6/2022	Final Exam Results	Pass

5. The next page, under “View Details,” will show the

- Title;
- Graduation Term; and
- an acknowledgement that the student has uploaded the Thesis/Dissertation/Record of Study to Viero.

**Dissertation Approval Form**

[View Details](#)

Title: Testing Everything Standard Test

Graduation Term: Spring 2022

I hereby acknowledge that I have uploaded my Thesis/Dissertation/Record of Study to Viero

If the Dissertation Approval Form is ready for approval,

1. click the maroon “Click to Begin Approve” button under the “Dissertation Approval Form” section.

I hereby acknowledge that I have uploaded my Thesis/Dissertation/Record of Study to Viero

[Click to Begin Approve](#)

2. The “Manuscript Grading” section will then open. *Please note: Approval of the manuscript should only be made when the document is ready for final submission to Viero.*

Click the acknowledgements that the manuscript has been examined and that it is adequate in scope and quality as a thesis/dissertation/record of study for the degree, and confirm that the content of the document can be submitted to Thesis and Dissertation Services for processing and acceptance.

**Manuscript Approval**

**Instructions**

- Please only approve the manuscript when the document is ready for final submission to Viero.
- Once the manuscript has been approved, contact Thesis and Dissertation Services for any changes at [thesis@tamu.edu](mailto:thesis@tamu.edu) or 979-845-3631.

☐ I acknowledge that I have read and examined this manuscript, and I certify that it is adequate in scope and quality as a dissertation/record of study for this doctoral degree.

☐ I confirm that the content of the document can be submitted to Thesis and Dissertation Services for processing and acceptance.

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- Once the acknowledgements have been made, click the maroon “Approve” button.

☐ \*I confirm that the content of the document can be submitted to Thesis and Dissertation Services for processing and acceptance.



After all members of the advisory committee have approved the manuscript submission, the status will change to “Complete.”

*Please note: Proxy approval is not permitted. Graduate and Professional School Approval will not take place until after all corrections have been completed and the student has been cleared for graduation (see Section 6.13 below).*

### 6.12.5 Thesis and Dissertation Services Review

Thesis and Dissertation Services will contact the student *via* email after the manuscript’s first review is completed. All corrections must be made promptly and thoroughly. The student must carefully make all requested corrections in the original Word (or other) file, convert the revised document to a new PDF file, and upload the new PDF to the ETD Submittal System, [Vireo](#). Students may require several rounds of review in order to meet Texas A&M University formatting standards.

Manuscripts should include the following:

- Title Page
- Abstract
- Dedication (optional)
- Acknowledgement (optional)
- Contributors and Funding Sources
- Nomenclature (optional)
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- References (if not included at the end of each chapter)
- Appendices (if applicable)

### ***Manuscript Style and Format***

It is important that graduate students provide a high quality manuscript adhering to [Thesis and Dissertation Guidelines](#) upon initial submission. Students should also consult with their academic units and/or advisory committee to select and appropriate style guide to use in writing the manuscript (Chicago Manual of Style, Modern Language Association, etc.). Students may also use the style guide of journals commonly used in their field, as long as it does not contradict the *TD Guidelines*.

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Other general formatting requirements can be found on the [Graduate and Professional School website](#) and the *TD Guidelines*.

### ***Revision Requirements***

When edits to the manuscript are required, the student and advisory committee Chair will be notified. A list of required changes can be viewed and downloaded from the [ETD submittal system](#) in the “Uploaded Files” section. The student will be instructed to carefully make the requested corrections and submit the revised file in PDF format as soon as possible. The advisory committee Chair will also be provided with a link to view the submission.

If further changes are required following a fourth review of the manuscript, it will be placed in “Low Priority Status.” The document will receive a fifth review following completion of clearance for other students who have not reached Thesis and Dissertation Services’ review limit.

Students may only make those corrections required by Thesis and Dissertation Services after the manuscript is submitted. Additional content changes requested by the student will not be accepted.

Manuscripts are reviewed in the order received. No exceptions.

### ***Other Clearance Requirements***

In addition to making corrections, students must fulfill other requirements for Thesis and Dissertation Services graduation clearance, including:

- Registering for the semester (if the student does not make early clearance).
- Applying for graduation in the semester graduating through the Howdy portal.

Students cannot receive a Letter of Completion or the diploma until all requirements have been met. Graduation will be postponed if all requirements are not met by the dates outlined in the [Graduate and Professional School Dates and Deadlines Calendar](#). Students who do not complete the manuscript review process and receive clearance by the degree audit date may still receive their diploma in the requested graduation ceremony if they complete the clearance process before the last add/drop day of the next semester.

### ***Early Clearance***

If the student is able to receive graduation clearance by the early clearance deadline in the subsequent semester (usually the last day to add/drop courses), the student may still be able to receive a diploma as a graduate of the original semester and avoid registration for future terms. Otherwise, the student will be required to register for a minimum of 1 credit hour, re-apply for graduation in the next term, and pay all relevant tuition and fees.

### **6.12.6 Dissertation Approval Form (Graduate and Professional School Final Approval)**

Upon completion of corrections, Thesis and Dissertation Services will make final approval of the Dissertation Approval Form in ARCS.

The student and advisory committee Chair will then receive notification by email that the manuscript has been cleared.

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The notification may also indicate that the manuscript has been cleared *with changes* – minor corrections made by Thesis and Dissertation Services before final clearance of the manuscript. The student will have 48 hours from receipt of the notification to approve or reject the proposed final changes made by Thesis and Dissertation Services.

## 6.13 Graduation Clearance

Graduation applications for graduate degrees and certificates are submitted through the Howdy Portal through the *Graduation Application and Status Check*. Once the student has scheduled a Final Examination, the following steps must be completed to clear for graduation:

1. Complete the Thesis, Dissertation, or Record of Study.
  - Use the [Thesis and Dissertation Services templates](#) or the [LaTeX document template](#) to format the final manuscript.
  - View the virtual [Document Preparation Conference](#).
  - Follow the [Thesis, Dissertation, and Record of Study Guidelines](#) for requirements, deadlines, and formatting.
  - Complete the Final Examination (see Section 6.11 above).
  - Complete all advisory committee-requested corrections and content changes to the final manuscript.
2. Upload the manuscript as a single PDF to Vireo by the 5:00 PM deadline (see Section 6.12.3 above).
3. Apply for graduation in Howdy or register for the semester (unless cleared by early deadline to avoid registration).
4. Complete the [required surveys](#) (doctoral students only).
5. Submit the [Copyright and Availability Form](#) through ARCS (see Section 6.12.2 above).
6. Submit the [Dissertation Approval Form](#) through ARCS (see Section 6.12.4 above).
7. Complete all final dissertation corrections as requested by Thesis and Dissertation Services (see Section 6.12.5).
8. Receive [permission to use copyrighted material](#) (if necessary) and review previously published third-party material as outlined in the [Fair Use Guidelines](#).
9. Pay the manuscript processing fee (\$170 for dissertations and records of study; \$110 for theses) through Howdy.

## 6.14 Separation for Scholastic Deficiency

### 6.14.1 Separation, Dismissal, or Termination from a Program or Academic Unit

If an advisory committee, program, department, or college/school wishes to recommend separation from the program or academic unit only and allow the student the opportunity to find another program and/or academic unit that is willing to admit them, this action is considered a dismissal – separation from the university for an indefinite period of time (until and if the student finds another academic home).

The letter from the advisory committee, program, department, or college/school should provide the student with the same information as stated below for separation from the university. The Graduate and Professional School should be copied on this letter and sent a copy for the student's permanent record. The department will place a block from registration on the student's account. The registration block will be removed by the department **only** if the student is

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accepted by another department/program. If the student is registered for classes in a future term, the department should un-enroll the student for the future term.

#### 6.14.2 Separation, Dismissal, or Termination from the University

An advisory committee, program, department, or college/school may **recommend** separation (suspension, dismissal, or termination) from the university of a graduate student for scholastic deficiency by submitting a request in writing through the dean of the college/school to the Associate Provost and Dean of the Graduate and Professional School. If the recommendation is made by the advisory committee, it must be signed by all members of the committee and the department head. The separation action could entail suspension (separation from the university for a definite period of time), dismissal (separation from the university for an indefinite period of time), or termination (permanent separation from the university).

The letter should include proper justification and supporting documentation of previous communications with the student regarding scholastic deficiency. This could include items such as a probationary memo and/or emails. The letter needs to clearly specify the reason(s) for separation and the recommended separation action (suspension, dismissal, or termination).

Upon approval by the Graduate and Professional School, a letter will be sent to the student *via* certified mail and email, and the academic unit *via* email, and the student will be blocked from registration for the approved period/condition of separation by the Graduate and Professional School. If the student is registered for classes in a future term, the department should un-enroll the student for the future term.

Scholastic Warnings and Probation actions are facilitated within the academic unit/program. Please see [Student Rule 12](#) for further details.

Process for appeals of an adverse decision can be found in [Student Rule 59](#).

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## 7 ADMINISTRATIVE DOCUMENTS

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### 7.1 Authorized Signers Forms

Approved Editors and Viewers (see Section 4.1.1 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) – see Section 4.1.3; and
  - TAMUDocs/Perceptive/ImageNow – see Section 4.2.
  - For all other Authorizations, please see the [Graduate Advisor Handbook](#).

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## Administrative Documents ✦ Authorized Signers Forms

### 7.1.1 College/School Authorized Signers Form

[illegible]

*Notes:*

## Administrative Documents ✦ Authorized Signers Forms

### 7.1.2 Department Authorized Signers Form

[illegible]

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## Administrative Documents ✦ Authorized Signers Forms

### 7.1.3 Interdisciplinary Degree Program Authorized Signers Form

[illegible]

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7.2 Graduate Committee Faculty Chair Extension Request

If the Chair of a student’s advisory committee voluntarily separates from the university, and the student is nearing completion of the degree, the chair may to continue to serve in this role – at the student’s request – without a Co-Chair, with approval by the Graduate and Professional School. The written request must be

- from and signed by the Department Head or college/school Dean;
- routed through and signed by the college/school Graduate Instruction Committee (GIC) Chair and Graduate Operations Committee (GOC) Dean; and
- addressed to the Associate Provost and Dean of the Graduate and Professional School.

The memorandum must indicate

- the faculty member who is leaving (or has left) the university with
  - the official date of separation, and
  - new position or retirement status;
- the names and UINs for all students for whom the department faculty member will continue to advise with
  - the student’s programs and
  - expected graduation dates.
- If any students will graduate after one year following the departing faculty member’s official date of separation, the memo must indicate that the faculty member will be changed to the Co-Chair or Member role and who the student will select as the new advisory committee Chair.

Please see an example below.

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***Extension Request Memorandum Example***

To: **Dr. Fuhui Tong**  
*Associate Provost and Dean*  
Graduate and Professional School

Through: **Dr. Jane Doe**  
*Associate Dean for Graduate Studies; Chair, Graduate Instruction Committee*  
College of [Discipline]

Dr. Hugh Mann  
*Associate Dean for Graduate Research; Graduate Operations Committee Dean*  
College of [Discipline]

From: **Dr. John Smith**  
*Professor and Department Head*  
[Department]

Date: 11 July 2025

Subject: Request to Extend Chair Role for Dr. Pro Fessor

The Department would like to request that Dr. Pro Fessor, Assistant Professor of Practice, be permitted to complete his work on several graduate student advisory committees. Dr. Fessor has been a member of the department since January 2021 and will retire as of 15 August 2025. We ask that he be allowed to continue as Chair for the following students:

Jane Smith (UIN 123XX6789), PhD in Major – Expected graduation: December 2025  
Carl Lewis (UIN 987XX4321), MS in Major – Expected graduation: May 2026

The following students will graduate more than one year after Dr. Fessor's retirement and he will be moved to the Co-Chair role:

Stephanie Johnson (UIN 321XX9876), PhD in Major – New Chair: Dr. John Jackson  
Jim Jones (UIN 789XX1234), MS in Major – New Chair: Dr. Jack Johnson

Dr. Pro Fessor has made significant contributions to the graduate program in the department by providing his expertise in the conduct of research in his discipline, and will maintain his membership with our Graduate Committee Faculty for years to come. Therefore, we request that Dr. Fessor be able to complete his work with the students above. If you have any further questions, please let me know.

Thank you.

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### 7.3 Graduate Committee Faculty Nominations

### 7.3.1 Nomination Forms

**Tenured/Tenure-Track Nomination Form**

### Nomination Detail

Nomination ID:	11425
Status:	Incomplete
Nominating Unit:	██████████
Mail Stop:	<input type="text"/>
Special Appointment:	<input type="checkbox"/>
UIN:	██████████
First Name:	██████████
Last Name:	██████████
Email:	██████████@tamu.edu
Location:	<input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Faculty Category:	<input checked="" type="radio"/> Tenure or Tenure Track TAMU Faculty <input type="radio"/> Academic Professional Track (APT) Faculty of TAMU, TAMUQ, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input type="radio"/> Temporary or Part-Time Faculty, or Professional Staff, of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input type="radio"/> Faculty and Professional Staff Employed by Other Institutions and Organizations
Employed by TAMU:	<input checked="" type="checkbox"/>
Nominee TAMU Department:	<input type="text"/>
Academic Rank:	<input type="text"/>
<input type="button" value="Save"/>	

## Degrees

+ Add			
Degree	Institution	Year Awarded	Major Area
No records			

## Documents

View	Type	Current File	Upload New File
	Letter		<div><div>Browse...</div><div>Or drop files here</div></div>

## Memberships

[illegible]

Notes:

***Academic Profession Track (APT) Faculty, Temporary or Part-Time Faculty and Professional Staff (TFPS), and Other Faculty and Professional Staff (OtherFPS) Nomination Form***

### Nomination Detail

Nomination ID:	11425
Status:	Incomplete
Nominating Unit:	██████████
Mail Stop:	<input type="text"/>
Special Appointment:	<input type="checkbox"/>
UIN:	██████████
First Name:	██████████
Last Name:	██████████
Email:	██████████@tamu.edu
Location:	<input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Faculty Category:	<input type="radio"/> Tenure or Tenure Track TAMU Faculty <input type="radio"/> Academic Professional Track (APT) Faculty of TAMU, TAMUQ, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input checked="" type="radio"/> Temporary or Part-Time Faculty, or Professional Staff, of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input type="radio"/> Faculty and Professional Staff Employed by Other Institutions and Organizations
Employed by TAMU:	<input checked="" type="checkbox"/>
Nominee TAMU Department:	<input type="text"/>
Academic Rank:	<input type="text"/>
<input type="button" value="Save"/>	

## Degrees

+ Add			
Degree	Institution	Year Awarded	Major Area
No records			

## Documents

View	Type	Current File	Upload New File
	C.V.		<div><div>Browse...</div>Or drop files here</div>
	Letter		<div><div>Browse...</div>Or drop files here</div>

## Memberships

[illegible]

Notes:



**Special Appointment Nomination Form****Nomination Detail**

Nomination ID:	11426
Status:	Incomplete
Nominating Unit:	ARCH
Mail Stop:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Location:	Other <span>▼</span>
Location Other:	<input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Faculty Category:	<input type="radio"/> Tenure or Tenure Track TAMU Faculty <input type="radio"/> Academic Professional Track (APT) Faculty of TAMU, TAMUQ, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input type="radio"/> Temporary or Part-Time Faculty, or Professional Staff, of TAMU, TAMUS Agencies, Affiliated research organizations, and Affiliated Hospitals and Clinical Organizations <input checked="" type="radio"/> Faculty and Professional Staff Employed by Other Institutions and Organizations
Employed by TAMU:	<input type="checkbox"/>
Nominee Employer:	<input type="text"/>
Position Title:	<input type="text"/>
<div>Save</div>	

**Degrees**

+ Add			
Degree	Institution	Year Awarded	Major Area
No records			

**Documents**

View	Type	Current File	Upload New File
	C.V.		<input type="button" value="Browse..."/> Or drop files here
	Letter		<input type="button" value="Browse..."/> Or drop files here

**Student**

Search for students by their UIN.

UIN:  **Notes:**


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### 7.3.2 Letter of Support

#### ***Regular Nominations***

Letters of Support must be submitted for regular Graduate Committee Faculty (GCF) nominations of

- Academic Professional Track (APT) Faculty,
- Temporary or Part-Time Faculty and Professional Staff (TFPS), and
- Faculty and Professional Staff Employed by Other Institutions and Organizations (OtherFPS).

*Please note: Tenured/Tenure-Track Faculty (TTF) nominations do not require a Letter of Support.*

#### Routing:

- From and signed by the Department Head, interdisciplinary degree Program Chair, or college/school Dean (or other Approver designated by the academic unit on an Authorized Signers Form)
- Through the college/school Graduate Instruction Committee (GIC) Chair and Graduate Operations Committee (GOC) Dean
- Addressed to the Associate Provost and Dean of the Graduate and Professional School

*Please note: Special Appointment nominations do not require the Letter of Support to be routed through the GIC Chair/GOC Dean.*

The letter should provide a brief overview of the nominee's career sufficient evidence that the nominee meets all qualifications for the role(s) requested (see Sections 2.3.3 through 2.3.6).

#### ***Special Appointment Nominations***

Letters of Support must be submitted for Special Appointment (SA) GCF nominations.

#### Routing:

- From and signed by the Department Head, interdisciplinary degree Program Chair, or college/school Dean (or other Approver designated by the academic unit on an Authorized Signers Form)
- Addressed to the Associate Provost and Dean of the Graduate and Professional School

*Please note: Special Appointment nominations do not require the Letter of Support to be routed through the GIC Chair/GOC Dean.*

The letter should provide brief overview of the nominee's career, sufficient evidence that the nominee meets all qualifications for the appointment, and indicate the student(s) whom the SA will advise (see Section 2.3.7 above).

Please see an example below.

*Notes:*

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**Letter of Support Example**

To: **Dr. Fuhui Tong**  
*Associate Provost and Dean*  
 Graduate and Professional School

Through: **Dr. Jane Doe**  
*Associate Dean for Graduate Studies; Chair, Graduate Instruction Committee*  
 College of [Discipline]

Dr. Hugh Mann  
*Associate Dean for Graduate Research; Graduate Operations Committee Dean*  
 College of [Discipline]

From: **Dr. John Smith**  
*Professor and Department Head*  
 [Department]

Date: 11 July 2025

Subject: Request to Appoint Dr. Pro Fessor to the Graduate Committee Faculty

The Department would like to nominate Dr. Pro Fessor, Assistant Professor of Practice, for the Graduate Committee Faculty. Dr. Fessor completed his Bachelor's degree in Major in 2007 and received a Doctor of Philosophy in Major in 2012. After holding an instructional position at College University from 2012 to 2020, Dr. Fessor joined Texas A&M University in January 2021 with a focus on various subject matters. Details supporting this nomination can be found in the *Curriculum Vitae* provided. Dr. Fessor meets the *Graduate Committee Faculty Guidelines* through the following:

- a. **Highest Degree Earned:** Doctor of Philosophy, Major; College University; May 2012
- b. **Citation:** P. Fessor, J. Doe, "A Study of Particular Subjects and Their Applications to the Field: A Holistic Evaluation of Data in Theory and Practice." *International Journal of Research*, 72, 1 (2013): 29-89
- c. **Employer and Location:** Texas A&M University – College Station, Texas
- d. **Graduate Advisory Committee Experience:** Previously served on four student advisory committees, one as Chair

Dr. Pro Fessor will make significant contributions to the graduate program in the department by providing his expertise in the conduct of research in his discipline. Therefore, we request that Dr. Fessor be appointed as a member of the Graduate Committee Faculty at Texas A&M University.

Thank you.

Notes:

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## 7.4 Research Proposal, Preliminary, and Final Examination (ARCS Guides)

These milestones are completed in the Academic Requirements Completion System (ARCS). Guides for utilizing ARCS for each group can be found below:

- [Student Guides](#)
- [Grad Advisor \(Pre-Committee\) Guides](#)
- [Department Guides](#)
- [Advisory Committee Guides](#)
- [Advisory Committee Chair Guides](#)

Notes:

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