

Handbook for M.Ed. Students



EAHR,
Meeting students where
they are:
online, in the classroom,
& out in the field.



TEXAS A&M UNIVERSITY

Educational Administration &
Human Resource Development

Table of Contents (Hyperlinked)

Department Information and Contacts	7
Degree Programs and Areas of Specialization	7
Administrative Staff	8
Program Chairs and Leaders	9
University Requirements.....	12
Residence Requirements.....	12
Grade Point Averages	12
Student Rules	12
Attendance/Absences.....	12
Academic Integrity.....	13
Scholastic Dishonesty.....	13
Respect & Dignity.....	14
Department Resources & Expectations	17
Roles and Responsibilities of Advisors.....	17
Graduate Advisors	18
Student Responsibilities – Progress to Degree	18
Principal Certification.....	20
Principal Certification Process Requirements.....	20
Principal Certification Recommendation Checklist.....	21
Certification Policies – Guidelines for Inactive and Graduated Students	22
Graduate Advisor FAQs.....	26
Department Expectations.....	27
Citation Standard.....	27
Academic Requirements for Graduation	30
Information and Resources.....	30
Academic Requirements	30
Degree Plans – General Information.....	30
Degree Plans - Area of Specialization Specific Information	32
Practicum.....	32

Course Selection/Registration Guidelines.....	35
Full Time Status	35
Registration FAQs	36
Research and Professional Certificate Opportunities.....	39
Research Certificate Opportunity	39
Advanced Research Methods Certificate.....	39
Graduate Certificate Opportunities	39
Adult Education Certificate	39
College Teaching Certificate	39
Graduate Certificate Process (For both Adult Education and College Teaching Certificate).....	40
Texas A&M Training and Development Certificate Program	41
University Resources and Support.....	43
Appendix I University Requirements.....	45
Attendance	45
Notification of Absences	45
Absences	45
Absence Documentation and Verification	47
Make-up Work	48
Extended Absences	48
Appendix II Department Resources and Expectations.....	49
SEHD Policy and Practices for Student Concerns, Complaints, and Grievances.....	49
Graduate Student Concern Form.....	52
Listing of Faculty	53
Appendix III Academic Requirements for Graduation.....	54
Degree plan M.Ed. in Educational Administration, PK-12 Educational Leadership area of specialization	55
How to Submit a Degree Plan	56
How to File MDD Petition in DPSS	62
How to File a Long Form Petition in DPSS	78
Appendix IV Course Selection and Registration Guidelines.....	93

How to Register for Courses in Howdy 94

Purpose of Handbook

This handbook has been developed to serve as a reference source that provides basic information about the M.Ed. program in the Department of Educational Administration and Human Resource Development (EAHR). The information contained in the handbook is compiled from several documents from various university sources. This handbook should always be used as a supplement to the following university publications:

- Texas A&M Graduate Catalog (<http://catalog.tamu.edu>);
- University's Student Rules (<http://student-rules.tamu.edu>);
- Office of Graduate and Professional Studies (<https://grad.tamu.edu/>)
- Texas A&M Academic Calendar (<https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar>);
- Institutional Review Board (IRB) (<https://rcb.tamu.edu/humansubjects>).

Please note that although we have done our best to provide accurate information, this is a living document. Items contained here may change as requirements change at the department (where requirements may exceed university requirements), college, and university levels. Please refer to the Graduate Advisors for the most up to date information. The following information is accurate as of the publication date March 29, 2021.

DEPARTMENT INFORMATION AND CONTACTS

EAHR
DEPARTMENT

SECTION CONTENTS

Degree Programs & Areas of
Specialization
Administrative Staff
Program Chairs and Leaders

EAHR M.Ed. Handbook

Department Information and Contacts

The below listed items are discussed in detail on the following pages:

- **Degree Programs and Areas of Specialization**
 - Table of Degree Programs and Areas of Specialization
- **Administrative Staff**
 - Administrative Responsibilities Graphic
 - Administrative Personnel Contact Information
- **Program Chairs**
 - Program Chair and Leader Responsibilities Graphic
 - Program Chair and Leader Contact Information

Department Information and Contacts

The Department of Educational Administration and Human Resource Development (EAHR) develops educational leaders and improves practice through teaching, research and service in the areas of public school administration, human resource development, higher education administration, adult education and student affairs administration. Statewide and nationally, EAHR graduates, faculty and staff play major roles in the education of children and adults.

Degree Programs and Areas of Specialization

As one of four departments in the College of Education and Human Development, EAHR is currently home to about 380 undergraduate students, 392 graduate students, 22 faculty and 22 staff. The official department website can be found at the following website, (<https://eahr.tamu.edu/>).

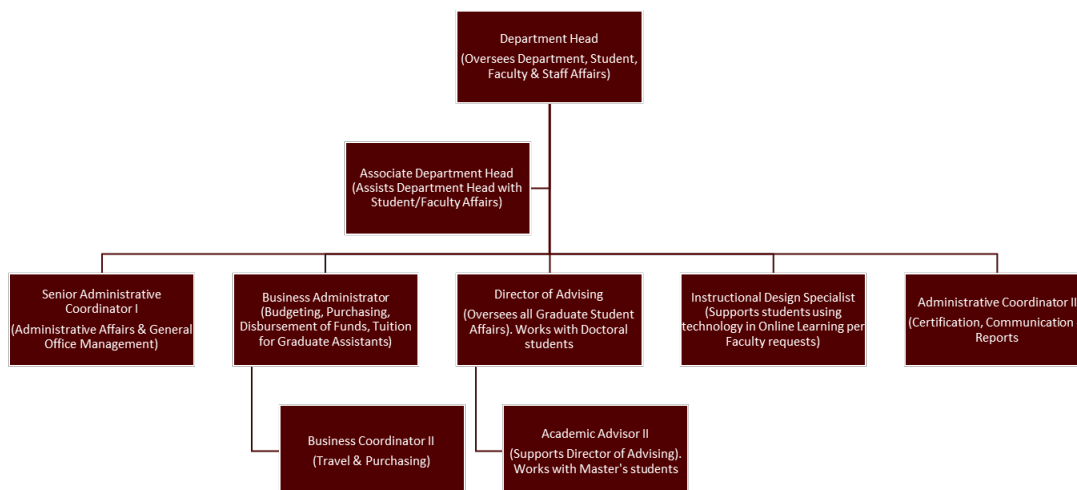
The department houses four majors, Educational Administration, Educational Human Resource Development, Technology Management (undergraduate) and Human Resource Development (undergraduate) with a variety of degrees and areas of specializations under each.

Master's Degree Programs and Areas of Specialization*	
Graduate EDAD	Graduate EHRD
ME.d. in Educational Administration, PK-12 Educational Leadership	M.S. in Educational Human Resource Development, Adult Education area of specialization
M.S. in Educational Administration, Higher Education Administration area of specialization	M.S. in Educational Human Resource Development, Human Resource Development area of specialization
M.S. in Educational Administration, Student Affairs Administration in Higher Education (SAAHE) area of specialization	

*Note that areas of specialization are not officially recognized by the university.

Administrative Staff

The below flow chart can assist students in better understanding which departmental staff to contact regarding student affairs/issues. The below is not a comprehensive listing of staff duties and responsibilities, only a listing of areas that staff can assist students navigate. Contact information can be found below.

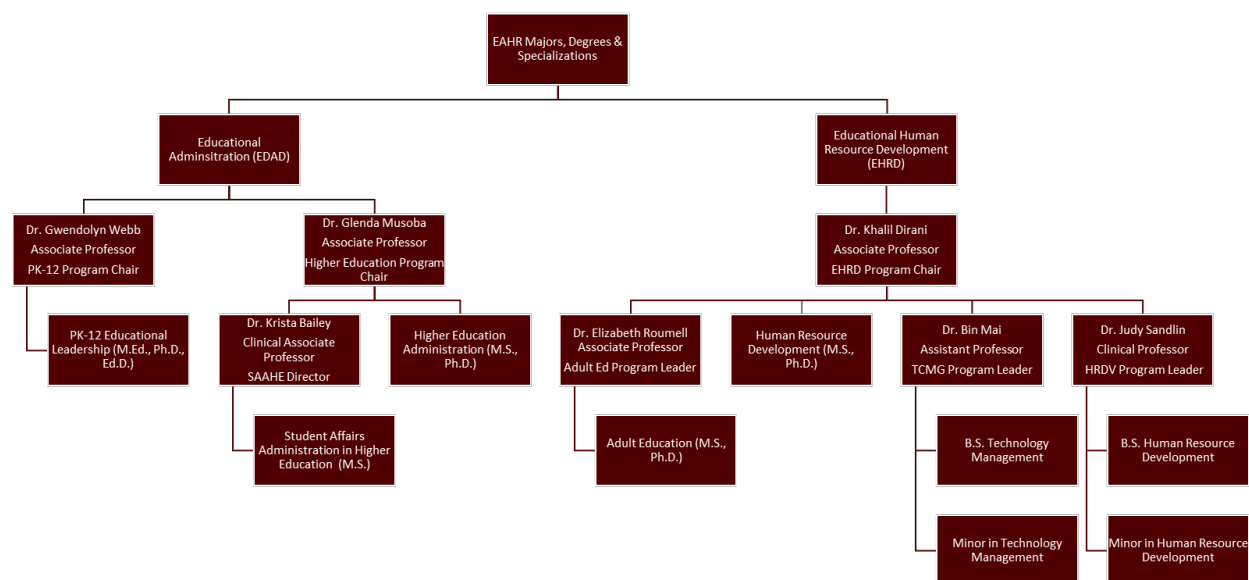


Administrative Contact Information

Dirani, Khalil	Professor and Department Head	dirani@tamu.edu
Madsen, Jean	Professor and Associate Department Head	jamadsen@tamu.edu
Roumell, Elizabeth	Associate Professor and Associate Department Head	earoumell@tamu.edu
Shelfer, Marie	Senior Administrative Coordinator I	shelfer@tamu.edu
Sassano, Susan	Business Administrator II	ssassano@tamu.edu
Madison, Patricia	Business Coordinator II	pmad19@tamu.edu
Smith, Kerri	Director of Academic Advising	ksmith@tamu.edu
Liu, Jere	Instructional Designer III	liu@tamu.edu
Kuhlmann, Melissa	Senior Administrative Coordinator I	mkuhlmann@tamu.edu
Rice, Douglas	Program Coordinator II	drice0780@tamu.edu

Program Chairs and Leaders

The below graphic visually displays the program chairs, their titles and associated programs. Contact information can be found below.



Program Chair Contact Information

Name	Title	Program Area	Email
Bailey, Krista	Clinical Associate Professor	EDAD – Program Leader, SAAHE	kristabailey@tamu.edu
Wang, Jia	Professor	EHRD - Program Chair, HRD	jiawang@tamu.edu
Kim, Junghwan	Associate Professor	EHRD - Program Leader, WALE	j-kim@tamu.edu
Musoba, Glenda	Associate Professor	EDAD - Program Chair, Higher Ed Administration	glenda.musoba@tamu.edu
Bowen, Dan	Associate Professor	EDAD - Educational Leadership	dhbowen@tamu.edu

A complete listing of graduate faculty by program area, including each member's research interests and methodology, is found in the appendix on page 49. This listing only includes faculty eligible to serve on graduate committees.



UNIVERSITY REQUIREMENTS

EAHR DEPARTMENT

SECTION CONTENTS

Residence Requirements
Grade Point Average
Student Rules
Attendance/Absences
Academic Integrity
Scholastic Dishonesty
Respect & Dignity

University Requirements

The below listed items are discussed in detail on the following pages:

- **Residence Requirements**
- **Grade Point Averages**
- **Student Rules**
- **Attendance/Absences**
- **Academic Integrity**
- **Scholastic Dishonesty**
- **Respect & Dignity**

University Requirements

Residence Requirements

A major purpose of the residence requirements, for graduate degrees, is to ensure that the student has an opportunity to benefit from the advantages of a university environment. These advantages include accessibility of library, laboratory and other physical facilities, and also the opportunity to participate in seminars and a variety of cultural activities. Equally important to the graduate student are the advantages of becoming acquainted with the faculty and other students on a personal and a professional basis.

A student “in residence” is expected to devote most of one’s time and energy to graduate studies under the direction of the student’s advisory committee chair and the advisory committee. Another major purpose of the residence requirements for graduate degrees is to ensure that the faculty has the opportunity to properly evaluate the student and one’s development, to guide and direct one’s studies, and to determine competency.

Grade Point Averages

To be considered in good standing with the Graduate and Professional School (GPS), all graduate students must maintain a minimum 3.0 grade point average (GPA) during their degree programs. Two (2) calculations are considered in this GPA requirement: Coursework applied towards your degree plan and coursework you have taken. Any student who falls below the 3.0 GPA requirement will receive a notice from the department head.

Student Rules

Each student has the responsibility to be fully acquainted with and to comply with the Texas A&M University Student Rules. More specific rules, information, and procedures may be found in various publications pertaining to each particular service or department. When available, links have been provided to the appropriate websites. The Texas A&M University Student Rules are broken down into three sections, with additional information provided in the appendices:

- [Part I: Academic Rules](#) (Rules 1 – 22 & 61)
- [Part II: Student Life Rules](#) (Rules 23 – 44)
- [Part III: Student Grievance Procedures](#) (Rules 45 – 60)

Attendance/Absences

Students must read through and agree to Student Rule 7 and 49

- Student Rule 7 can be found at the following link, <https://student-rules.tamu.edu/rule07/>
- Student Rule 49 can be found at the following link, <https://student-rules.tamu.edu/rule49/>

More details are found in the appendix beginning on page 49.

Academic Integrity

Academic integrity is an essential force in the academic life of a university. It enhances the quality of education and celebrates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Texas A&M University community to actively promote academic integrity. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act—failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct.

As such, a primary responsibility assumed by Texas A&M students is to promote the ideals of the Aggie Code of Honor (<https://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules>). Various methods of encouraging integrity exist, such as setting an example for new students, education through student organizations, and student-to-student moral suasion. Students have the responsibility to confront their peers engaging in compromising situations, and if unsuccessful, to report the matter to the Aggie Honor System Office. Self-reporting is encouraged and may be considered a mitigating circumstance in the sanctioning phase of a particular case.

Instructors are expected to take proactive steps to promote academic integrity. All syllabi shall contain a section that states the Aggie Honor Code and refers the student to the Aggie Honor System Rules and Procedures on the web. Instructors should have an open discussion about academic integrity with students in their courses early in the semester. Instructors and staff share in the responsibility and authority to challenge and make known acts that violate the Aggie Code of Honor. Additionally, instructors are expected to adhere to the policy pertaining to the reporting and adjudication of violations of the Aggie Code of Honor. Initiating formal procedures is a necessary and obligatory component of this shared responsibility.

Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty or are used in ways that give a student an unfair advantage. Instructors shall make clear to students their expectations about collaboration and information sharing. Students should seek clarification when in doubt. While Texas A&M values and affirms all cultures, it is important to recognize that only one standard of academic integrity will be tolerated; this is the Aggie Code of Honor.

If the alleged misconduct meets the definition of “misconduct in research or scholarship” under [System Regulation 15.99.03 - Ethics in Research and Scholarship](#) and relates to federally funded research, either by an active federal research project or the use of data that was compiled in whole or in part with federal funds the procedures set out 15.99.03 and [University Rule 15.99.03.M1 - Responsible Conduct in Research and Scholarship](#) will apply.

Scholastic Dishonesty

Students in EAHR are expected to maintain the highest degree of integrity and ethics during their academic program. Plagiarism, fabrication of information, acquiring information regarding exams, etc., will not be tolerated. Students should become familiar with the TAMU Student Rules regarding their rights and responsibilities (<http://student-rules.tamu.edu/>).

Respect & Dignity

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M students toward a high code of ethics and personal dignity. For most, living under this code will be no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified.

DEPARTMENT RESOURCES & EXPECTATIONS

EAHR
DEPARTMENT



SECTION CONTENTS

Roles and Responsibilities
Principal Certification
Graduate Advisor FAQs
Certification Process/Policies
G.R.A.B.
Department Expectations

Department Resources & Expectations

The below listed items are discussed in detail on the following pages:

- **Roles and Responsibilities of Advisors**
 - Types of Advisors
 - Faculty Advisor
 - Chair
 - Graduate Advisors
- **Student Responsibilities-Progress to Degree**
- **Principal Certification**
 - Principal Certification Process and Requirements
 - Principal Certification Recommendation Checklist
 - Principal Certification Guidelines for Graduated/Inactive Students
- **Graduate Representative Advisory Board (GRAB)**
- **Graduate Advisor FAQs**
- **Department Expectations**
 - Citation Standard

Department Resources & Expectations

Roles and Responsibilities of Advisors

From admission to completion, the entire EAHR community strives to make readily available the guidance and support needed for students to realize their short and long-term academic goals. Although every student is formally assigned a graduate advisor, it is important to keep in mind advising often becomes a collective responsibility shared by many within and outside the department. As you proceed through the program, you may find yourself seeking various types of information from faculty, graduate advisors, staff members, and your peers. This collective approach to advising is both normal and encouraged.

With regard to academic matters, your first point of contact should always be your assigned Faculty Advisor (Your Faculty Advisor's contact information is found on your admissions letter). Faculty Advisors, because of their academic training, are uniquely qualified to provide expert academic guidance and should serve as the primary point of inquiry in areas such as course selection relative to your scholarly interests and other academically related matters.

Graduate Advisors are on hand to lend valuable assistance in all logistics germane to the administrative processes from admissions to degree completion.

Types of Advisors for Full-Time M.Ed. Students (Based on expected 5 semester Graduation)

Graduate Advisor
<ul style="list-style-type: none">• Advises you on administrative processes that take place outside the classroom• Assists you with course registration• Serves as the liason between the department and GPS

It is important to note, due to the cohort nature of the M.Ed. program, M.Ed. students work primarily with their assigned Graduate Advisor for the duration of their program instead of with a Faculty Advisor or Chair.

Graduate Advisors

The EAHR Department has two graduate advisors, the Director of Advising and the Academic Advisor II. Both can assist all students with navigating the administrative processes that take place outside the classroom such as filing a degree plan, filing paperwork with GPS, registration logistics, navigating campus resources etc. However, for doctoral degree specific questions please contact the Director of Advising and for master's degree specific questions please contact the Academic Advisor II.

It is important to note that students should contact the Graduate Advisors as the first point of contact for questions and concerns. Graduate Advisors serve as the department liaisons between EAHR and GPS.

The below lists the expectations of Graduate Advisors in their working relationship with graduate students:

- To clarify and facilitate administrative processes from admissions to degree completion;
- Provide timely updates regarding upcoming administrative deadlines;
- Provide necessary paperwork to facilitate administrative processes involving GPS;
- To serve as the department liaison between EAHR and GPS;
- To provide assistance on course registration. Given the cohort nature of the M.Ed. program, the coursework is prescribed, and information is provided to students by the EAHR Graduate Advisors.

Student Responsibilities – Progress to Degree

Students should understand that they are ultimately accountable and responsible for making adequate progress towards completing their degree, including completing all administrative processes outside their coursework.

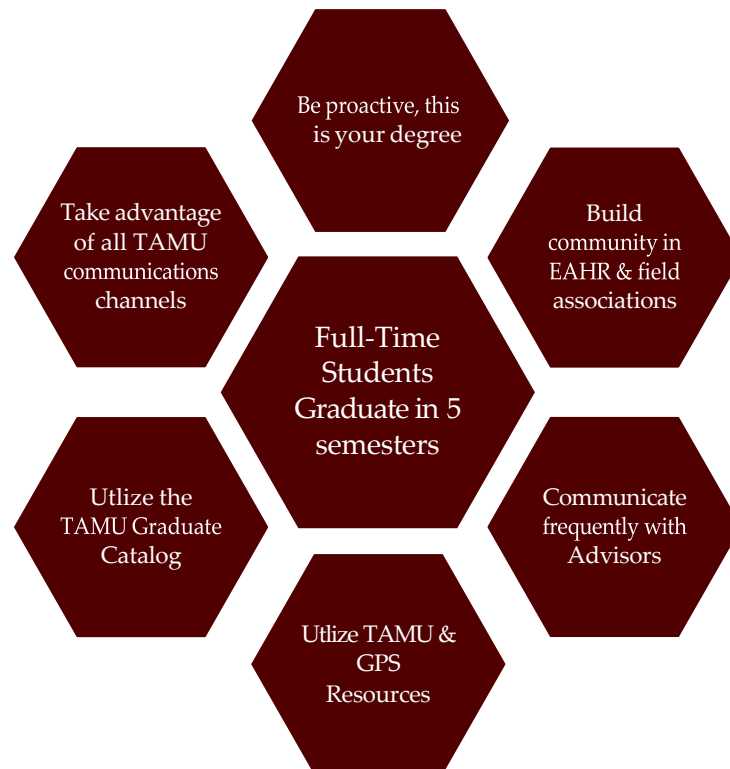
Students should take the below actions to ensure full responsibility of making adequate progress towards completing their degree:

- Students must reach out to their Faculty Advisor **every semester prior to registration** to discuss course selection and progress towards degree completion
 - For the M.Ed. cohort, the Academic Advisor II will send a prescribed list of cohort classes each semester
- Follow the dates and deadlines listed in the TAMU Academic Calendar (<https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar>) and GPS Calendar (<https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines>)
- Read all emails from the University (ie Registrar, Student Business Services and the Office of Graduate and Professional Studies)
- Read all emails from the EAHR Graduate Advising Office
- Periodically run a degree evaluation in Howdy

- After a student has submitted their degree plan, they will be able to run a degree evaluation in the Howdy portal. This allows students to monitor their progress towards completing their coursework
- Build community by participating in activities outside of the classroom
- Engage in field associations and organizations
- Engage in teaching, service and research as applicable to professional goals
- Full-Time students are expected to complete coursework in 5 semesters.

Graduate Advisors can guide students on appropriate actions as they progress towards completing their degree. However, students should communicate in advance with their Graduate Advisors regarding any questions or concerns.

Pieces of the Puzzle for Student Success (Full-Time Students)



Principal Certification

Principal Certification Process Requirements

This is a cohort model where students are selected twice a year to begin a traditional program. It is believed that the cohort model provides networking opportunities. The M.Ed. degree program requires 36 credit hours of instruction. The coursework is prescribed for all 36 credit hours. This degree program allows an individual to receive both a master's degree and complete the requirements for principal certification in the state of Texas. The curriculum for the 36-hour master's degree is designed to meet the State Board for Educator Certification (SBEC) standards for the principal certificate. Upon successful completion of the coursework, students are eligible to register for the TExES exams. After a student has passed the TExES exams, they may apply for the Texas principal certificate. It is the responsibility of the student to make application for certification.

To complete the Principal Certification, students must be fully admitted to the PK-12 Educational Administration Master's Program. The Department does not offer a "certification only" option at this time.

To be eligible for Principal Certification, students must meet the following requirements by the end of the program:

- Have a valid Texas teacher certificate;
- Hold a master's degree;
- Have a minimum of two years creditable classroom teaching experience by the end of the program;
- Complete the approved courses designed for meeting the requirements of certification with this department; and
- Successfully pass the TExES exams (268 and 368 PASL).

In accordance with newly revised requirements from the Texas Education Agency (TEA), All candidates will need to pass the new TExES Principal (268) and pass the Performance Assessment for School Leaders (PASL) to obtain a standard principal certification starting on 9/1/2019.

It is the responsibility of the individual to submit all required documentation to the EAHR Department in order to be recommended for certification. Once a student has been released by the Certification Office to register for a certification exam, they will have one year to take the exam before their approval to register for the exam will be revoked. A student who wishes to register for the exam outside of this time period must be reapproved by the program faculty.

Advanced Educational Leadership

The course material for Advanced Educational Leadership (AEL), as per the directive of the Texas Education Agency, must contain 18 hours of face-to-face instruction. In order to accommodate our online students, we will offer these 18 clock hours of instruction either as a mini-mester format or over a

weekend. An alternative option for students would be to obtain their AEL certification through a Regional Education Service Center and provide documentation of completion to the EAHR Department.

Internship

A 3 credit-hour professional internship (EDAD 684) is required to complete the Principal Certification. This course is required for certification as a school principal by the State Board of Educator Certification (SBEC) of the State of Texas. Students are expected to be within the last 12 hours of their certification program before registering for the internship in order to fully benefit from the experiences. This is subject to change if the program moves the internship requirements over a period of three semesters.

Requirements for Completion

Upon successful completion of all requirements (coursework, internship and TExES exams), the student must:

- Complete the SBEC online certification application;
- Submit copy of teacher certificate;
- Submit copy of teaching record showing at least two years full-time teaching;
- Submit copy of TExES scores (268 and 268 PASL);
- Complete the College of Education and Human Development Certification Requirements.

Contact the Administrative Coordinator II, Melissa Kuhlmann, at mkuhlmann@tamu.edu for details and indicate date of completing SBEC online application.

All information must be submitted to the Administrative Coordinator II, Melissa Kuhlmann. The application packet will be forwarded to the CEHD Certification Coordinator and you will be notified by email from SBEC when your certificate has been approved.

In the last semester of the program, typically when students are released to register for both certification exams, they are provided with the below process to assist them in navigating the certification process. Moving forward, students will be provided this checklist at orientation.

Principal Certification Recommendation Checklist

Below, please find all of the listed steps needed in order to be recommended for Principal Certification from Texas A&M University. These steps may not be completed in the same order below, but are all required steps. Note that students should only submit the Prin/Cert Steps to Completion Survey after receiving official passing exam scores on both the 268 and PASL 368 Exam.

- ☐ Complete all admissions requirements outlined on the M.Ed. Acceptance Agreement Checklist, including completing the CEHD Certification Acceptance Agreement Form
- ☐ Complete all TEA, EAHR and CEHD required trainings through the myCEHD portal in the first semester
- ☐ Complete all practice/preparation activities, trainings and tasks as assigned by program coordinators and faculty
- ☐ Complete and submit PASL 368 Task Plans

- ☐ Be released for PASL 368 Exam
- ☐ Register for PASL 368 Exam
- ☐ Pass PASL 368 Exam
- ☐ Be released for 268 Exam
- ☐ Register for 268 Exam
- ☐ Pass 268 Exam
- ☐ Report 268 Exam Scores to Melissa Kuhlmann, Elsa Villarreal (APLUS) or Dr. Nahed Abdelrahman (PALs) & Dr. Susan Holley and Dr. Carl Fahrenwald
- ☐ Report 368 PASL Exam Scores to Melissa Kuhlmann, Elsa Villarreal (APLUS) or Dr. Nahed Abdelrahman (PALs) & Dr. Susan Holley and Dr. Carl Fahrenwald
- ☐ Complete the Contact Information After Graduation Survey
- ☐ Complete Prin/Cert Steps to Completion Survey (Once official passing scores on both exams are received by the student)
- ☐ Apply for Certification Application through TEAL
- ☐ Meet all practicum requirements
- ☐ Graduate from the program
- ☐ Certification Office reviews student information documentation (upon having completed Prin/Cert Steps to Completion Survey)
- ☐ Melissa Kuhlmann notifies student of Principal Recommendation Status

If you have any questions or concerns regarding the process to be recommended for Principal Certification, please contact Melissa Kuhlmann at mkuhlmann@tamu.edu or 979-845-2176. Students pursuing grant programs may have additional programmatic/grant requirements that must be completed.

It is important to note that in order to be released to register for the 268 certification exam, while completing all of other programmatic and curricular requirements, students must complete assigned practice materials and score a minimum of 80% on the practice exam. If this score is not reached, students must complete assigned remediation materials/tasks and retake the practice exam. In order to be released for the 368 PASL certification exam students must, after completing all other programmatic and curriculum requirements, complete and pass a 368 PASL planning sheet. If this sheet does meet passing criteria, students must complete re-submit with revisions.

Certification Policies – Guidelines for Inactive and Graduated Students

Overall Guidelines

Guideline 1

Question: Which faculty will assess if a student can be assisted to complete or start their certification process?

- Working group consisting of
 - Dr. Gwen Webb (Overall requests)
 - Dr. Susan Holley and Dr. Carl Fahrenwald (Principal Certification requests)

- Dr. Abe Saavedra (Superintendent Certification requests in conjunction with the student's Chair)
- Any program faculty member may join the working group at any time.
- Requests will be shared and assistance solicited on an as-need basis.
- The working group will not only assess the individual student's situation (missing curriculum, length of absence/inactivity etc.) but guide and monitor progress of the students through the certification process

Guideline 2

Question: Is an official vote by the program faculty needed for a student's request to be approved?

- Decisions are made by the appropriate certification representative on the working group (for doctoral students decisions are made in conjunction with the student's chair).
- Decisions are reported out at monthly program meetings. No vote is needed once the guidelines are determined.

Guideline 3

Question: Will those readmitted as non-degree seeking be enrolled in 1 or 3-hour courses? Should it depend on what coursework is necessary? Will practicum always be 1-hour at a time?

- The Principal and Superintendent practicums, based on requirements, cannot be completed in one, 3-hour course. However, this will be determined on a case by case basis for students seeking Principal or Superintendent Certification.
 - There are rare situations where this can be completed in 1 semester, it will depend on the student's situation.
 - When communication with the student, the working group/chair should ensure wording is flexible on case by case basis. It may take the student 2-3 semesters to complete the practicum requirements.

Guideline 4

Question: What will be the deadlines for each semester? What will be the cut-off date either to re-admit or admit as non-degree seeking for certification purposes or assist a returning student?

- Considerations are made on a case by case basis for students requesting Principal and Superintendent Certification
- General Deadlines
 - October 1st to start in Spring
 - March 1st to start in Summer
 - June 1st to start in Fall

Guideline 5

Question: What is the process for how inactive or graduated students prepare for the

certification exams?

General processes are listed below. See the Doctoral and Master's Scenarios section for details based on specific situations.

Graduates of the Principal Program returning to seek certification

Preparation for 268 Exam

- Student contacts Melissa Kuhlmann for initial request
- Melissa notifies the working group of the request. Student situations and the schedules of faculty and staff will need to be approved prior to moving forward
- Working group makes contact with individual
- Melissa provides access to 240 Tutoring Testing
- Student takes practice test in 240 Tutoring and receives practice test results and remediation recommendations
- Working group is presented with 240 Tutoring Practice test results and remediation recommendations
- Working group determines if other available resources are needed or if student can move forward with taking the post-test in 240 Tutoring.
- Student receives 240 Tutoring Post-test results and shares with Working group.
- Working group either notifies Melissa that the student is released for the exam or if more remediation is necessary. Cycle continues until the individual is released for the exam
- Melissa notifies the Certification Officer that the student is released
- Certification Officer releases student
- Melissa sends registration instructions to the student

Preparation for the 368 PASL Exam

- Student contacts Melissa Kuhlmann for initial request
- Melissa notifies the working group of the request. Student situations and the schedules of faculty and staff will need to be approved prior to moving forward
- Working group makes contact with individual
- Working group shares recorded webinars/preparation materials with individual
- Student is required to complete and submit the 3 PASL Task Planning Sheets to the Working group
- Working group or field supervisors review 3 PASL Task Planning Sheets and determines if more work is needed or if student is released for the exam
- Working group notifies Melissa that the individual is released for the exam
- Melissa notifies the Certification Officer that the student is released
- Certification Officer releases student
- Melissa sends registration instructions to the student

Graduate Representative Advisory Board (GRAB)

The mission of the Graduate Representative Advisory Board (GRAB) (<https://grab.tamu.edu>) is to represent the interests of graduate students in the EAHR department, and serve as a liaison between the students, faculty, and staff of the department. The goals of GRAB are:

- 1) To provide opportunities for professional development;
- 2) To disseminate information;
- 3) To promote scholarly exchange;
- 4) To provide for social interactions between students, faculty, and staff;
- 5) To offer student services; and
- 6) To develop community partnerships.

All students in the EAHR Department can serve on GRAB. Meetings are held monthly and social events are held approximately two (2) times a semester.

GRAB provides travel funds to support EAHR students to participate in conferences. The funds are available for both full- and part-time students who have received acceptance letters for conferences. Students are eligible to submit an application once a semester. Your complete application must be received within the period of open applications. The application typically opens for two (2) weeks at the beginning of each semester, and GRAB will send out the email informing about the application opening. GRAB travel funds are contingent on paper acceptance to a conference, you must present at the annual GRAB symposium.

Graduate Advisor FAQs

Where can I find the course schedule for the semester?

Login to your student Howdy portal and locate the “My Record” tab at the top of the page. Then, locate the section titled “Registration” and you will see the option to “Search Class Schedule”.

How do I know if a course is a distance education course?

Distance education courses will have a section number in the 700's. Example – EDAD 639-700, and EHRD 613-701. You can also find out if a course is classified as a distance education course by locating the “Attributes” in the class schedule. When browsing the class schedule, you will see a column titled “Attribute” at the top of the page. This column will have “Distance Education” denoted in it if it is a distance education course.

Who do I speak with regarding which courses I should take and the course sequencing I should follow to complete my course requirements?

You should speak with the EAHR Graduate Advisors.

Who do I contact if I run into an issue when trying to register for my courses?

Please contact the EAHR Graduate Advisor for assistance.

When can I file a degree plan?

You can file a degree plan any time after you have begun your coursework in your Master's program, but you are required to submit a degree plan after completing 15 credit hours of coursework in your program. If you do not submit a degree plan after completing 15 credit hours, the Office of Graduate and Professional Studies will place a registration hold on your account until you submit a degree plan.

Where do I file the degree plan?

You will file the degree plan in GPS Document Processing Submission System. GPS DPSS Link - <https://ogsdpps.tamu.edu/default.aspx>

What information do I need to know for my degree plan?

You will need to know general information about your degree program, your graduate committee members, and a list of the entire coursework required for your degree program.

How many committee members do I need?

- PK-12 Educational Leadership – 1 committee chair

How do I apply for graduation?

At the beginning of your last semester in your degree program, you will apply for graduation through the Howdy portal. You will locate the graduation application in the “My Record” tab under the section titled “Graduation” in Howdy.

Where do I find important dates during the semester?

The University Academic Calendar - <https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar>

Department Expectations

Citation Standard

All coursework requiring citations during graduate studies in EAHR will use the American Psychological Association (APA) standards for style and format. If you are completing a thesis, you will follow the citation style for the journal mutually agreed upon by you and your faculty advisor.



ACADEMIC REQUIREMENTS FOR GRADUATION

EAHR DEPARTMENT

SECTION CONTENTS

Information and Resources
Academic Requirements
Practicum

EAHR M.Ed. Handbook

Academic Requirements for Graduation

The below listed items are discussed in detail on the following pages:

- **Information and Resources**
- **Academic Requirements**
 - Degree Plan – General Information
 - Transfer of Credit
 - Degree Plan – Areas of Specialization Specific Information
- **Practicum**

Academic Requirements for Graduation

Information and Resources

- Prior to completing any of the below academic requirements, students must have:
 - discussed the academic requirement the student is ready to pursue with the Graduate Advisor and,
 - be cleared by their Chair and Director of Advising to pursue the academic requirement.
- All related university documents for each requirement can be found at the following page on the GPS website, <https://grad.tamu.edu/>

Academic Requirements

Degree Plans – General Information

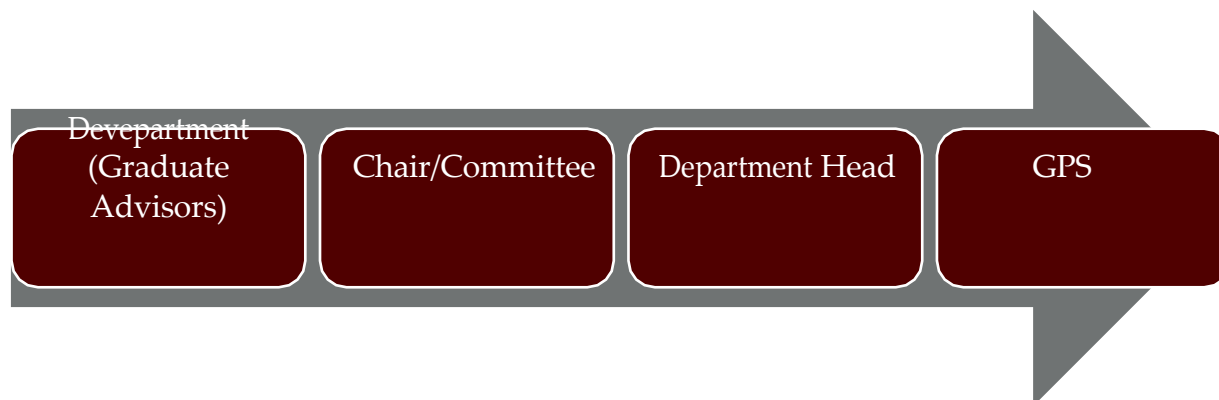
All masters students must have a degree plan on file with GPS. Degree plans detail what coursework you plan to complete and when you plan to complete it over the course of your degree. Degree plans are completed in conjunction with the EAHHR Graduate Advisors.

You must file your degree plan with the GPS **once having completed fifteen (15) semester credit hours**. If you fail to submit a degree plan once having completed fifteen (15) semester credit hours, you will be blocked from registering for classes until you submit a degree plan to GPS.

- Filing Degree Plan
 - Each program and area of specializations' listing of courses and semester credit requirements that are required for completion of the program are found in the appendix:
 - M.Ed. in Educational Administration, PK-12 Educational Leadership area of specialization on page 55.
 - To complete a degree plan, submit your plan online through the GPS online degree plan website (<https://ogsdpss.tamu.edu/>). Once your degree plan has been submitted online, it will be reviewed for electronic approval by department representatives. You will be notified by email when your degree plan has been approved and filed with GPS. The instructions for how to submit a degree plan are found on page 56.
 - Courses listed on the degree plan are subject to degree program time limits (7 years for all masters student). After that period, courses will expire and no longer count toward your degree evaluation.

To receive a graduate degree from Texas A&M University, students must earn one-third or more of the credits through the institution's own direct instruction. This limitation also applies to joint degree programs. The university has the right to rescind a previously granted degree if the university becomes aware of information indicating that the degree never should have been granted.

Once the degree plan has been submitted online, it will be sent through multiple levels of reviewers for electronic approval. Students will be notified when their degree plan has been approved and on file with GPS. Students can monitor the status of their degree plan through the system, <https://ogsdps.tamu.edu>, and should notify each level of reviewer when the degree plan has reached their stage for review and approval. Holds for degree plans will not be removed until a degree plan is received by GPS.



Chairs and Committees

M.Ed. students are required to have only a chairperson. The EAHR Graduate Advisors will notify you of who to list as your chair.

Petitions

You may wish to make changes to your degree plan during your time in this doctoral program. Such changes could include substituting a class or changing your major. To make **any** changes in your degree plan, you must submit a petition online through the GPS online degree plan website (<https://ogsdps.tamu.edu/>). Students should make all changes on one petition. Like your degree plan, petitions will be processed electronically and you will receive an email once it has been approved by appropriate department representatives and GPS.

- When to file an MDD Petition
 - Changing major, degree or department
 - Instructions for completing an MDD Petition are found on page 62
- When to file a Longform Petition
 - Changing coursework, changing committee members, extend time limits, add waivers and exceptions
 - Note, master's students must complete their degrees in 7 years. It is the departments expectation that students complete their degrees in 5 semesters
 - Instructions for completing a Longform Petition are found on page 78

Transfer of credit for Master's Degrees

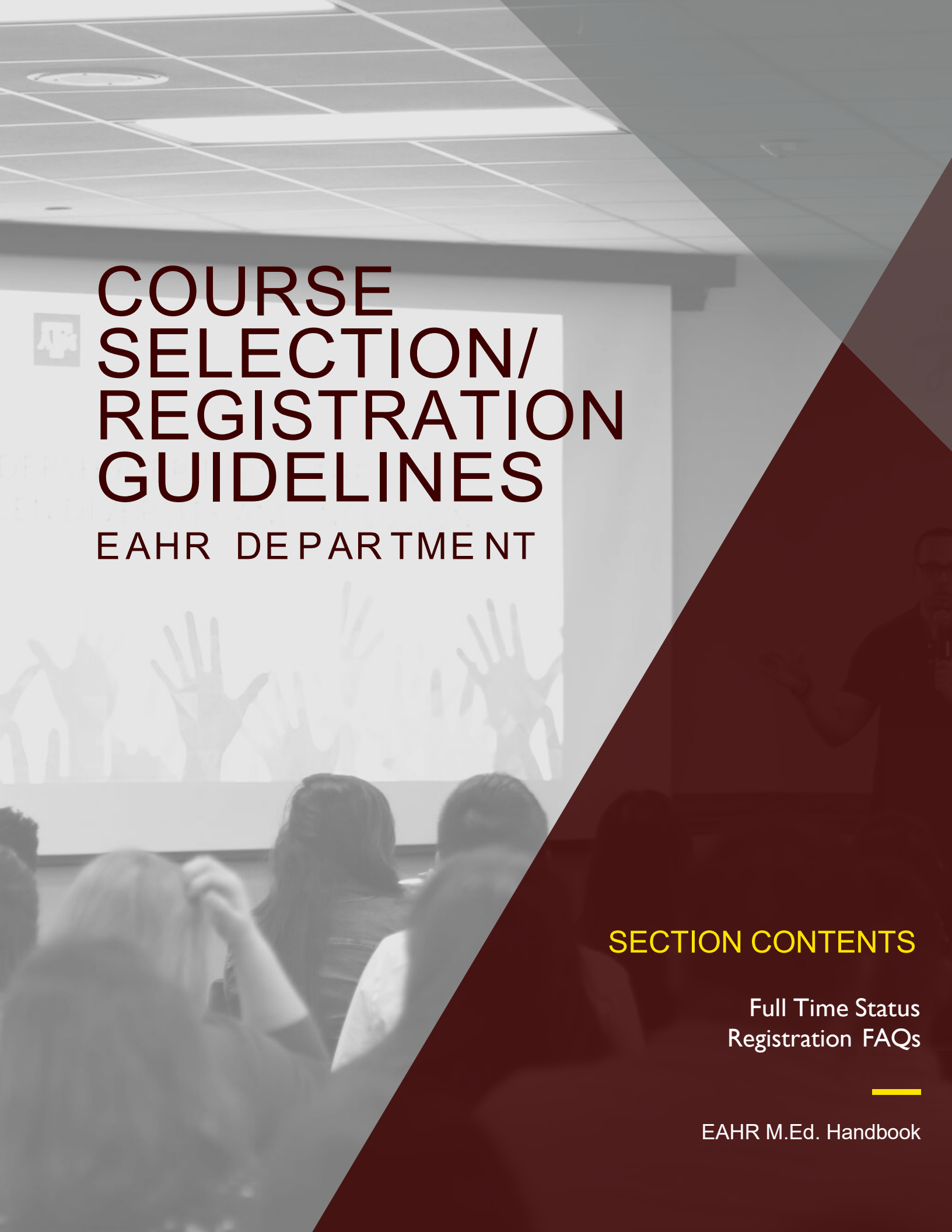
The M.Ed. in Educational Administration, PK-12 Educational Leadership area of specialization has a prescriptive coursework and cohort nature and does not accept transfer credits. Within the EAHR Department, acceptance of transfer credit is fully based on the faculty's discretion.

Degree Plans - Area of Specialization Specific Information

- Filing a Degree Plan
 - M.Ed. in Educational Administration, PK-12 Educational Leadership
 - Information needed to file a degree plan
 - Indicate in "General Information"
Department: EAHR
College: Education & Human Development
Degree: Master of Education
Major: EDAD
Option: "No Thesis Dist Ed & No Final Exam"
 - Enter the courses and number of credit hours for each course
Courses required, <https://eahr.tamu.edu/academics/pk-12/#m-ed--curriculum>
TOTAL 36 Credit hours
 - Indicate the name of the Chair and do not list committee members
Last name (A-H) list Dr. Jean Madsen as Chair
Last name (I-Q) list Dr. Daniel Bowen as Chair
Last name (P-Z) list Dr. Gwendolyn Webb
 - Run an "audit".
 - Go back into the degree plan and "submit".

Practicum

- Practicum
 - Rather than a Final Exam or Seminar, M.Ed. students participate in a practicum experience
 - Students will enroll in EDAD 684 three times throughout the course of their program. Each course will be worth 1 credit hour.
 - Students will be provided more information regarding the practicum requirements, expectations and logistics the semester prior to enrolling in the first iteration of EDAD 684.



COURSE SELECTION/ REGISTRATION GUIDELINES

EAHR DEPARTMENT

SECTION CONTENTS

Full Time Status
Registration FAQs

EAHR M.Ed. Handbook

Course Selection and Registration Process

The below listed items are discussed in detail on the following pages:

- **Full Time Status**
- **Course Registration**
- **Course Registration FAQs**

Course Selection/Registration Guidelines

Full Time Status

Full time status: A graduate student (domestic or international) is considered full-time if they are registered for a minimum of:

- Nine (9) semester credit hours during a fall or spring semester;
- Six (6) semester credit hours during a summer semester.

The department may impose additional semester credit hour requirements for a student holding an assistantship or fellowship which exceeds the minimum stated above.

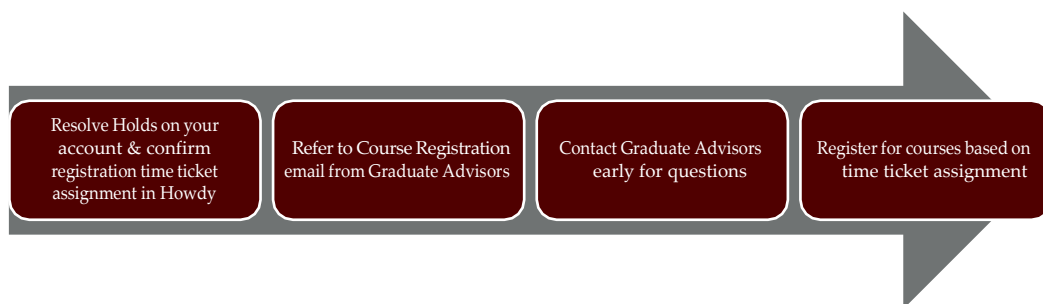
Course Registration

For M.Ed students, the EAHR Graduate Advising Office will send a prescribed list classes each semester.

Students can check in Howdy to view their assigned registration times for the College Station campus for the upcoming fall. Late Registration: Students with 0 (zero) registered hours who register during late registration will be assessed a \$100 late registration fee. Once a student registers during this time, they may make changes to their schedule in accordance with add/drop regulations.

Approximately two weeks prior to registration opening, students will be assigned a registration time ticket in their profile in the Howdy Portal. Students should register early. Registering and reviewing course offerings are available on the Howdy portal found at the following webpage, <http://howdy.tamu.edu>. Students can monitor upcoming registration openings and deadlines (including add/drop and Q-Drop dates) on the TAMU Academic Calendar on the following link, <https://registrar.tamu.edu/Catalogs-Policies-Procedures/Academic-Calendar>.

Steps to Prepare for Registration



Registration FAQs

How do I register for classes in Howdy?

Instructions are found on page 94.

How do I know what classes to register for?

The graduate advisors will send an email prior to registration with the prescribed coursework for your cohort for each semester.

What are the differences between 600, 699, and 700 sections of graduate courses?

600-sections indicate a course is face-to-face and meets on a specific day and time.

699-sections are assigned to online courses. These sections are for students enrolled in *both* face to face and online courses that semester. This will prevent students from being charged both distance and campus fees. To enroll in a 699-section, you will need to contact the Graduate Advising Office after you have registered for your other courses. We can then add you to the 699-section, if seats are still available for the course.

700-sections are assigned to online courses. Students enrolled in one of our distance education programs, and/or are taking only online courses, will register for these sections. You will not be billed for campus fees when you register for 700-sections.

What if I have a registration hold?

You can check My Record in Howdy to see if you have any holds. This will also indicate who you will need to contact to have the hold(s) cleared.



RESEARCH & PROFESSIONAL CERTIFICATE OPPORTUNITIES

EAHR DEPARTMENT

SECTION CONTENTS

Research Opportunities
Graduate Certificate
Opportunities

EAHR M.Ed. Handbook

Research and Professional Certificate Opportunities

The below listed items are discussed in detail on the following pages:

- **Research Certificate Opportunity**
 - ARMS Certificate
- **Graduate Certificate Opportunities**
 - Adult Education Certificate
 - College Teaching Certificate
 - Graduate Certificate Process
 - Texas A&M Training and Development Certificate Program

Research and Professional Certificate Opportunities

Research Certificate Opportunity

Advanced Research Methods Certificate

Prior to pursuing a certificate, students are encouraged to discuss the certificate with their Faculty Advisor.

The Advanced Research Methods (ARM) Certificate is a graduate-level certificate in Education & Social Sciences, offered by the College of Education and Human Development at Texas A&M University. The program allows graduate students the opportunity to add to their degree's minimum requirements for training in research methodology, and to obtain academic validation for their additional efforts.

For more information on the certificate, requirements and how to apply visit the following website, (<https://education.tamu.edu/degrees-programs/advanced-research-methods-certificate/>). The contact regarding the ARM is Melanie Robideau, Administrative Coordinator II. She can be reached by [emailing mrobideau@tamu.edu](mailto:mrobideau@tamu.edu).

Graduate Certificate Opportunities

Adult Education Certificate

Prior to pursuing a certificate, students are encouraged to discuss the certificate with their Faculty Advisor.

This online 12-semester credit hour certificate will provide learners with the necessary skills to teach adults more effectively in a variety of settings including colleges, health care settings, social services, and business and industry.

More information regarding the Adult Education Certificate can be found at the following link, (<https://eahr.tamu.edu/certificates/adult-education-certificate/>) For assistance and information regarding the Adult Education Certificate, students can contact the Certificate Coordinator, Dr. Junghwan Kim, at j-kim@tamu.edu.

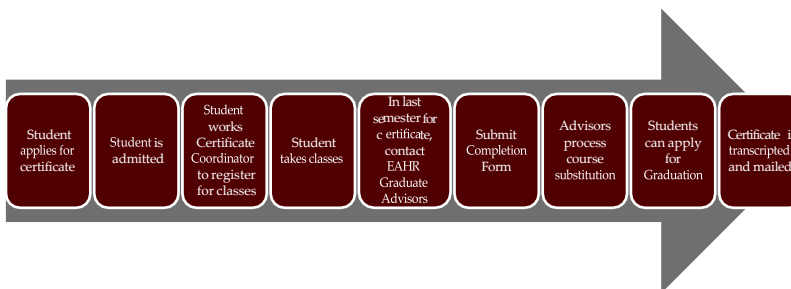
College Teaching Certificate

Prior to pursuing a certificate, students are encouraged to discuss the certificate with their Faculty Advisor.

Colleges and universities are expecting potential and future faculty hires to be equally skilled in the practice of research and teaching. Since 2001, the Department of Educational Administration and Human Resource has offered a College Teaching Certificate Program for masters and doctoral level graduate students across the university who are interested in learning about the scholarship of teaching and learning and documenting these professional development efforts for potential employers.

More information regarding the College Teaching Certificate can be found at the following link, (<https://eahr.tamu.edu/certificates/college-teaching-certificate/>). For assistance and information regarding the College Teaching Certificate, students can contact the Certificate Coordinator, Dr. Christine Stanley, at cstanley@tamu.edu.

Graduate Certificate Process (For both Adult Education and College Teaching Certificate)



1. Student Applies for Certificate – Must initiate this process with Graduate Advisor
 - a. Qualtrics if current TAMU student or,
 - b. GraduateCAS if prospective student
2. Student is admitted
 - a. If a current TAMU EAHR student, EAHR Advisors requests curriculum in the University Adjustment System (UAS)
 - b. If a current TAMU non-EAHR student, EAHR Advisors send instructions for student's advisor to request curriculum in UAS
 - c. G6 (non-degree seeking) students can start taking classes the semester they are admitted
 - i. UAS requests to add curriculum is unnecessary since they are admitted only to the certificate program
3. Student works with Certificate Coordinator to register for classes
 - a. Certificate Coordinator has full discretion to approve course substitutions
 - b. Only one course can be taken by distance and count towards certificate
4. Student takes classes
 - a. Once the curriculum request is processed in UAS, students can run a degree evaluation to see the coursework they have taken and still need to complete the certificate
 - b. Students do not file a separate degree plan
 - c. EAHR students can “double count” courses towards a fulfilling a degree and the certificate if the student is admitted to and enrolled in a degree seeking program
 - i. Non-EAHR students must discuss “double counting” courses with their department/program academic and faculty advisors
5. In a student's last semester of taking certificate classes, they will contact the EAHR Advising Office at eahradvisor@tamu.edu to inform advisors they will graduate that semester
6. Students must complete the Completion Request Form (provided by advisors)
7. Advisors process any course substitutions by requesting adjustments in UAS
 - a. If a non-EAHR student, EAHR Advisors send the instructions for a student's advisor to request adjustments in UAS

8. Once processed, EAHR Graduate Advising Office will prompt student to submit a graduation application for the Certificate program
9. Students will receive a transcript designation from the university and will be mailed a physical certificate

Misc. Information

- Students who have graduated and taken courses towards the certificate can apply for the certificate program through GraduateCAS and have those courses count towards fulfilling the certificate. EAHR Graduate Advisors will submit adjustments through UAS

Contacts

For assistance in navigating the admissions process or completing a certificate students can email the EAHR Graduate Advising Office at eahradvisor@tamu.edu.

Texas A&M Training and Development Certificate Program



TEXAS A&M UNIVERSITY

Training & Development
Certificate Program

The *Training & Development Certificate Program* is the repository for all non-course-based training programs in the department. These individual programs, managed by the *Training & Development Certificate Program*, are usually faculty led and cumulate with a certificate. Our access to multiple faculty across Texas A&M University, covering various areas of expertise allow us to custom design certificates based on customer need, the cost of each certificate is negotiated with the customer. These certificated range in delivery time from half-day to multiple days. We also custom deliver these to client locations if requested.

Our main program offered at least once a year, is a 40-hour program leading to a certificate as a *Certified Professional Trainer (CTP)*. It is an intensive hands-on, competency-based program for beginning or experienced trainer or training managers. Topics will include, but are not limited to: Needs assessment, data collection & analysis, training methods, transfer of training, coaching & mentoring, program delivery (facilities, budgeting, selecting instructors, safety & security, etc.), instructional design, adult learning principles, cyber security issues, evaluation models. We will be following the ADDIE instructional design model as a basis of this intensive training program.

The cost of this dynamic course is \$2,700 per person which includes forty (40) hours of training, a complete set of all training materials, morning and afternoon snacks, full breakfast and catered lunch, framed certificate, a YETI-style mug, an embroidered polo shirt and a group picture. Participants are also encouraged to continue to network with our renown faculty and other participants as your training is implemented.

Other certificate programs we have developed include:

1. Use of latest technologies to support teacher quality and professional development (e.g., virtual mentoring)
2. Preparing school leaders for demographically changing schools
3. Using online tools for student advising
4. Data mining techniques for school improvement
5. Cyber security (audience both schools and business)
6. Certified Training Instructor (24-hour Current Certificate)
7. Certified Training Professional (40-hour Current Certificate)
8. Certified Training Developer (24-hour Current Certificate)
9. Project Management Certificate (24-hour Current Certificate)
10. Professional Development for Undergraduate Students (40-hour Current Certificate)
11. Time Management
12. Financial Management and Budgeting for Non-Financial Managers
13. Contract and Proposal Development
14. Qualitative Research Design
15. Data Analysis for Decision Making
16. Survey Development and Analysis
17. Instructional Design
18. Foundations for Online Learning
19. Engaging the Adult Online Learner
20. Coordinating Distance Learning Programs
21. Authentic Assessment models and practice
22. Why evaluate training programs – moving from the training classroom to behavior change. Ways to ensure learned training competencies are transferred to the workplace
23. How adults learn and process information different that high school and college students – a must in designing and delivering training programs

Please direct all questions to Dr. Larry Dooley (l-dooley@tamu.edu), Director
Training & Development Certification Program

The Department of Educational Administration and Human Resource Development coordinates the Training and Development Professional Certification Program. For more information visit the webpage at, (<https://eahr.tamu.edu/certificates/training-development-professionalcertification/>).

University Resources and Support

Listing of University Resources and Support	
International Student Services	http://iss.tamu.edu
Counseling and Psychological Services	https://caps.tamu.edu
Disability Resources	http://disability.tamu.edu
Aggie Allies	https://allies.tamu.edu
A.P. Beutel Health Center	https://shs.tamu.edu
Student Assistance Services	https://studentlife.tamu.edu/sas/
Student Legal Services	https://studentlife.tamu.edu/sls/
	https://studentlife.tamu.edu/wrc/resources/rightsandresources/
Maternity/Paternity Resources and Policies	https://employees.tamu.edu/benefits/leave/parental/
TAMU Libraries	https://library.tamu.edu/
University Writing Center	https://writingcenter.tamu.edu
Promoting Outstanding Writing for Excellence in Research (POWER)	https://power.tamu.edu/power-hour
Career Center	https://careercenter.tamu.edu
Center for Teaching Excellence	https://cte.tamu.edu
Department of Multicultural Services	https://dms.tamu.edu
Parking	https://transport.tamu.edu
Student Recreation Center	https://recsports.tamu.edu

Appendix I University Requirements
Appendix II Department Resources and Expectations
Appendix III Academic Requirements for Graduation
Appendix IV Course Selection/Registration Guidelines

Appendix I University Requirements

Attendance

Class attendance and participation are an individual student's responsibility. Students taking traditional face-to-face courses are expected to attend class, and to complete all assignments by stated due dates. Students enrolled in distance education courses are expected to regularly engage with instructional materials and complete all assignments by stated due dates. Instructors are expected to provide notice of the dates on which major exams will be given, and assignments will be due by the date on the course syllabus. It must be made available by the first class period. Graduate and professional students are also expected to attend all examinations required by departments/advisory committees as formally scheduled such as, but not limited to, preliminary exams and final defenses. Note: Violation of this attendance policy is subject to disciplinary action through the Aggie Honor System Office and the Student Code of Conduct (See Rule 24 at the following webpage, <https://student-rules.tamu.edu/rule24/>).

Notification of Absences

Unless otherwise stated in this rule, to be considered for an excused absence, the student must notify the instructor in writing (email is acceptable) prior to the day of absence. In cases where advanced notification is not possible, the student must provide notification by the end of the second business day after the last date of the absence. This notification must include an explanation of why notice could not be sent.

Absences

- Excused Absences Defined by State and Federal Regulations:
 - In accordance with Texas Education Code Section 51.911 Religious Holy Days, Texas A&M University shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Questions about religious holy days should be directed to the Dean of Faculties.
 - In accordance with Texas Education Code Section 51.9111 Excused Absence for Active Military Service, Texas A&M University shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.
 - In accordance with Title IX of the Education Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery

there from) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's medical provider. Requests for excused absence related to pregnancy should be directed to the instructor. Questions about Title IX should be directed to the University Title IX Coordinator.

- In accordance with the Americans with Disabilities Act, Texas A&M University shall provide equal access for students with disabilities. Some students with disabilities may qualify for an attendance policy modification and should provide the instructor with proper notification from Disability Resources concerning this accommodation prior to a disability-related absence. Questions about disability related absence should be directed to Disability Resources.
- Excused Absences Defined by Texas A&M University
 - Personal injury or illness that is too severe or contagious for the student to attend class.
 - An absence for a non-acute medical service does not constitute an excused absence.
 - Death or major illness in a student's immediate family. Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step- siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean or designee.
 - Illness of a dependent family member.
 - An absence for a non-acute medical service does not constitute an excused absence.
 - Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled.
 - Graduate or professional school interviews which are mandatory, and fixed date by university/school policy, which cannot be rescheduled.
 - Mandatory interviews for permanent, full-time employment or full-time internships (including those that are part of a cooperative education program) that have a duration of at least ten (10) weeks, provided that such interviews are related to the student's academic program and provided that the interviews are fixed date by employer policy and cannot be rescheduled. A student may not request excused absences for employment or internship interviews for more than one scheduled class meeting in one academic term.
 - Presentation of research or scholarship at a professional conference related to the student's academic program, provided that the student is a presenter.
 - Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)
 - Mandatory participation as a student athlete in NCAA-sanctioned competition.
 - For compelling reasons not included in Section 7.2, the dean or dean's designee of the student's college with the support of the dean or dean's designee of the college offering the course may provide a statement (email is acceptable) that the deans or designee have verified the absence as excused.

Absence Documentation and Verification

- Absence Verification
 - The student is responsible for providing documentation substantiating the reason for the absence, including reasons stated in Section 7.2. This documentation must be provided within three business days of the last date of the absence, unless otherwise stated in this rule.
 - An instructor may confirm a student's absence documentation and excuse a student from attending class for the reasons stated in Section 7.2 or other reasons deemed appropriate by the student's instructor.
 - An instructor may choose to defer confirmation of a student's absence documentation, including cases when documentation is not available. Upon deferral, the dean or dean's designee of the student's college with the support of the dean or dean's designee of the college offering the course may provide a statement (email is acceptable) that the deans or designee have verified the absence as excused.
 - The university authorized activity list, on-line interfaith calendars, athletic competition schedules, and other published resources may be used to confirm student absences.
 - Students who furnish false information may be found in violation of Student Rule 24.4.1. and the Aggie Honor Code.
- Absence documentation may include, but is not limited to, the following:
 - A medical confirmation note from the student's medical provider. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the medical assessment and the date at which the student may return to classes. Students cannot be required to provide detailed medical information.
 - A medical confirmation note from the medical provider involved in the care of the student's immediate family member or dependent. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the immediate family member or dependent. Students cannot be required to provide detailed medical information.
 - Death notice, obituary, or death certificate for a student's immediate family member.
 - Documentation regarding the scheduling of legal or governmental proceedings that require a student's presence and that cannot be rescheduled.
 - Documentation regarding the scheduling of mandatory admission interviews for professional or graduate schools as described. Documentation must be provided 5 business days in advance.
 - Documentation regarding the scheduling of mandatory interviews as described. Documentation from the employer must be provided 5 business days in advance.
 - Documentation regarding the scheduling of presentations of research or scholarship as described. Documentation for professional conference presentations must include confirmation of the student's role as a presenter. Documentation must be provided 5 business days in advance.

Make-up Work

- If a student's absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have an excused absence. Students are encouraged to work with instructors to complete make-up work in advance of known scheduled absences (interviews, administrative proceedings, etc.). Make-up work must be completed in a timeframe not to exceed thirty (30) calendar days from the last day of the initial absence. Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than thirty (30) days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor.
 - The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.
 - See Part III, Grievance Procedures: 49. Unexcused Absences, for information on appealing an instructor's decision regarding an excused absence.

Extended Absences

- If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic dean or designee of the student's college may consider giving the student a grade of "W" during the semester enrolled or a "NG" (no grade) following posting of final grades.
- Whenever a student is absent for unknown reasons for an extended period of time, the instructor may initiate a check on the welfare of the student by reporting through the head of the student's major department to the dean or designee of the student's college.

Appendix II Department Resources and Expectations

SEHD Policy and Practices for Student Concerns, Complaints, and Grievances

In the course of their professional training, graduate students may experience conflicts with other students, staff, faculty, or site-supervisors. Some may be misunderstandings that can be resolved through discussion. On occasion an unresolved conflict may constitute a grievance or complaint. The TAMU Student Rules Part III delineate student grievance procedures (<https://student-rules.tamu.edu/studentgrievanceprocedures/>) and specific instances in which a grievance can be filed. Consistent with university procedures, the School of Education and Human Development follows a process applicable to student-staff, student-faculty, and student-site supervisor conflicts.

Guiding Terms

Bullying Behaviors include (but are not limited to):

- Intimidating, degrading, humiliating others, and threatening university and school climate and diversity objectives.
- Outcomes of bullying: At the post-secondary level, bullying results in the loss of trained and talented employees, reduces morality and productivity, and can have negative physical impacts.
- Reinforcers of bullying:
 - Limiting opportunities for open and honest dialogue
 - Lack of reporting mechanisms for inappropriate behaviors

Civility is claiming and caring for one's identity, needs and beliefs without degrading someone else's in the process. (Spath, T., & Dahnke, C., The Institute for Civility in Government).

Conflict is a struggle or difference between opposing ideas, needs, beliefs, values or goals (The Center for Change and Conflict Resolution).

Grievances are defined as a problem, concern or complaint about work, a person with whom you have contact at work, or the work environment.

Departmental Ombuds Representatives for Graduate Students

Educational Administration and Human Resource Development – Krista Bailey

Educational Psychology – Krystal Simmons

Kinesiology and Sports Management – Paul Batista

Teaching, Learning, and Culture – Karen Rambo Hernandez

Stages in the Grievance and Conflict Resolution Process

Refer to the graphics on the proceeding pages for visual aides to supplement these stages.

Stage	Procedure
Stage 1 First step in grievances and/or interpersonal conflict	<p>As an initial step in the resolution process, students should meet with the individual staff member, faculty member, or site supervisor of concern within their program/department. If efforts to communicate directly with the individual(s) do not resolve the issue, or the student is uncomfortable approaching the individual(s), students also have access to other intermediate options.</p> <p>The grievance or conflict should be resolved as soon as possible. Individuals are encouraged to use conflict management resources found on the MySEHD Page. You may also contact your departmental Ombuds to assist.</p>
Stage 2 Unresolved Stage 1 grievance or conflict which may require assistance in resolution	<p>When conflict/situations remain unresolved, students may seek guidance from their advisor/chair, or the faculty member who coordinates the academic program. Depending on the situation and context, students may opt to approach their advisor/chair or the coordinator of their academic program. Student(s) may share their concerns with any of these intermediate resources to seek guidance for resolving a conflict and clearing up any misunderstandings. If after accessing intermediate options the situation remains unresolved, the student's next option for resource is to meet with the department head.</p> <p>Parties may also consider voluntary mediation. Mediation is a voluntary process that begins when the parties involved in the conflict agree to meet together with a neutral person identified by SEHD as a mediator. The objective of mediation is to work out a mutual, written agreement between the parties regarding how to move forward in the future.</p> <p>A university resource for student-involved mediation is available.</p> <p>Conflicts involving a Supervisor: In the event the grievance or conflict involves an individual's direct supervisor or the individual does not feel comfortable raising the conflict directly to their supervisor, the student shall inform the person to whom their director supervisor reports.</p>
Stage 3 Department head-level involvement	<p>A student can request to meet with the respective department head to discuss previous attempts to resolve conflict and to seek guidance or resolution. The student may also contact their department Ombuds. Each department has an appointed Graduate Ombudsperson. At this point, the student will decide whether to present the conflict/issue as a formal complaint/grievance to the School's Senior Associate Dean for Academic Affairs. If a complaint or issue involves an individual outside of the department or university, the student will work with the department head to determine an appropriate course of action and consult with the School and outside entities as appropriate.</p>

<p>Stage 4 School-level involvement</p>	<p>Once the department head renders or advises the student on a course of action, if the student is unsatisfied, the student may elect to advance the grievance to the School level for further consideration. In most cases, the School's Senior Associate Dean for Academic Affairs will communicate with the student and recommend any further action.</p> <p>It is important to note that whenever there is a discussion regarding a particular faculty-student, supervisor-student, or staff-student concern, maintaining anonymity of the student may not be possible; however, confidentiality of information will always be maintained to the extent possible as allowed by law. Similarly, all activities will be consistent with the requirements and limits set under FERPA with regard to student records.</p> <p>At the School-level, there is a Professional Concerns Ad-hoc Committee made of Graduate Instruction Council (GIC) members which may be called by the School's Senior Associate Dean for Academic Affairs to review the grievance or graduate student concern and offer a recommendation.</p> <p>Students may also contact the Ombuds for the Graduate and Professional School (ombuds@tamu.edu) or 979-845-3631. https://grad.tamu.edu/academics/academic-success-resources/conflict-resolution/ombuds-services</p> <p>Formal Grievance Submission Processes</p> <ul style="list-style-type: none"> • Title IX: Sexual Discrimination, Sexual Harassment, Sexual Assault and Violence • Graduate and Professional School Grievances and Appeals • Texas A&M Student Grievance Procedures
--	---

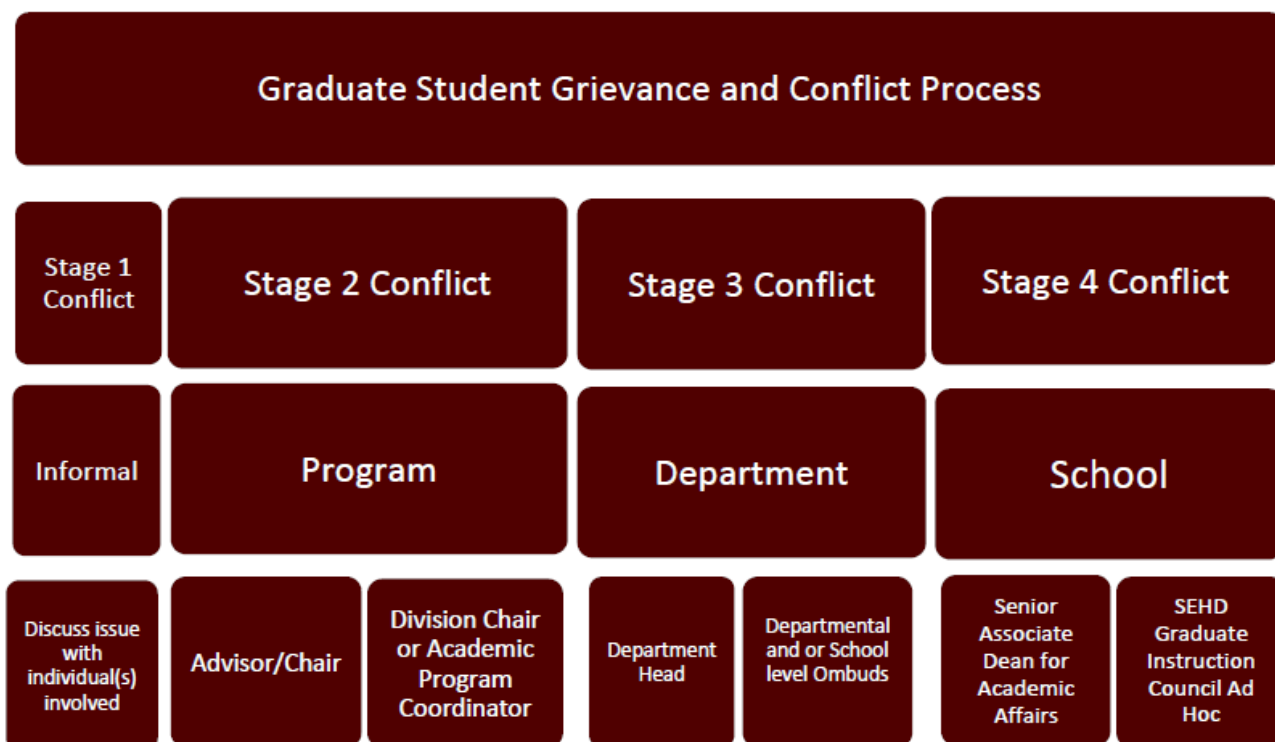
Grievance Procedures

Stage 1: Grievance, issue, or conflict arises (student-faculty, student-staff, student-supervisor) and is handled informally.

Stage 2: Unresolved Stage 1 grievance or conflict will involve advisor/chair, division chair or academic program coordinator.

Stage 3: Unresolved Stage 2 grievance or conflict will involve the department head, departmental or school level Ombuds.

Stage 4: Unresolved Stage 3 grievance or conflict will involve Senior Associate Dean for Academic Affairs and CEHD Graduate Instruction Council (GIC). Student may always seek assistance from the Graduate and Professional School (GPS) Ombuds.



Graduate Student Concern Form

The Graduate Student Concern form is available when a student has a concern with a faculty member, staff member, or another student. This form can be found on the [MySEHD website](#) under "Students", "Graduate Forms". Students are encouraged to first meet with the faculty member, staff member, or student to try to resolve the concern before submitting the Graduate Student Concern form.

Listing of Faculty

Educational Administration, PK-12 Educational Leadership area of specialization

Dr. Brendan Bartanen, Assistant Professor

Email: bartanen@tamu.edu



Research Expertise:

- Education Policy
- Educator Labor Markets
- Quantitative Methods
- School Leadership

Methodology Expertise:

Quantitative

Dr. Dan Bowen, Assistant Professor

Email: dhbowen@tamu.edu



Research Expertise:

- Arts, Humanities, and other 'Non-Core,' School-Sponsored Enrichment and Extra-Curricular Activities
- Education Policy
- Field Experiments

Methodology Expertise:

Quantitative

Dr. Carl Fahrenwald, Clinical Assistant Professor

Email: cfahrenwald@tamu.edu



Research Expertise:

- Educational Equity and Inclusion
- School Culture and Climate
- Social Emotional Learning
- Holistic Education and School Services
- Community Based School Accountability Systems

Methodology Expertise:

Qualitative

Dr. Susan Holley, Clinical Assistant Professor

Email: sholley1@tamu.edu



Research Expertise:

- Educational Leadership
- Women in Leadership
- Social Justice, Cultural Sensitivity, Equity and Diversity

Methodology Expertise:

Mixed Methods

Dr. Beverly Irby, Regents Professor and Associate Dean for Academic Affairs

Email: beverly.irby@tamu.edu



Research Expertise:

- Women and Gender Studies
- Educational Leadership
- Leadership for Bilingual Schools
- Mentoring and Coaching

Methodology Expertise:

Primary Qualitative

Secondary Mixed Methods

Dr. Jean Madsen, Professor and Associate Department Head

Email: jamadsen@tamu.edu



Research Expertise:

- Organizational Development for Schools that Contain Demographically Diverse Teachers and Students
- Organizational Effectiveness and Proportional Representation on Workplace Relationships in Urban Schools
- Organizational Leadership in Urban and Suburban Schools to Address Intergroup Differences
- Strategic Planning in Multi-Racio Ethnic Environments and its Impact on Student Outcomes

Methodology Expertise:

Qualitative

Dr. Mario Torres, Professor and Department Head

Email: mstorres@tamu.edu



Research Expertise:

- K-12 Campus/Community Politics
- K-12 Education Law
- K-12 Education Policy
- Quantitative Research Methods

Methodology Expertise:

Quantitative

Dr. Abelardo Saavedra, Professor of Practice

Email: asaavedra@tamu.edu



Research Expertise:

- Public School Finance
- Politics in Education
- School District Governance
- School Board/Superintendent Relations

Methodology Expertise:

Qualitative

Dr. Gwendolyn Webb, Associate Professor and PK-12 Educational Leadership Program Chair

Email: gwebbj@tamu.edu



Research Interests:

- Curriculum and Instructional Development
- Multicultural Education
- Parental/Family Involvement
- Recruitment and Retention of Culturally Diverse Students in Higher Education
- Special Education

Methodology:

Qualitative and Mixed Methods

Appendix III Academic Requirements for Graduation

Degree plan M.Ed. in Educational Administration, PK-12 Educational Leadership area of specialization

How to Submit a Degree Plan

How to File MDD Petition in DPSS

How to File a Long Form Petition in DPSS

M.Ed. in Educational Administration PK-12 School Administration

Fall Year 1

Course Number	Course Title	Hours
EDAD690	Theory of EDAD Research	3
EDAD 639	Foundations of Educational Administration	3

Spring Year 1

Course Number	Course Title	Hours
EDAD 687	Proseminar: Principles of Professional Practice in Education	3
EDAD 638	Developing School-Community Partnerships	3
EDAD 684	Internship	1

Summer Year 1

Course Number	Course Title	Hours
EDAD 624	Administration of Special Populations and Special Programs	3
EDAD 635	Administration for Special Services	3
EDAD 608	K-12 School Financing and Budgeting	3

Fall Year 2

Course Number	Course Title	Hours
EDAD 605	School Principalship	3
EDAD 606	Instructional Leadership Development Training	3
EDAD 684	Internship	1


Spring Year 2

Course Number	Course Title	Hours
EDAD 637	Administration of Change in Educational Organizations	3
EDAD 609	Public School Laws	3
EDAD 684	Internship	1

Course descriptions can be found in the TAMU Graduate Catalog.


<http://catalog.tamu.edu/graduate/>

➤ Log in as a student with your NetID and Password


OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
 TEXAS A&M UNIVERSITY

Office of Graduate Studies - Document Processing Submission System Banner

DOCUMENT PROCESSING SUBMISSION SYSTEM



STUDENTS

– login here –

FACULTY & STAFF

– login here –


OGAPS STAFF

– login here –

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.

Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy

001 Commons Building
 1113 TAMU College Station, TX 77843
 Phone: 979.845.3631 | Fax: 979.862.1692



MEMBER OF THE
TEXAS A&M
 UNIVERSITY
 SYSTEM

➤ Select *Create New Degree Plan*.

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

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

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.

Student:

Degree Plan

You do not have a degree plan.

[Create New Degree Plan](#)

Petition

[Create New Petition](#)

➤ Select *Add*

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

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Degree Plan

Please create a degree plan.

Add

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.

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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 shows the 'OFFICE OF GRADUATE AND PROFESSIONAL STUDIES' web portal for Texas A&M University. The header includes the university logo and navigation links: Home, Degree Plan, Petitions, Help, and Logoff. A 'DOCUMENT PRE SUBMISSION' button is also visible. The current step is 'Step 3', with a breadcrumb trail: General Information → Courses for Credit → Committee Members. A dark red banner reads '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 box contains a 'Role:' dropdown menu with options: Chair, Co Chair, and Member. The 'Name:' field is a text input. A note states '* indicates a required field.' Below the form is an 'Add Member' button. At the bottom of the page is a 'Finish' button.

Committee Role	Name	Department	Graduate Faculty Membership Type
----------------	------	------------	----------------------------------

Role: *
Name: *

* indicates a required field.

Add Member

Finish

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



- 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.

How to create an **MDD Petition** in the Document Processing Submission System(DPSS)

Last updated 2/5/2014

What is an MDD?

- An MDD is an electronic petition to change majors, departments or degree programs.

When should the MDD petition be submitted?

For petitions that result in a change of classification:

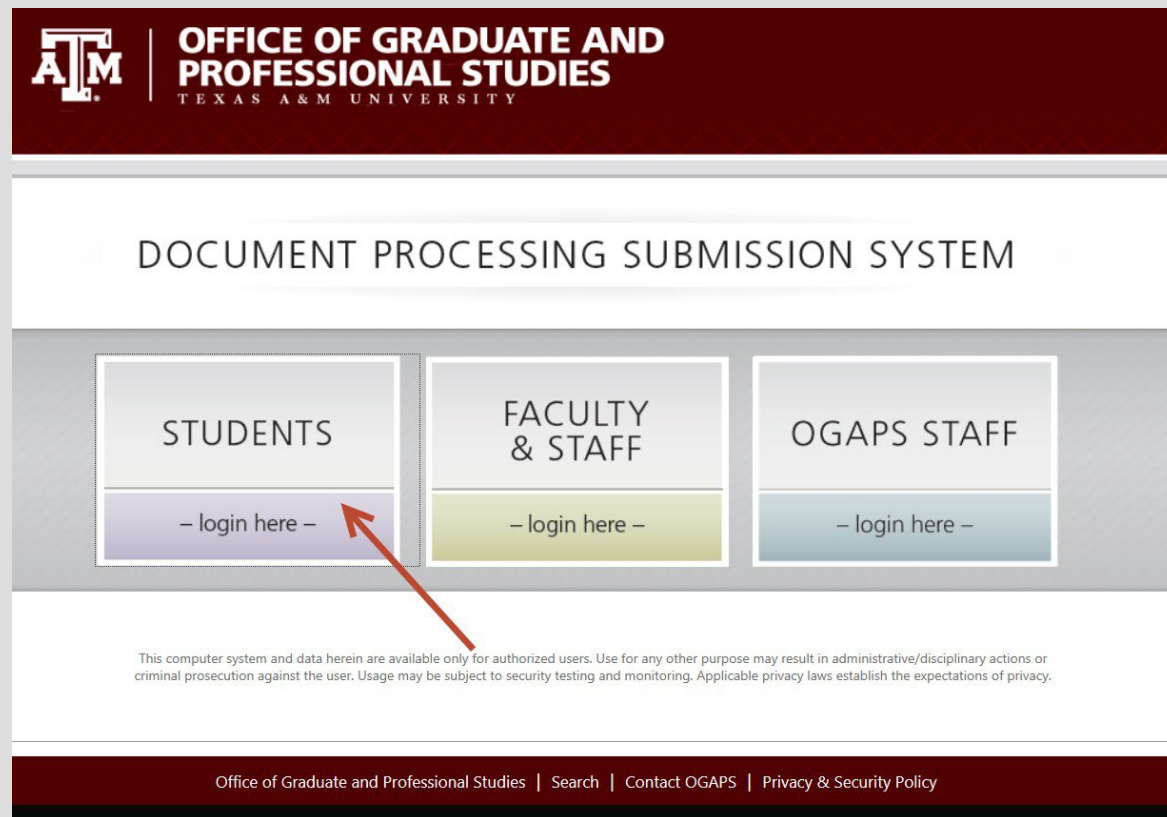
- To be effective in the same semester, students are required to have the MDD approved by GPS no later than the 12th (international students) and 20th (domestic students) class day during the long semesters
- For the summer semester, the petition must be approved by GPS by the 4th (international students) and 10th (domestic students) class day of the 1st summer session.

For same level changes: (i.e., Master's to Master's or Ph.D. to Ph.D.)


- Changes can be made at anytime in the semester

How to Submit an MDD Petition

1. Go to <http://ogsdpss.tamu.edu>
2. Login as Student using your netid and password.



Click on Create New Petition.



OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
TEXAS A & M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home

Degree Plan

Petitions

Help

Logoff

Student:

Degree Plan

Degree	Major	Thesis Option	Creation Date	
MEN	CEEN	NT0	November 08, 2013	Select Degree Plan

Petition

[Create New Petition](#)

Completed Degree Plan(s)

Degree Plans are marked as graduated in the Document Processing Submission System sometime after the first month of the term following graduation.

Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy

How to Submit an MDD Petition

1. Select the type of Petition that you are submitting – MDD
2. Select Continue

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

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Identifying Information for Petition

First Name: Last Name:

* What type of Petition are you filing? ?


MDD
LongForm

* indicates a required field.

Save & Exit Continue >>

How to Submit an MDD Petition

Select the term and the year in which you would like the change to occur.



OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
TEXAS A & M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home

Degree Plan

Petitions

Help

Logoff

Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall

2014

2015

2016

2017

2018

2019

2020

2021

2022

2023

2024

If you currently hold an F-1 or J-1 visa issued by Texas A&M University, you have a federal requirement to submit to International Student Services additional paperwork to notify the US Government of your degree level change, meet a submissions deadline, and/or leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>


Cancel

Save

Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy

How to Submit an MDD Petition

From the drop down menu, select the type of change that you are requesting:
1) Change major, degree or department, 2) Change major only, keeping the current degree plan, or 3) Add an additional program



OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
TEXAS A & M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

HomeDegree PlanPetitionsHelpLogoff

Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall2015

If you currently hold an F-1 or J-1 visa issued by Texas A&M University, in order to maintain your legal status in the US, you have a federal requirement to submit to International Student Services (ISS) additional paperwork to notify the US Government of your degree level change, meet a submissions deadline, and/or potentially leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and deadlines for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>

Please Select the Type of Change you are requesting:

Change Major, Degree or Department
Change Major Only/Keep Current Degree Plan
Add an Additional Program

CancelSave

How to Submit an MDD Petition

Select your current program, department, degree and major.

Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall
2015

If you currently hold an F-1 or J-1 visa issued by Texas A&M University, in order to maintain your legal status in the US, you have a federal requirement to submit to International Student Services (ISS) additional paperwork to notify the US Government of your degree level change, meet a submissions deadline, and/or potentially leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and deadlines for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>

Please Select the Type of Change you are requesting:

Change Major, Degree or Department

PROGRAMS:

Current Program:

Department: ELECTRICAL & COMPUTER ENGINEERING

Degree: Master of Engineering

Major: CEEN

Requested Program:

Department:

Degree:

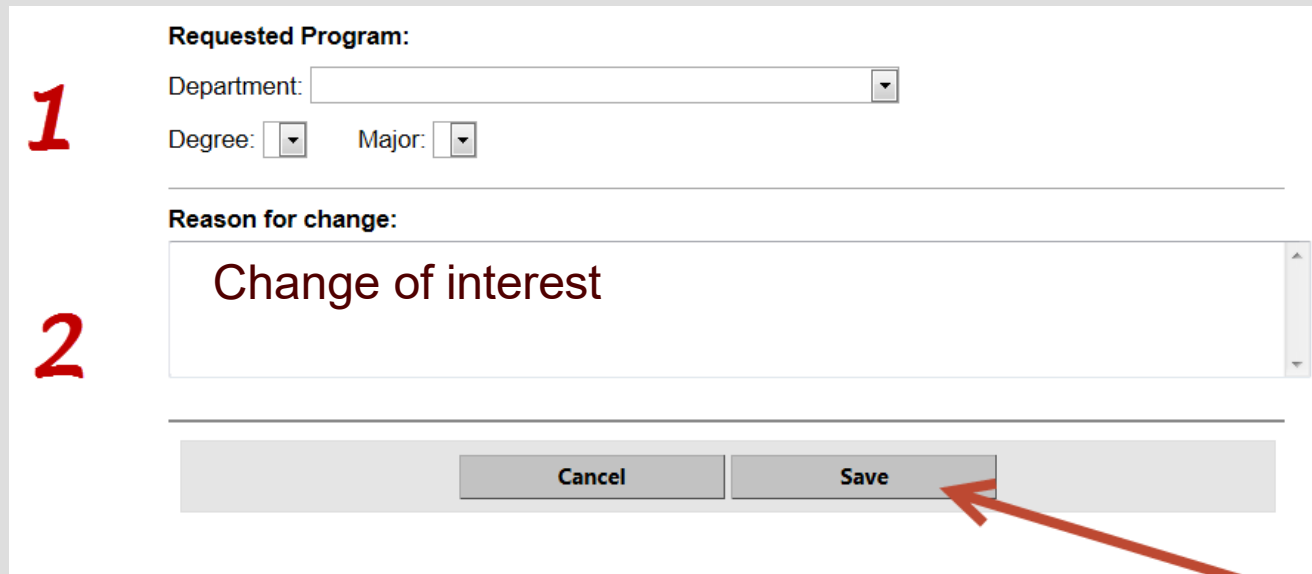
Major:

Reason for change:

Cancel
Save

How to Submit an MDD Petition

1. Select the requested program, department, degree and major.



The screenshot shows a web form for submitting an MDD Petition. A large red number '1' is placed to the left of the 'Requested Program' section, which includes a 'Department' dropdown menu and 'Degree' and 'Major' dropdown menus. A large red number '2' is placed to the left of the 'Reason for change' section, which is a text area containing the text 'Change of interest'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. A red arrow points from the bottom right of the image towards the 'Save' button.


2. Input the reason for the change.

3. Select Save.

Saving the MDD Petition

Once you have saved your petition you will receive a message to go back to the home page to submit.

Home
Degree Plan
Petitions
Help
Logoff



Your Petition impacting your Major, Degree or Department is saved. Please return to the Home page. You may Submit your petition from [petition.aspx](#) after viewing or printing a copy for your records.

Petition for Change of Major, Department, or Degree Program

Degree	Major	Plan Status	Submission/Creation Date
MEN	CEEN	INC	November 08, 2013

I request that the following change be made to my degree program to be effective:

Fall
2015

If you currently hold an F-1 or J-1 visa issued by Texas A&M University, in order to maintain your legal status in the US, you have a federal requirement to submit to International Student Services (ISS) additional paperwork to notify the US Government of your degree level change, meet a submissions deadline, and/or potentially leave the US (J only). It is your responsibility to read and comply with all "degree level change" requirements and deadlines for your visa type, available on the ISS website: <http://international.tamu.edu/iss/>

Please Select the Type of Change you are requesting:

Change Major, Degree or Department

PROGRAMS:

Current Program:

Department: ELECTRICAL & COMPUTER ENGINEERING

Degree: Master of Engineering Major: CEEN

Requested Program:

Department: CIVIL ENGINEERING

Degree: Doctor of Philosophy Major: CVEN

Reason for change:

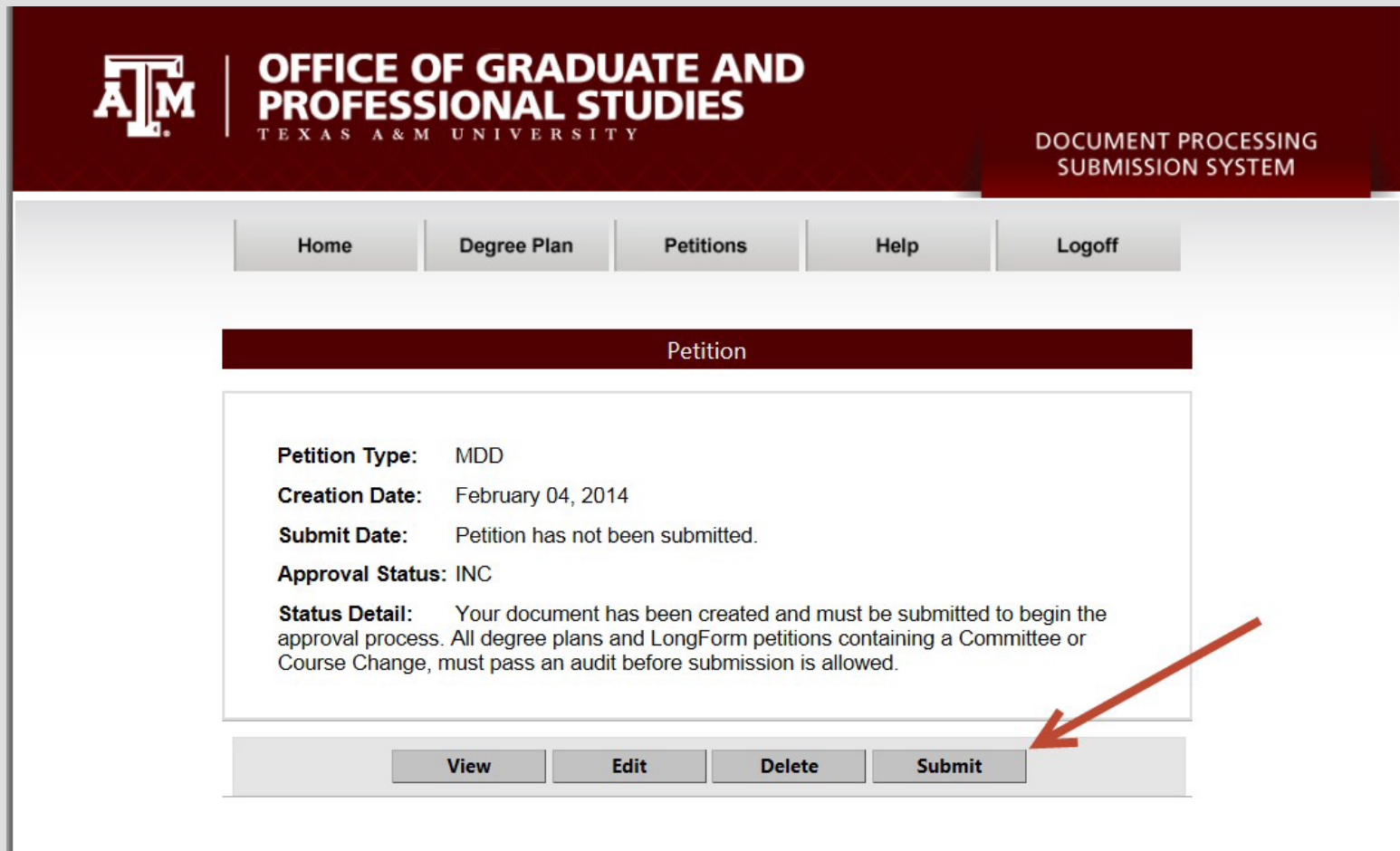
Area of Research has changed.

This Petition requests a change in department. You may submit the petition to request the change, and you must recall your degree plan and change your department.

Cancel
Save

Submitting the MDD Petition

From the home page, click the submit button to submit the petition.



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TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

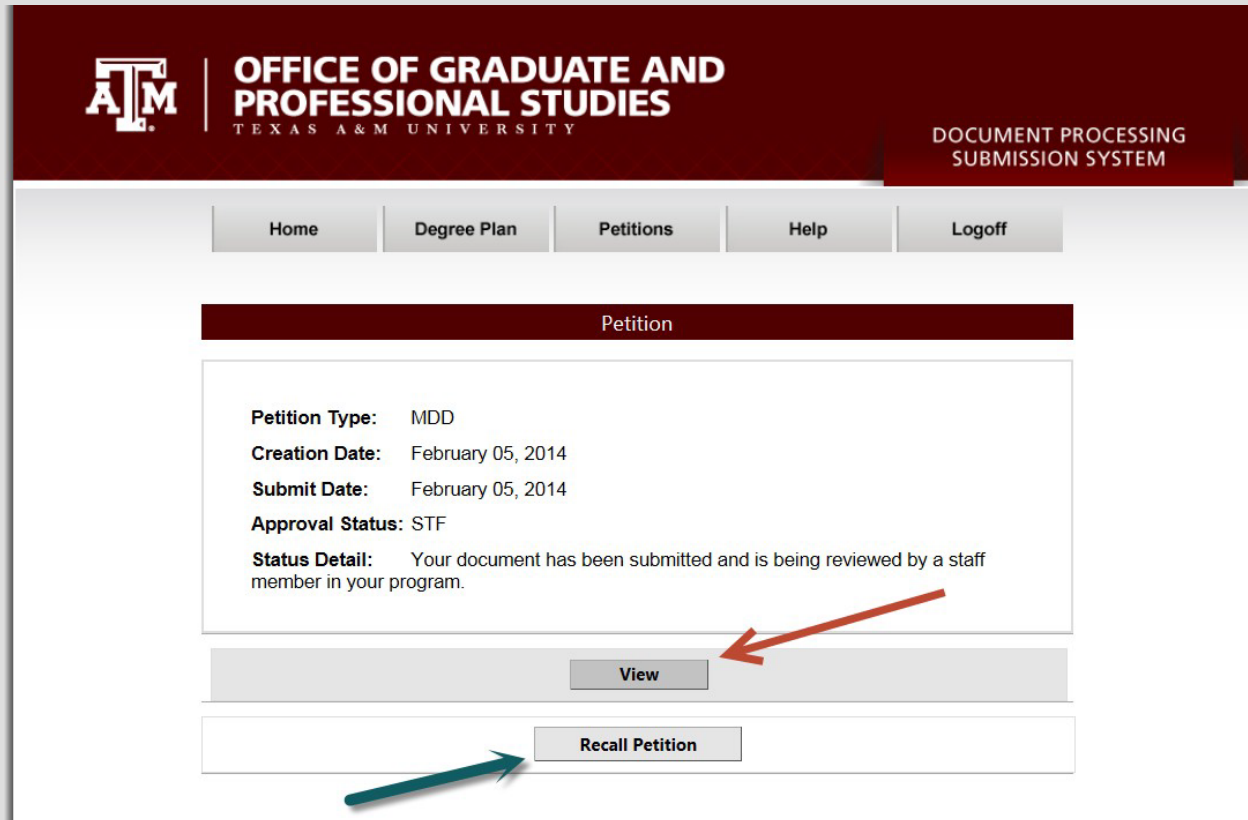
Petition

Petition Type: MDD
Creation Date: February 04, 2014
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 **Submit**

Printing the MDD Petition

Click the **View** button to print the petition



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DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Petition

Petition Type: MDD
Creation Date: February 05, 2014
Submit Date: February 05, 2014
Approval Status: STF
Status Detail: Your document has been submitted and is being reviewed by a staff member in your program.

View

Recall Petition

Note: If the MDD Petition is no longer needed you have the ability to Recall and Delete .

Printing The MDD Petition

Click the Print icon to print a copy of the petition, or you may save it as a PDF for your records.

ATM

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TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home

Degree Plan

Petitions

Help


Logoff

Please use the arrows in the navigation bar below to move through the document.

1 of 2

100%

Find | Next



Texas A&M University

Office of Graduate & Professional Studies MDD Petition

Name:

Univ. ID:

Created:

February 05, 2014

Email:

Dept:

ECEN

Submitted:

February 05, 2014

Decision Date:

Action:

Change Major, Degree or Department

Effective Term:

Fall, 2015

APPROVAL RECOMMENDED:

Type	Name	Email	Affiliation	Action Taken	Action Date
Current Program	ELECTRICAL & COMPUTER ENGINEERING MS ECEN				
Requested Program	BIOLOGY PHD ZOOL				
Petition Reason:	Change of Interest				

PENDING DEPARTMENT APPROVERS:

Page 1 of 2

MDD Approval Workflow

- An e-mail notification is sent to the pre-committee staff approver, alerting them there is a petition awaiting review and approval.
- When the pre-committee staff approves the petition, notification is sent to all committee members for approval – starting with the chair. Once all members have approved the petition, it is then routed for departmental approval.
- After departmental or intercollegiate faculty approval, the petition is forwarded to GPS for processing and final approval.

GPS Contact Information

We are located in the Commons Basement
across from Studio 12

001 Commons

1113 TAMU

Hours of Operation:

8 a.m. to 5 p.m.

979-845-3631

Email: ogapsprocessing@tamu.edu

<http://ogaps.tamu.edu>

How to Create a **Long Form Petition** in the Document Processing Submission System(DPSS)

What is a Long Form Petition?

A Long Form Petition is an electronic version of the following four petitions which can be filed in any combination:

Petition for Course Change

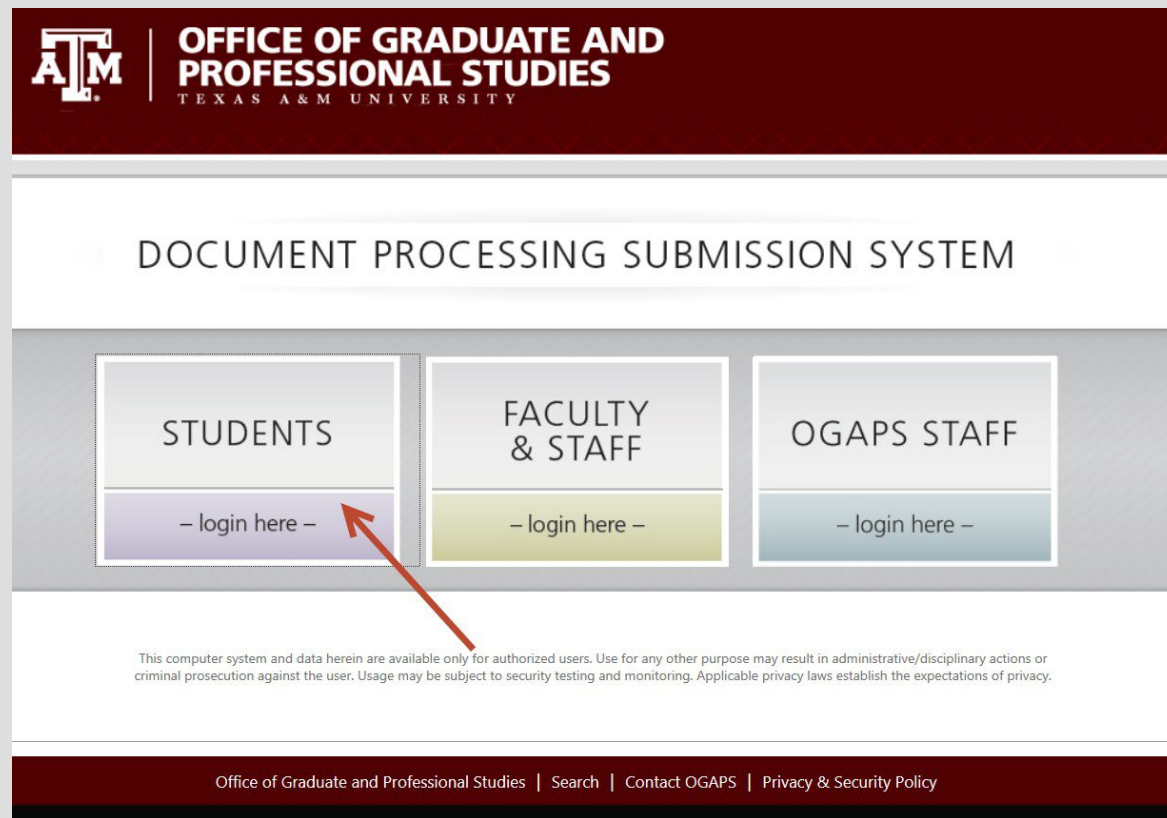
Petition to Change your Committee

Petition of Waivers and Exceptions

Petition to Extend Time Limits

How to Submit a Long Form Petition

- Go to <http://ogsdpss.tamu.edu>
- Login as a student using your netid and password.



Click Create New Petition

ATM

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TEXAS A & M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home

Degree Plan

Petitions

Help

Logoff

Student:

Degree Plan

Degree	Major	Thesis Option	Creation Date	
MEN	CEEN	NT0	November 08, 2013	Select Degree Plan

Petition

[Create New Petition](#)

Completed Degree Plan(s)

Degree Plans are marked as graduated in the Document Processing Submission System sometime after the first month of the term following graduation.

Office of Graduate and Professional Studies | Search | Contact OGAPS | Privacy & Security Policy

How to Submit a Long Form Petition

- Select the type of Petition that you are submitting – Long Form
- Select Continue

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TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Identifying Information for Petition

First Name: Last Name:

* What type of Petition are you filing? LongForm ?

** indicates a required field.*

Save & Exit Continue >>

How to Submit a Long Form Petition

Select the petitions that you would like to file.

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TEXAS A&M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Petition to Request Waivers or Exceptions, Time Limit Extensions, Change of Committee Members & Courses

Please Note: Only one Long Form Petition may be submitted at a time. A Long Form Petition may be used to submit request to Change a Degree Plan's Committee Membership or Courses, to request a Waiver or Exception, or to request an extension to Time Limits.

Approved Degree Plan(s):

You have no Degree Plan with Approved Status. You can only enter a Waiver & Exception Request.

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

Complete Long Form

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

Proceed

- Petitions can be filed in any combination up to four at a time.
- Select all petition types you will be filing.
- Click Proceed

Save All Sections Of The Long Form Petition

Once you have filled in all information for the petition(s) that you are filing, you will be required to save each petition type before preceding to the next petition.

Waivers and Exceptions

Request Waiver or Exception:

Please select the appropriate Department, Degree and Major for this request:

Department: BIOLOGICAL&AGRICULTURAL ENGINEERING

Degree: Doctor of Philosophy **Major:** BAEN

Please select any of the following that apply:

☐ Waive Residency
 ☒ Leave of Absence
 ☐ Other

Please Enter a Reason for the Waiver or Exception Request:

I am requesting a leave in the Fall to have my baby. I will return to complete my degree in the Spring.

Save Waivers & Exception Section

Saving The Long Form Petition


A message will popup to indicate that your petition has been saved.

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

Waivers and Exceptions

Request Waiver or Exception:

 **Waivers and Exceptions section saved.**

Please select the appropriate Department, Degree and Major for this request:

Department: BIOLOGICAL&AGRICULTURAL ENGINEERING

Degree: Doctor of Philosophy **Major:** BAEN

Please select any of the following that apply:

☐ Waive Residency ☒ **Leave of Absence** ☐ Other

Please Enter a Reason for the Waiver or Exception Request:

I am requesting a leave in the Fall to have my baby. I will return to complete my degree in the Spring.

Save Waivers & Exception Section

Complete Long Form

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


Proceed

- Reminder: Each section you wish to include must be **SAVED** prior to submission.

- Click Proceed

Submitting the Long Form Petition

You will hit the Submit button to complete the submission process.



OFFICE OF GRADUATE AND PROFESSIONAL STUDIES
TEXAS A & M UNIVERSITY

DOCUMENT PROCESSING
SUBMISSION SYSTEM

[Home](#)
[Degree Plan](#)
[Petitions](#)
[Help](#)
[Logoff](#)

Petition

Petition Type: LongForm

Creation Date: February 04, 2014

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](#)
[Submit](#)

Confirmation of Submission

Once you have submitted the petition, you will receive a confirmation

The screenshot shows the 'Petition Submit' confirmation page. At the top, the header includes the ATM logo and the text 'OFFICE OF GRADUATE AND PROFESSIONAL STUDIES TEXAS A & M UNIVERSITY'. To the right, it says 'DOCUMENT PROCESSING SUBMISSION SYSTEM'. Below the header is a navigation bar with buttons for 'Home', 'Degree Plan', 'Petitions', 'Help', and 'Logoff'. The main content area has a dark red bar with the text 'Petition Submit'. Below this, a light gray box contains the text 'Your Petition Number is: 2914'. An orange arrow points from the 'Petition Submit' bar to this text. Below the box, it states: 'Your petition must go through a series of reviews prior to final approval.' and 'You may print or view your petition from the petition link on your home page.' At the bottom, there is a light gray bar with a 'Home' button. A teal arrow points from the bottom left towards the 'Home' button.

You may navigate to the Home page to print a copy for your records

Printing Your Long Form Petition

To print, click Select Petition.

Student: Cooper, Demetria R

Degree Plan

Degree	Major	Thesis Option	Creation Date	
MEN	CEEN	NTD	November 08, 2013	Select Degree Plan

Petition

Petition Type	Submit or Creation Date	Status	
LongForm	February 05, 2014	STF	Select Petition



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

DOCUMENT PROCESSING
SUBMISSION SYSTEM

Home Degree Plan Petitions Help Logoff

Petition

Petition Type: LongForm
Creation Date: February 04, 2014
Submit Date: February 05, 2014
Approval Status: STF
Status Detail: Your document has been submitted and is being reviewed by a staff member in your program.

View

Recall Petition

Click View to print
your petition.

Use the Recall Petition button to delete your petition if necessary.



Home

Degree Plan

Petitions

Help

Logoff

Please use the arrows in the navigation bar below to move through the document.

1 of 7 100% Find | Next

Texas A&M University
Office of Graduate & Professional Long Form Petition

Name: [Redacted] Univ. ID: [Redacted] Created: February 04, 2014
Email: [Redacted] Dept: BAEN Submitted: February 05, 2014
Decision Date:

Program: BIOLOGICAL&AGRICULTURAL ENGINEERING, PHD in BAEN

Program:

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

APPROVAL RECOMMENDED:

Type	Name	Email	Affiliation	Action Taken	Action Date
------	------	-------	-------------	--------------	-------------

PENDING DEPARTMENT APPROVERS:

Approver Name	Approver Order
Stephen W. Searcy	1

Page 1 of 7

Click the Print icon to print your petition as a PDF, or you may save it to your computer.

- An e-mail notification is sent to the pre-committee staff approver, alerting them there is a petition awaiting review and approval.
- When the pre-committee staff approves the petition, notification is sent to all committee members for approval – starting with the chair. Once all members have approved the petition, it is then routed for departmental approval.
- After departmental or intercollegiate faculty approval, the petition is forwarded to GPS for processing and final approval.

GPS Contact information

The Graduate and Professional School

112 Jack K. Williams Administration

Building 1113 TAMU

College Station, TX 77843-1113

Hours of Operation:

8 a.m. to 5 p.m.

979-845-3631

ogansprocessing@tamu.edu

Appendix IV Course Selection and Registration Guidelines

How to Register for Courses in Howdy

How to Register (Add/Drop) Classes

1. On the **My Record** tab, click the **Registration Status** link in the **Registration** channel.
2. Highlight your term and campus and click **Submit**.
3. Confirm that all boxes are checked to proceed with registration.

You may register during the following times

From	Begin Time To	End Time
Mar 13, 2009 08:00 am	Apr 05, 2009 07:59 am	

- ☒ You have no Holds which prevent registration.
- ☒ Your Academic Standing permits registration.
- ☒ Your Student Status permits registration.

Your Class for registration purposes is Freshman 0-29 Hours.

4. Scroll to the bottom of the screen and click **Add or Drop Classes**. If the top box is unchecked, click **View Holds** inside the yellow box. If any of the other two boxes are unchecked, call the **Registration Help Desk**.
5. Read the **Terms of Use** and click **I Agree**.

Note: You must do this once for every term that you register.

6. Choose one of two options:

- Ⓢ If you know the Course Reference Numbers (CRNs) of the classes you wish to take, enter them into the **Add Classes Worksheet** and then click **Submit Changes**. The classes will be added to your schedule unless they are full or you are not allowed to take them.
- Ⓢ If you do not know the CRNs of the classes you want, click **New Search**.



Note: These links can be used out of the sequence listed in order to add or drop classes.



Warning: If you click **Add to Worksheet**, the class is **NOT** added to your schedule, but is added to a temporary worksheet. Once you are finished adding to the worksheet, you can add the classes to your schedule; however, the worksheet will not be saved once you log out. Please write down the CRNs before logging out.

How to Register (Add/Drop) Classes Continued

7. To conduct a search choose one of the options below:

A. Conducting A Basic Search

To conduct a basic search, choose the subject of the class for which you are looking and click **Course Search**.

Note: This will display all the courses for the selected **Subject**. From here you can view all the sections for a specific course by clicking **View Sections**.

ACCT		
209	SURVEY OF ACCT PRIN	View Sections
210	MGRL & COST ACCT PRIN	View Sections

B. Conducting An Advanced Search

To narrow the search results further, click on **Advanced Search** and enter more information into the search fields. Then, click **Section Search**.

QUICK TIP: You must always choose a subject before you can search. You can quickly find an item in a scroll box by typing the name of the subject for which you are searching. For example, if you want to find a marketing course, start typing "MKTG" while you have a word selected inside the subject box. It will quickly take you to that subject so you do not have to scroll through all of the other subjects. This works in all of the scroll boxes. For more tips, click [Search Tips](#) found under Advanced Search.

Subject: ACCT - Accounting
AERO - Aerospace Engineering
AGSM - Agricultrl Systems Mgmt
ALEC - Ag Leadrshp, Ed. & Comm

[Advanced Search](#)

[Course Search](#)

Subject: ACCT - Accounting
AERO - Aerospace Engineering
AGSM - Agricultrl Systems Mgmt
ALEC - Ag Leadrshp, Ed. & Comm

[Basic Search](#)

[Search Tips](#)

Course Number:

Title:

Schedule Type: All
Distance Education
Independent Study

Instructional Method: All
Broadcast
Interactive Video Conference

Start Time: Hour Minute

End Time: Hour Minute

Days: ☐ Mon ☐ Tue ☐ Wed

[Section Search](#) [Reset](#)

How to Register (Add/Drop) Classes Continued

- Once you find the class, click the blue **Course Reference Number (CRN)** to find out more information.
- Click on the course title to see registration restrictions for the class. Click **Return to Previous** to get back to the list of classes, or click **New Search** to start a new search from scratch.
- Check the ☐ box to the left of the class you want to add. Then, click **Register**. The class will be added to your schedule unless it is full or you are restricted from taking it.

ACCT - Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input checked="" type="checkbox"/>	10003	ACCT	210	501	CS	3	MGR & COST /

ACCT - Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cre
<input checked="" type="checkbox"/>	10003	ACCT	210	501	CS	3

Sections Found

MGRL & COST ACCT PRIN - 10003 - ACCT 210 - 501

NON-BUSINESS, NON-AGRIBUSINESS MAJORS ONLY. COMMON I
Associated Term: Fall 2009 - College Station
Registration Dates: Apr 16, 2009 to Dec 04, 2009
Levels: Graduate, Undergraduate
Instructors: Douglas McMullan (P)

College Station Campus
 Lecture Schedule Type
 Traditional, Face-to-Face Instructional Method
 3.000 Credits

Scheduled Meeting Times

Type	Time	Days	Where
Lecture	8:00 am - 9:15 am	TR	Wehner - College of Business

[Return to Previous](#)
[New Search](#)

Common Registration Errors

- Class Limit Restriction** - The Course is Full.
- Major Restriction** - You have to be a particular major to take the course.
- Department Restriction** - You have to be in a particular department to take the course.
- TSI Status Restriction** - You have to meet specific testing requirements to take the course.
- Time conflict with CRN ###** - The course overlaps with another course on your schedule.

Help

If you have questions during the registration process, please contact the **Registration Help Desk**, Monday through Friday, 8 a.m. to 5 p.m. at **979.845.7117**.