

How to Submit a Degree Plan

“By submitting your degree plan, you formally declare your chair advisor, committee members and the course work you are required to complete as part of your degree program .”

- Go to OGS website:
<http://ogs.tamu.edu/>
- Go to *Current Students* and then select *Submit Degree plan*

The screenshot shows the website for the Office of Graduate and Professional Studies at Texas A&M University. The header includes the title and the university logo. A navigation bar contains links for Home, About, Prospective Students, Incoming Students, Current Students, Faculty & Staff, and International Students. A dropdown menu is open under 'Current Students', listing various services such as Dates and Deadlines, Funding, and Submit Degree Plan. A green arrow points to the 'Current Students' link in the navigation bar, and another green arrow points to the 'Submit Degree Plan' option in the dropdown menu. The main content area features a large banner with the text 'Interested in becoming an Aggie' and a list of links: Admissions, Funding, and Research Opportunities. Below this is a section titled 'I want to know how to...' with links for Find forms, Fulfill degree requirements, and Get involved on campus. On the right side, there are social media icons, a search bar, and several featured content tiles including 'Programs and Degrees', 'Student Forms and Information', 'Calendars and Deadlines', 'Thesis Office', and 'Graduation'. An 'ANNOUNCEMENTS' section at the bottom right lists recent news items.

➤ Select *Degree Plan Submission System*

The screenshot shows the website for the Office of Graduate and Professional Studies at Texas A&M University. The page title is "Submit Degree Plan". The main content area contains a paragraph explaining the submission process, with a green arrow pointing to the link "Degree Plan Submission System". Below this is a "Requirements" section with a list of deadlines. The right sidebar contains a search bar, a "FORMS AND RESOURCES" section with a "Student Forms and Information" banner, and a "CURRENT STUDENTS" section with various links like "Howdy Portal", "Dates and Deadlines", "Registration", "Programs and Degrees", "Getting a Degree", "Student Forms and Information", "Tuition and Payments", "Funding", "Fellowships and Awards", "Select Your Graduate Committee", "Submit a Degree Plan", "Thesis/Dissertation", "Ombudsperson", "Graduation", "Workshops and Tutorials", "Veteran Services", and "Training for First-time Teaching Assistants". At the bottom of the sidebar is a "GRADUATE STUDIES CALENDAR" section with a link to "Graduate Advisor Brown Bags - New DPSS System - January 23, 2014".

Office of Graduate and Professional Studies

TEXAS A&M UNIVERSITY

Home About Prospective Students Incoming Students Current Students Faculty & Staff International Students

You are here: [Home](#) / [Current Students](#) / [Submit Degree Plan](#)

Submit Degree Plan

To graduate on time, each graduate student must submit an official degree plan to the Office of Graduate and Professional Studies (OGAPS) for approval. The degree plan formally declares your degree objective, the membership of your advisory committee, and the specific courses that you will be required to complete as part of your degree program. You will develop your proposed degree plan in consultation with your advisory committee. The degree plan must be approved by your advisory committee members, your department head, and, if applicable, your intercollegiate faculty chairperson. Specific rules and limitations on course work and committee membership can be found in the Texas A&M Graduate Catalog.

To submit a degree plan, log into the [OGAPS Degree Plan Submission System](#).

Requirements

Completed degree plans must be submitted to OGAPS according the following regulation with the student meeting whichever of these deadlines falls the earliest:

- following the deadline imposed by the student's college or interdisciplinary degree program;
- no later than 90 days prior to the date of the final oral examination or thesis defense for master's students, or 90 days prior to the date of the preliminary examination for doctoral students;
- according to deadlines published in the OGAPS calendar and [dates and deadlines documents](#) each semester for that semester.

Please check the required [dates and deadlines](#) relevant to your graduation semester. Failure to file your degree plan on time could affect your ability to graduate.

Changes

Once a degree plan is approved by OGAPS, changes in course work or committee membership may be requested by petition to OGAPS. Petition forms may be downloaded from the [Student Forms and Information](#) page. Changes of major, degree, or department must be requested by submitting a [petition](#) and/or a [new degree plan/course work petition](#).

FORMS AND RESOURCES

Student Forms and Information

CURRENT STUDENTS

- Howdy Portal
- Dates and Deadlines
- Registration
- Programs and Degrees
- Getting a Degree
- Student Forms and Information
- Tuition and Payments
- Funding
- Fellowships and Awards
- Select Your Graduate Committee
- Submit a Degree Plan
- Thesis/Dissertation
- Ombudsperson
- Graduation
- Workshops and Tutorials
- Veteran Services
- Training for First-time Teaching Assistants

GRADUATE STUDIES CALENDAR

Graduate Advisor Brown Bags - New DPSS System - January 23, 2014

- Log in as a student with your NetID and Password

The screenshot shows the login interface for the Document Processing Submission System. At the top left is the Texas A&M University logo. To its right is the text "OFFICE OF GRADUATE AND PROFESSIONAL STUDIES" and "TEXAS A & M UNIVERSITY". Below this is a banner that reads "Office of Graduate Studies - Document Processing Submission System Banner". The main heading is "DOCUMENT PROCESSING SUBMISSION SYSTEM". There are three login buttons: "STUDENTS" (with a green arrow pointing to it), "FACULTY & STAFF", and "OGAPS STAFF". Each button has a "– login here –" link below it. A disclaimer at the bottom states: "This computer system and data herein are available only for authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy." The footer contains navigation links: "Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy". At the bottom, there is contact information for the Commons Building (1113 TAMU College Station, TX 77843) and a photograph of a building, with the text "MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM" to the right.

➤ Select *Create New Degree Plan*.

The screenshot shows the top navigation bar with the ATM logo and 'OFFICE OF GRADUATE AND PROFESSIONAL STUDIES TEXAS A&M UNIVERSITY'. On the right, it says 'DOCUMENT PROCESSING SUBMISSION SYSTEM'. Below the navigation bar are tabs for 'Home', 'Degree Plan', 'Petitions', 'Help', and 'Logoff'. A yellow-bordered box contains a notice: 'Students whose degree plans were approved by the Office of Graduate and Professional Studies prior to February 1, 2013, must continue submitting paper copies of petitions. For now, **only students whose degree plans were approved by the Office of Graduate and Professional Studies after February 1, 2013, may submit petitions through the on-line Document Processing Submission System.** Contact your program graduate advisor if you have questions.' Below this, under the 'Student:' heading, there is a 'Degree Plan' section with a red bar. Below the bar, it says 'You do not have a degree plan.' and a green arrow points to the link 'Create New Degree Plan'. Below that is a 'Petition' section with a red bar and a link 'Create New Petition'.

➤ Select *Add*

The screenshot shows the same website interface as above. The 'Degree Plan' section is active, showing a red bar with the text 'Degree Plan'. Below the bar, there is a white box with the text 'Please create a degree plan.' and an 'Add' button below it. The footer contains the text 'Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy'.

➤ Complete the general information form and select *Continue*.

➤ You can *Save and Exit* anytime and return later to finish your Degree Plan submission.

ATM | OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Step 1
General information → Courses for Credit → Committee Members

General Information

Name: * First M.I. Last

Department: *

College: *

Degree: *

Major: *

Option:

* indicates a required field.

Save & Exit Continue >>

- Add all the courses that you have taken and the ones you are planning to take (talk to your advisor and committee members for class suggestions and advice).

Credit Courses

Course Type: *
 A&M Transfer

Course Prefix: * GENE ▾

Course: * GENE620 - CYTOGENETICS ▾

Credit Hours: * 3 **Final Grade:**

Year Taken: 2014 **Semester Taken:** Spring ▾

Campus: TAMU-College Station ▾

* indicates a **required** field.

Add Course

Course	Hours	Grade	Type	Taken	
GENE431 MOLECULAR GENETICS	3		A&M	Fall , 2013	Delete
GENE603 GENETICS	4		A&M	Fall , 2013	Delete
Total Degree Plan Hours:		7			

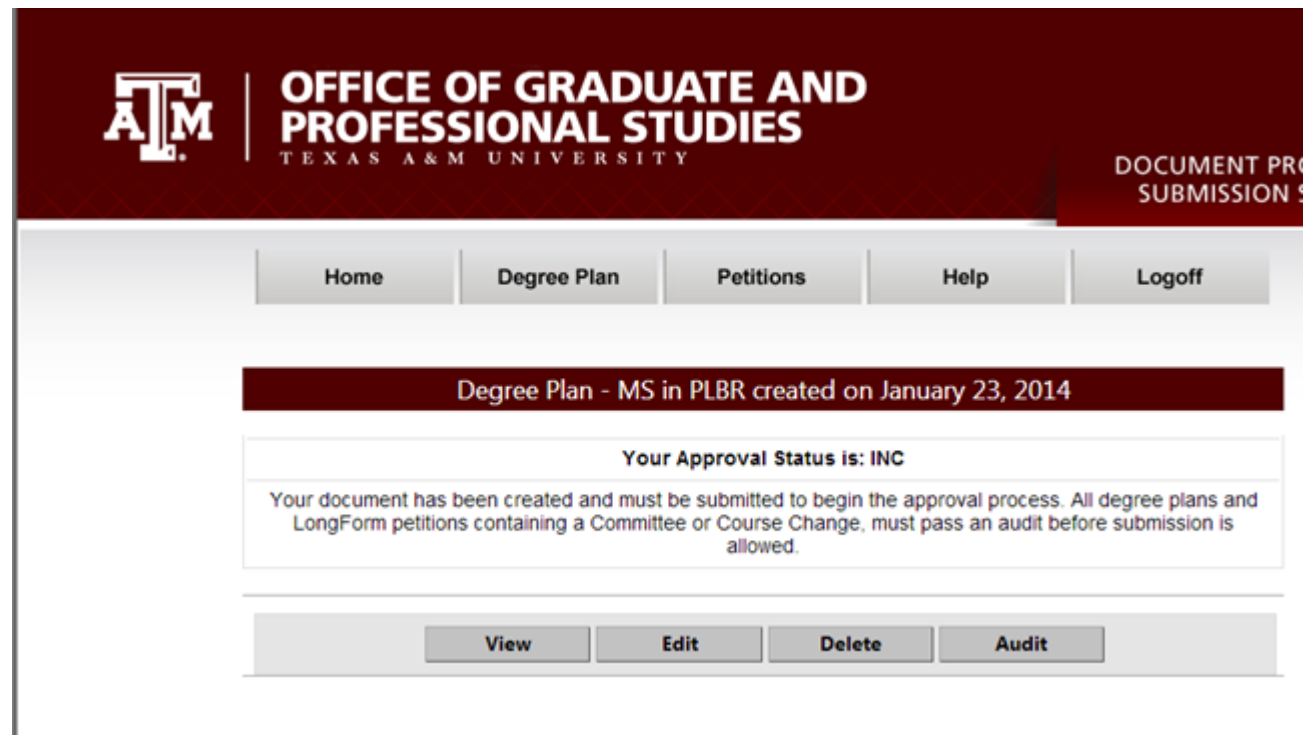
*Additional course work may be added to this proposed course of study by the Advisory Committee, if such additional work is needed to correct deficiencies in your academic preparation.

➤ Add your chair and other committee members specifying their role.

➤ Click *Finish* when all committee members have been added.

The screenshot displays the 'OFFICE OF GRADUATE AND PROFESSIONAL STUDIES' website for Texas A&M University. The page is titled 'DOCUMENT PRE SUBMISSION' and features navigation links for Home, Degree Plan, Petitions, Help, and Logoff. The current step is 'Step 3', with a breadcrumb trail: General Information → Courses for Credit → Committee Members. The main heading is 'Committee Members'. Below this is a table with columns: Committee Role, Name, Department, and Graduate Faculty Membership Type. The table is currently empty. A form is provided for adding a new member, with fields for 'Role' (a dropdown menu showing 'Chair', 'Co Chair', and 'Member'), 'Name' (a text input field), and a department dropdown. A red asterisk indicates that both 'Role' and 'Name' are required fields. A legend below the form states '* indicates a required field.' An 'Add Member' button is located at the bottom of the form. At the very bottom of the page, a 'Finish' button is visible.

➤ Click *Audit*. If everything is correct, your degree plan will pass the audit and you will be able to submit it.



The screenshot displays the user interface of the Office of Graduate and Professional Studies (OGS) at Texas A&M University. The header features the AT&M logo and the text "OFFICE OF GRADUATE AND PROFESSIONAL STUDIES TEXAS A&M UNIVERSITY". A navigation bar includes buttons for "Home", "Degree Plan", "Petitions", "Help", and "Logoff". The main content area shows a "Degree Plan - MS in PLBR created on January 23, 2014" with an approval status of "INC". A message states: "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." At the bottom, there are buttons for "View", "Edit", "Delete", and "Audit".

➤ After submission, the OGS online system will send a message to each of your committee members and to your department head asking for the degree plan approval. The last step is the approval from OGS.