**PETE 692** is your project and final report that you work one-on-one with the Chair of your committee. There may be a lot of research entailed in PETE 692; thus, it is *recommended* as the last course to be taken alone. Once completed and approved by your chair, you will then present and defend your written report to your committee. In order for DL staff to register you in PETE 692, they need to know your advisor to obtain a special section number. This can take a couple of days to receive and get uploaded into the system. Do NOT wait until last minute.

**Distance Learning website:** Sample reports will soon be uploaded on an internal website. Until then, DL staff can send you one via email. If you would like us to use your final report as an example for future students, let us know.

**DL Listserv:** Information is sent out every semester with an explanation on how to go about defending your project. If you are not already on the DL Listserv [http://www.pe.tamu.edu/dl_program](http://www.pe.tamu.edu/dl_program) -- it is recommended you join. Just click on “current students” for how to sign up to receive this important information, as well as other information to help you through your degree.

**Dates/deadlines about graduation:** Office of Graduate and Professional Studies: [http://ogs.tamu.edu](http://ogs.tamu.edu) click on current students and graduation dates and deadlines.

**HOWDY.tamu.edu:** Click on degree evaluation to see if courses you took match your degree plan. If not, then go back to the Office and Professional Graduate Studies ([http://ogs.tamu.edu](http://ogs.tamu.edu)) website and fill out a petition for course changes at least a semester prior to graduation. If you submitted a degree plan prior to February 1, 2013 – first try to submit online; if you have some trouble submitting it online -- then fill it out, print it out, sign it, and scan to DL staff for signatures. Be sure you list your three members and the Department Head: Dr. Daniel Hill. Signatures take time, do not ask DL staff last minute, chances are you will end up waiting until the following semester to graduate.

**COMMITTEE MEMBERS:** You will involve them once you are getting closer to defending the report. Your last semester you might want to send them a friendly reminder thanking them –again- for serving on your committee and reminding them you are a DL student and working with your Chair on completing your report and will contact them soon for dates/times that will work to defend you project.