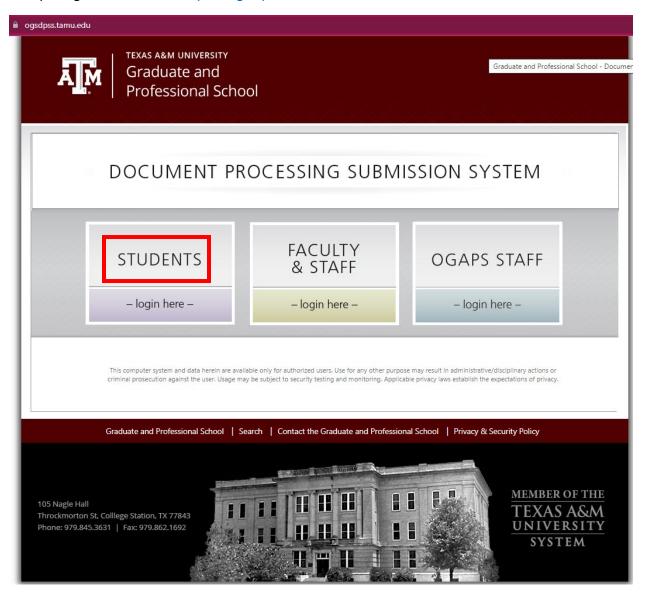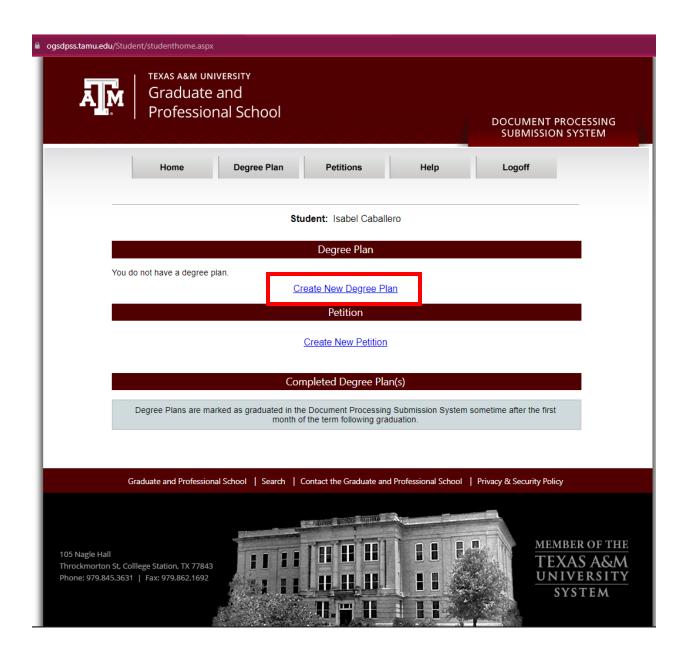# Instructions to submit a Degree Plan in the Document Processing Submission System (DPSS)

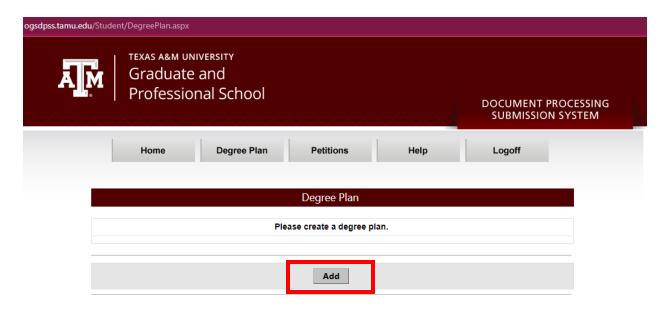1) Login into DPPS: https://ogsdpss.tamu.edu/ and click on 'Students'

2) You will be prompted to sign in with your netID and password (Duo).
3) You will see two options: 'Create New Degree Plan' and Create New Petition'. You will choose 'Create New Degree Plan.'

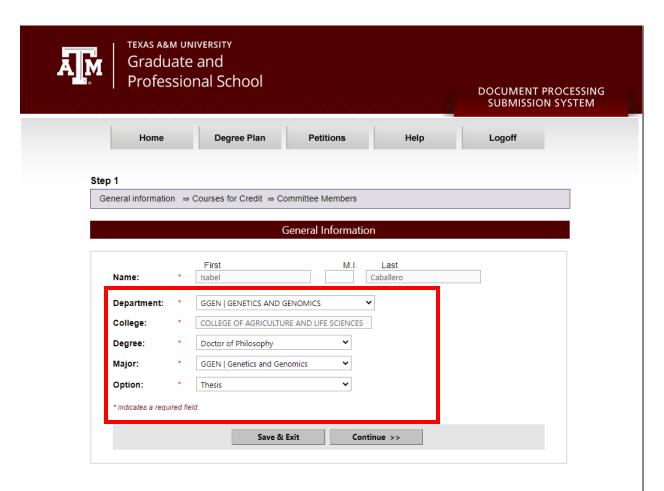TEXAS A&M UNIVERSITY
Graduate and Professional School

DOCUMENT PROCESSING SUBMISSION SYSTEM

| Home | Degree Plan | Petitions | Help | Logoff |

Student: Isabel Caballero

Degree Plan

You do not have a degree plan.

Create New 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.

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

105 Nagle Hall
Throckmorton St, Colllege Station, TX 77843
Phone: 979.845.3631 | Fax: 979.862.1692

MEMBER OF THE
TEXAS A&M UNIVERSITY SYSTEM

4) Then you will be taken to the Degree Plan page, and there you'll click 'Add.'

TEXAS A&M UNIVERSITY
Graduate and
Professional School

DOCUMENT PROCESSING
SUBMISSION SYSTEM

| Home | Degree Plan | Petitions | Help | Logoff |

Degree Plan

Please create a degree plan.

Add

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

105 Nagle Hall
Throckmorton St, Colllege Station, TX 77843
Phone: 979.845.3631 | Fax: 979.862.1692
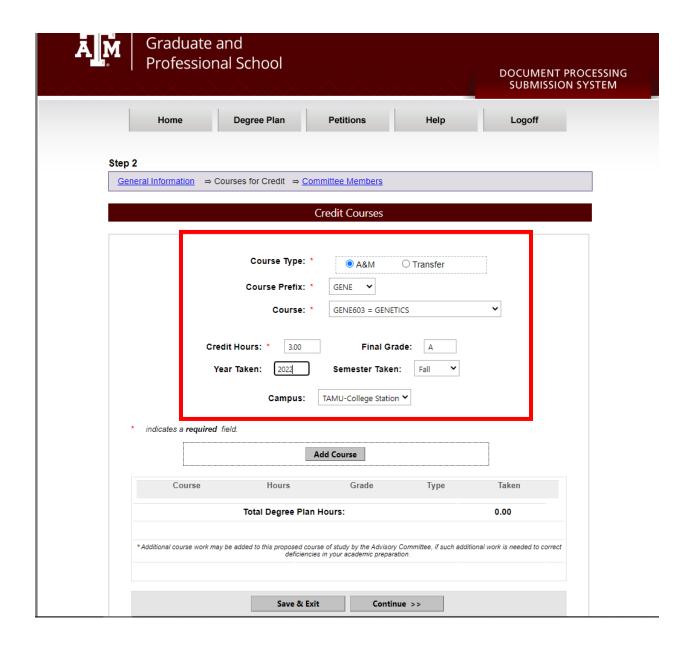
MEMBER OF THE
TEXAS A&M
UNIVERSITY
SYSTEM

5) You'll move on to the next step and complete the General information fields, starting with your name. In your case, you should add Department, College, Degree, Major, and Option, as indicated in the picture below.

6) After completing these fields, and if for any reason you can't complete Step 2, you can click on Save & Exit and complete the following steps (Courses for Credit and Committee Members) later. If you want to keep going, you click 'Continue.'

7) After clicking on 'Continue' you will progress to Step 2, adding your Courses for Credit. <mark>Remember that the total credit hours for a PhD degree is 64 credit hours if you have a Master's degree and 96 credit hours otherwise.</mark>

8) I added an example using the GENE 603 Course. You will complete the following fields: Course Type, Course Prefix, Course, Credit Hours, Final Grade (if you know it), Year Taken, Semester Taken, and Campus. Then, iterate the same process for all courses you want to include in your degree plan.

9) Again, if for some reason you can't complete the process in one sitting, you can click 'Save & Exit' and come back later. Otherwise, you will hit the 'Add Course' button for each course you want to add. Once you add all the classes, click 'Continue' to go to the last step.

10) Finally, you will add all your committee members starting with your chair (see example below) and then the rest of the committee. After adding the Role and Name you will click 'Add Member' and iterate the process for the rest. Once you are done click 'Finish.'

11) After that the Degree Plan will be revised and approved by Dr. Isabel Caballero, if everything looks OK, it will go to your chair and committee members. Lastly, it will be approved by Dr. Adelman and finally the Graduate & Professional School. It will take around 3-4 weeks for your degree plan to be approved.

Home	Degree Plan	Petitions	Help	Logoff

Step 3

General Information ⇒ Courses for Credit ⇒ Committee Members

Committee Members

Committee Role	Name	Department

Role: * Chair

Name: * Threadgill, David

Department	Primary Dept
VTPB	BCBP
TOXI	BCBP
NUTR	BCBP
NFSC	BCBP
GGEN	BCBP
GENE	BCBP
BIOT	BCBP
BCBP	BCBP

* indicates a **required** field.

Add Member

Finish