



TEXAS A&M UNIVERSITY
GALVESTON CAMPUS®

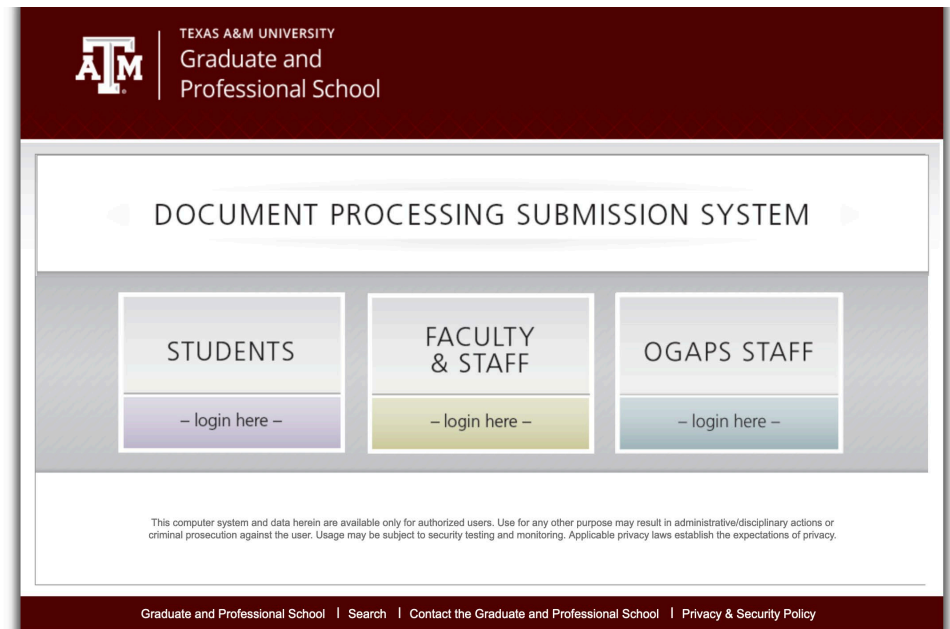
How to File Your Graduate Degree Plan

Graduate Studies



Grad School DPSS (Document Processing Submission System)

- Visit <http://ogsdpss.tamu.edu>
- Log in as a Student
- Use your NetID and password
- OGS DPSS is used to file all Texas A&M University degree plans and petitions





Create a New Degree Plan

The screenshot shows the user interface of the Document Processing Submission System. At the top, there is a maroon header with the Texas A&M University logo and the text "TEXAS A&M UNIVERSITY Graduate and Professional School". To the right of the header, 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 shows the user's name "Student: Wilkins, Nicole Suzanne". There are three sections, each with a maroon header bar: "Degree Plan", "Petition", and "Completed Degree Plan(s)". Under the "Degree Plan" section, it says "You do not have a degree plan." and provides a blue link "Create New Degree Plan". Under the "Petition" section, it provides a blue link "Create New Petition". Under the "Completed Degree Plan(s)" section, there is a light blue box with the text: "Degree Plans are marked as graduated in the Document Processing Submission System sometime after the first month of the term following graduation." At the bottom of the page, there is a footer with the text "Graduate and Professional School | Search | Contact the Graduate and Professional School | Privacy & Security Policy".

- All students should file their degree plan during their first semester of attendance
- Before you begin to file your degree plan make sure to meet with your graduate advisor for guidance on course selection
- Check the TAMUG catalog for course requirements and hour requirements for your program



Step 1: General Information

- Select your department:
 - Marine Biology –GV (MARG)
 - Marine and Coastal Management and Science (MCES)
 - Maritime Business Administration (MARA)
- Select your program
- Make sure to select correct option (thesis, non-thesis, distance, LO, 3+2, etc)
- Once complete, continue to enter your courses.

The screenshot shows the 'Step 1: General Information' page of the Texas A&M University Graduate and Professional School Document Processing Submission System. The page has a dark red header with the AT&M logo and the text 'TEXAS A&M UNIVERSITY Graduate and Professional School' and 'DOCUMENT PROCESSING SUBMISSION SYSTEM'. Below the header is a navigation bar with links: Home, Degree Plan, Petitions, Help, and Logoff. The main content area is titled 'Step 1' and 'General Information'. It contains a form with the following fields: Name (First: Nicole, M.I.: , Last: Kinslow), Department (dropdown), College (dropdown), Degree (dropdown), Major (dropdown), and Option (dropdown). A note at the bottom of the form states '* Indicates a required field.' Below the form are two buttons: 'Save & Exit' and 'Continue >>'. The footer of the page contains the text 'Graduate and Professional School | Search | Contact the Graduate and Professional School | Privacy & Security Policy'.



Step 2: Adding Courses

Home Degree Plan Petitions Help Logoff

Step 2

[General Information](#) ⇒ [Courses for Credit](#) ⇒ [Committee Members](#)

Credit Courses

Course Type: * ☒ A&M ☐ Transfer

Course Prefix: *

Course: *

Credit Hours: * Final Grade: *

Year Taken: * Semester Taken: *

Campus: * - Select Campus -

* indicates a required field.

Add Course

Course	Hours	Grade	Type	Taken
Total Degree Plan Hours:				0.00

- Every class that will be used to complete your graduate degree should be added to your graduate degree plan.
- No undergraduate prerequisite courses should be added to the degree plan.
- Transfer courses may be entered into the DPSS system
 - Master's students may have up to 12 hours of transfer coursework on their degree plan with approval from the department and their advisor
- It is not a requirement for grades or semester taken to be entered. They are for your convenience.
- No classes with grades below a C or courses that are pass/fail (other than research hours and seminar) may be included on the degree plan.
- For license students, no UG license courses should be added to the degree plan.




Step 3: Committee Members

- Master's students must have at least a chair and 2 committee members.
- Doctoral students must have at least a chair and 3 committee members.
- There must be at least 1 member with a graduate appointment outside your primary department.
- MBAA students will only have a chair- Dr. Joan Mileski.
- After your committee members have been added, you are finished and may audit your degree plan.

The screenshot shows the 'Step 3: Committee Members' page of the Texas A&M University Graduate and Professional School Document Processing Submission System. The page has a dark red header with the university logo and name. Below the header is a navigation bar with links: Home, Degree Plan, Petitions, Help, and Logoff. The main content area is titled 'Step 3' and shows a breadcrumb trail: General Information → Courses for Credit → Committee Members. Below this is a section titled 'Committee Members' with a table header: Committee Role, Name, and Department. The table is currently empty. Below the table is a form for adding a new member, with fields for Role (a dropdown menu), Name (a text input field), and a button labeled 'Add Member'. A note below the form states: '* indicates a required field.' At the bottom of the page is a 'Finish' button.



Auditing Your Degree Plan

 TEXAS A&M UNIVERSITY
Graduate and
Professional School

DOCUMENT PROCESSING
SUBMISSION SYSTEM

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

Audit Results

Your degree plan has been audited.

Your degree plan passed the audit. Your next step is to **submit** your degree plan by clicking 'Submit' button in this [Degree Plan Screen](#).

Note: If you edit your degree plan, the degree plan must be audited again before it can be submitted.

[Home](#)

Graduate and Professional School | [Search](#) | [Contact the Graduate and Professional School](#) | [Privacy & Security Policy](#)



Submitting Your Degree Plan

The screenshot shows the Texas A&M University Graduate and Professional School Document Processing Submission System interface. The header is dark red with the ATM logo and the text "TEXAS A&M UNIVERSITY Graduate and Professional School" and "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 header bar that reads "Degree Plan - MMB in MBAA created on October 20, 2021". Below this is a white box with the text "Your Approval Status is: AU1" and "Your document has been audited and is ready for submission. If you edit the document, you will have to audit it again before it can be submitted for approval." Below this box is a row of buttons: View, Edit, Delete, Audit, and Submit. At the bottom of the page is a dark red footer bar with the text "Graduate and Professional School | Search | Contact the Graduate and Professional School | Privacy & Security Policy".

- After your degree plan passes audit, it will have a status of AU1. It is now ready to be submitted to your committee and the Grad School for approval.
- All degree plans will be approved by the Graduate Studies Office. Either Holly or Nicole will review them before they are sent to your chair.



| Approved Degree Plan

- Once the Grad School approves your degree plan, you can complete a Degree Evaluation in HOWDY. The degree evaluation will compare your transcribed courses against the courses on your degree plan.
 - Any changes that need to be made to your degree plan after it is finalized and approved will be completed by petition.
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Questions?

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