

PETITIONS

For more information, contact:

Office of Graduate Studies
302 Jack K. Williams
Administration Building
1113 TAMU
College Station, TX
77843-1113

Phone: (979) 845-3631
Fax: (979) 845-1596
Email: OGS@TAMU.EDU
Web Site: <http://vpr.tamu.edu/ogs.html>

Office of Graduate Studies Petitions Factsheet

During the course of your graduate career it may become necessary for you to make requests of the Office of Graduate Studies that must be submitted, with the required approvals, on an Office of Graduate Studies petition form. Each petition will be considered on its own merit by the Dean of Graduate Studies.

Petitions must have the following signatures, recommending approval of the request, prior to the submission of the petition to the Office of Graduate Studies:

- all members of the existing advisory committee if you have an approved degree plan on file with the Office of Graduate Studies;
- the head of your academic department;
- the intercollegiate faculty chair for students in interdisciplinary programs.

Use Petitions to:

- *Change Major*
- *Change Degree Sought*
- *Change Department*
- *Change Committee Members*
- *Change Courses on Approved Degree Plan*
- *Request Exceptions to Published Rules*

Change of Major, Degree, or Department

You should specifically state on the petition form the new degree, major, or department desired. In addition to the signatures stated previously, petitions to change department must also be reviewed and signed by the department head of the new department.

Change of Advisory Committee Membership

This type of petition must clearly identify new members, members who are leaving, or members who are changing status within the committee (e.g., chair becomes member, member becomes co-chair, etc.) In addition to the signatures stated above, the signature of any new committee member will be required.

Change of Courses on the Approved Degree Plan

You should identify courses to be deleted and courses to be added by official course prefixes, course numbers, titles, and assigned semester hour value. Particular attention should be paid to the final total hours the degree plan will carry following the changes. Petitions will not be approved if the approval would cause the number of credit hours to fall below the minimum hours required for the degree. Courses appearing on the degree plan in which a grade of D, F or U has been earned must be repeated at Texas A&M and the grade must be absolved by earning a grade of C or better. Only the signatures stated previously are required for course changes.

If requesting to use transfer work, a transcript must be on file with the Office of Graduate Admissions. If the transfer work has not yet been taken, indicate "to be taken" and the name of the institution on the petition. Transfer work is subject to the limitations stated in the *Graduate Catalog*.

Requests for Exceptions to Published Rules

Exceptions to published rules may be requested by petition. You should take particular care in providing reasons for requesting an exception. The information provided should include the particulars of any situation that would support an exception to a University requirement that is uniformly applied to all other students. Only the signatures stated previously are required for exception requests. Some petitions may be referred to the the dean of your college by the Office of Graduate Studies.

If you have additional questions, please feel free to contact the Office of Graduate Studies (OGS) at (979) 845-3631. If you would like to e-mail us, our address is OGS@tamu.edu.

This supplement should only be used in conjunction with the *Graduate Catalog* and *Texas A&M University Student Rules*.

NOTICE

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Q *How long does it take for a petition to be processed?*

A It normally takes 4 to 6 weeks for a petition to be processed. It may take more or less time depending upon the type of petition and the time of the academic year when you submit your petition. Please allow at least 4 weeks.

Q *May I submit a petition at the same time I submit my final defense schedule?*

A Yes, but you should allow extra processing time—we suggest that you allow 15 additional working days.

If you have additional questions, you may contact the Office of Graduate Studies (OGS) at 845-3631, or you may e-mail the staff at OGS@TAMU.EDU.

This supplement should be used only in conjunction with the *Graduate Catalog* and the *Texas A&M University Student Rules*.

Q *What if the committee member I am removing is no longer affiliated with TAMU?*

A If this is stated in the petition, a signature will not be required from that committee member.

Q *What if one of my committee members is out of town and not available to sign a petition?*

A That person's department head or another person authorized to sign graduate documents for that department may sign for the missing member.

Q *Will OGS accept a faxed petition?*

A No. We must have the original signatures of all of the committee members and the student.

Q *Who must sign in the space for Intercollegiate Faculty Head on petitions?*

A Students pursuing a major of genetics, food science and technology, nutrition, molecular and environmental plant sciences, biotechnology or toxicology are in Intercollegiate programs. The chairs of these intercollegiate faculties must approve petitions for their students by signing in this space.