

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

- 1) Log into DPPS: <https://ogsdpps.tamu.edu/> and click on 'Students'

ogsdpps.tamu.edu

TEXAS A&M UNIVERSITY  
Graduate and Professional School

Graduate and Professional School - Document Processing Submission System

### 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.

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- 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](#).'

ogsdps.tamu.edu/Student/studenthome.aspx

 TEXAS A&M UNIVERSITY  
Graduate and Professional School

DOCUMENT PROCESSING SUBMISSION SYSTEM

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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.

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



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### Degree Plan

Please create a degree plan.

Add

- 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.'



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Step 1

General information ⇒ Courses for Credit ⇒ Committee Members

General Information

Name:	*	First	M.I.	Last
		Isabel		Caballero
Department:	*	GGEN   GENETICS AND GENOMICS		
College:	*	COLLEGE OF AGRICULTURE AND LIFE SCIENCES		
Degree:	*	Doctor of Philosophy		
Major:	*	GGEN   Genetics and Genomics		
Option:	*	Thesis		

\* indicates a required field.

Save & Exit      Continue >>

- 7) After clicking on 'Continue' you will progress to Step 2, adding your Courses for Credit. Remember that the total credit hours for a PhD degree are 64 credit hours if you have a master's degree and 96 credit hours otherwise.
- 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 session, 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.



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Step 2

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

Credit Courses

**Course Type:** \*  A&M  Transfer

**Course Prefix:** \* GENE

**Course:** \* GENE603 = GENETICS

**Credit Hours:** \* 3.00 **Final Grade:** A

**Year Taken:** 2023 **Semester Taken:** Fall

**Campus:** TAMU-College Station

\* indicates a required field.

Add Course

Course	Hours	Grade	Type	Taken
<b>Total Degree Plan Hours:</b>				<b>0.00</b>
<small>* 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.</small>				

Save & Exit

Continue >>

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.'



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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

11) You are now ready to audit your degree plan. In this step, all your information will be checked before submission.

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Your degree plan is ready to be audited.  
The Audit step will verify that your degree plan passes all the requirements for submission to your committee members for approval.  
When you are ready to audit your degree plan press the "Audit" button on the Degree Plan screen.

Degree Plan

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12)The next screen will tell you the approval status. For example, below the status is shown as INC. You'll hit the Audit button to check for errors before submission.

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Degree Plan - PHD in GGEN created on February 21, 2024

Your Approval Status is: INC

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

View Edit Delete Audit

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The screenshot shows the 'Audit' page of the Document Processing Submission System. At the top left is the Texas A&M University logo and the text 'TEXAS A&M UNIVERSITY Graduate and Professional School'. At the top right is the text 'DOCUMENT PROCESSING SUBMISSION SYSTEM'. Below this is a navigation bar with buttons for 'Home', 'Degree Plan', 'Petitions', 'Help', and 'Logoff'. The main content area has a dark red header with the word 'Audit' in white. Below this is a white box containing the following text: 'The system is about to audit your degree plan. When audited, your degree plan will be checked to make sure it meets the qualifications to be submitted to your committee members for review. If problems are discovered while auditing the degree plan, you will be given the opportunity to change your degree plan and audit again or request an exception to the catalog rules and limitations. Some problems are not eligible for an exception and must be corrected by editing the degree plan.' At the bottom of this box are two buttons: 'Audit' and 'Cancel'. The 'Audit' button is highlighted with a red square. At the very bottom of the page is a dark red footer with the text: 'Graduate and Professional School | Search | Contact the Graduate and Professional School | Privacy & Security Policy'.

13) You will now see the audit results. On the next window you will see whether your degree plan passed the audit. If everything looks good, then the final step will be 'submit' as also shown below.





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### Audit Results

Your degree plan has been audited.

Reason	Severity
Rule # C4 - If you have selected a co-chair, that Faculty Member may require departmental review. The approval decision will occur at the department pre-approval level.	None

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.

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### Degree Plan - PHD in GGEN created on February 21, 2024

Your Approval Status is: AU1

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.

View

Edit

Delete

Audit

Submit

14)After you click 'Submit', your degree plan will be revised and approved by Dr. Caballero, then, it will go to your chair and committee members. Lastly, it will be approved by Dr. Adelman and the Graduate & Professional School. It will take around 3-4 weeks for your degree plan to be approved.