Graduate Program

Student Handbook
Welcome to Petroleum Engineering

Mission Statement

...to create, preserve, integrate, transfer and apply petroleum engineering knowledge.
...to produce capable future engineers and to enhance the capabilities of current practitioners.

Vision

That "I am an Aggie Petroleum Engineer" be the most respected, prestigious self-definition within the petroleum engineering profession.

Contact Us:
Mail:
Petroleum Engineering Graduate Studies
Texas A&M University
3116 TAMU, 401W RICH
College Station, Texas 77843-3116

Phone:
(979) 847-9095

E-Mail:
graduate_program@tamu.edu

**Note: This handbook supplements the information provided in the University Graduate Catalog. The information provided is departmental policy for degrees offered. Information in this handbook is subject to change without notice. Exceptions to departmental polices as specified in this handbook are rarely granted.**
# Graduate Program Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenn-Tai Liang</td>
<td>Director of Graduate Programs (a.k.a. Graduate Advisor)</td>
</tr>
<tr>
<td></td>
<td>Dr. Liang is responsible for overseeing the graduate program, which includes everything from the admission process to graduation.</td>
</tr>
<tr>
<td>Ding Zhu</td>
<td>Chair, Graduate Admissions Committee</td>
</tr>
<tr>
<td></td>
<td>Dr. Zhu is responsible for coordinating the review of all graduate applications submitted to the department. She often meets with prospective students that have questions about admission.</td>
</tr>
<tr>
<td>Eleanor Schuler</td>
<td>Senior Administrative Coordinator, Graduate Program</td>
</tr>
<tr>
<td></td>
<td>Advises graduate students in all areas of the graduate program and works closely with the Director of Graduate Programs. Students can contact Eleanor with any academic or general questions.</td>
</tr>
<tr>
<td>Barbi Miller</td>
<td>Administrative Associate IV, Graduate Program</td>
</tr>
<tr>
<td></td>
<td>Assists with application packets, admission letters, special request letters, and graduate seminars.</td>
</tr>
</tbody>
</table>
Introduction
Welcome to the Graduate Program in Petroleum Engineering at Texas A&M University. The University and the Harold Vance Department of Petroleum Engineering have requirements that you must satisfy to complete your graduate degree. The requirements of the University appear in the Graduate Catalog and are monitored by the Office of Graduate and Professional Studies (OGPAS). The purpose of this handbook is to provide information about specific additional requirements required by the Harold Vance Department of Petroleum Engineering, and about the policies and procedures of the department.

Petroleum Engineering Policies & Procedures
This handbook provides information about the graduate programs in the Harold Vance Department of Petroleum Engineering Department at Texas A&M University to new and continuing graduate students. It establishes departmental governing policies on a variety of topics not available in publications from the University Office of Graduate and Professional Studies or in the Graduate Catalog.

Registering for Classes
The Graduate Programs Office, located in the Richardson building 401W, assists new graduate students with initial course selection and with identifying potential faculty advisors. The Graduate Program Coordinator can help with any of the administrative requirements related to your graduate education at Texas A&M University.

The Schedule of Classes for each semester can be obtained through the Howdy portal at https://howdy.tamu.edu. Registration is also accomplished through the Howdy portal by utilizing the Add/Drop Courses link on the My Record tab.

Class Force Request
When a class you want is full, you must obtain written (or e-mail) permission from the course instructor before you can be forced into the class by the Graduate Program Coordinator.

Seminar (PETE 681)
Students are encouraged to attend Seminar every semester. Students are also required to register for Seminar hours for the first two semesters in which they are full-time, unless 1) they have a course in which they are a TA at the same time as the scheduled Seminar, or 2) they are enrolled in a formal course that meets at the same time as Seminar. Seminar must be listed on the degree plan when filed.

- 2 Hours MS degree plan
- 4 Hours PhD degree plan

Student Paper Contest Registration (PETE 614 or PETE 615)
Students must register and participate in the Student Paper Contest at least once during their degree program. Master students will register for PETE 614 and PhD students will register for PETE 615 and must be included in the degree plan. This course is offered in the Spring semester only.

Preregistration Approval Form
All students must submit a completed and signed preregistration for EACH semester. The form can be found here. Each semester the form should be completed prior to registration, signed by your advisor, and submitted to the PETE Graduate Programs Office to avoid being blocked from registration.

Default Advisor
The department's Director of Graduate Programs acts as the default advisor for all master and PhD students in their first semester of study, unless they have already found an advisor. Students should actively seek an advisor and finalize their advisor selection by the end of their first semester. Students should not feel obligated to choose the default advisor as chair of their advisory committee.
**Advisor Selection**
A student can seek any tenured/tenure-track faculty member to be their academic advisor. Once an advisor is selected, an Advisor Selection Form should be submitted to the PETE Graduate Programs Office. The advisory committee is discussed in the “Graduate Program Requirements” section. To make a change-of-advisor request, the current advisor must sign the Advisor Selection Form agreeing to release the student and the new advisor will also need to sign the Advisor Selection Form agreeing to accept the student before it can take effect.

**Advisor Selection Form**

**Graduate Office Assignments**
An Advisor Selection Form must be signed off on by your advisor and submitted to the Graduate Programs Office. The Senior Administrative Coordinator will notify the appropriate PETE staff and they will contact you via email to arrange access to your office. Office space is a privilege, you must hold high academic and personal standard to keep the office during your tenure here. Office space is assigned based on availability and in conjunction with your advisor. You must have a TAMU ID card to receive office space access and a completed and signed Advisor Selection form to receive an office space.

**Degree Level/Program Changes**
Degree level changes for domestic students must be made no later than the 20th class day in fall/spring, and the 4th class day in summer. Degree level changes for international students must be made no later than the 12th class day in fall/spring, and the 4th class day in summer. **International students must work with ISS when making this change** to ensure their immigration paperwork is in order. If students submit later than these deadlines, the requested change will not take effect until the following semester.

**Continuous Enrollment Rule**
MS & PhD Students must be continuously enrolled (excluding summer) for at least one hour during the Fall and Spring semesters, once all formal coursework on their degree plan has been completed. Failure to comply with this rule could result in suspension from the University.

**Graduate GPRs**
Graduate students have three types of Grade Point Ratios (GPR). One is the semester GPR, one is the cumulative GPR (all courses taken at TAMU that are eligible to be used on a graduate degree plan), and the degree plan GPR (only counts courses on the degree plan). All must be maintained at GPR $\geq 3.00$ in order to remain in the graduate program. Failure to comply with this policy may result in a student being placed on probation or dismissed by the University. (See Probation and Dismissal section for more details).

**Q-Drop Policy**
Texas A&M University allows courses to be dropped after the official Drop/Add deadline using a Q-Drop procedure. A Q-Drop allows the student to drop a course during the semester without academic penalty. Students on fellowships or assistantships should be aware that they would lose the fellowships or assistantships if they drop below 9 hours (full-time status). Graduate students are discouraged from Q-Drops whenever possible; the PETE department does not allow hours to be added after the official Add/Drop deadline. **Q-Drop Form**

Note: *International students on F-1 and J-1 visas must be in full-time status at all times, or have received a Reduced Course Load (RCL) approval through ISS before Q-dropping. As per Federal Regulations, dropping below hours without prior ISS approval will result in loss of immigration status. Students out of status may have to stop on-campus employment immediately and will not qualify for other immigration benefits such as off campus employment. It may take months for students to get back in status.*
**Probation and Dismissal**

A GPR of greater than or equal to 3.0 must be maintained. A student will be placed on probation for the following long term and blocked from pre-registration if the GPR falls below 3.0. This includes the cumulative, degree plan or semester GPR. One long semester (does not include summer) is allowed to correct the GPR deficiency and return to 3.0 or higher. Students with cumulative/degree plan GPRs of less than 3.00 will not be allowed to hold or receive ANY type of departmental financial support.

(A student may not participate in an internship if cumulative/degree plan GPR is less than 3.00. If a student’s cumulative/degree plan GPR deficiency is not corrected after one long semester, removal from the graduate program will be initiated.)

**Letter of Intent**

Students that have completed a Master of Science (with thesis) at TAMU can apply for admission to PhD program with a letter of intent. The letter of intent must be filed within one year after the completion of MS degree. Requirements include a GPR in the master’s degree of 3.5 or higher, a strong letter of recommendation from the student’s thesis advisor and proof of funding for the PhD program. Admission is not automatic. The decision will be made by the graduate admission committee after reviewing the materials submitted by the student. **Letter of Intent Form**

**Departmental Letter Request**

Letters for various purposes are often requested. To obtain a departmental letter, students should send an email to the Graduate Program Office requesting that they need a letter.

The email should include:

1. the student’s UIN
2. deadline in which the letter needs to be ready
3. who the letter should be addressed to
4. detailed description/listing of the content that needs to be included in the letter

*Note: In many cases, letters will need to be approved or signed by the student’s committee chair. In this situation, it is recommended that the student copy his/her advisor on this email in order to expedite the process.*

Once the letter is ready, it will be placed in the graduate student’s mailbox, and the student will receive an email notifying them that they can pick it up. Students should not wait until the last minute to make the letter request! Requests that need a quick turnaround (i.e. the same day) are not guaranteed to be ready on time, as it is the student’s responsibility to plan ahead and arrange for sufficient time in making the request.

**Internships Registration (International Students Only)**

PETE 684 (Professional Internship) is the course all international students must register for to be approved for an internship. The course must also be listed on your degree plan. Internships are normally taken during the summer semester and will require advisor approval. A copy of the Curricular Practical Training (CPT) forms (department, student, employer, and employer offer letter) should be submitted to the Graduate Programs Office, once processed a space will be opened under your advisor so you can register for the course. This must be done each semester you are registering for internship hours.
**English Language Proficiency** (International Students only)

Students must be **verified** in order to hold prelims/final exams by fulfilling ONE of the following:

- TOEFL internet score of 80
- GRE verbal score of 147
- IELTS score of 6.0

Students wishing to be employed as TAs must be **certified** by fulfilling ONE of the following:

- Score of 80+ on oral part of the English Language Proficiency Exam (ELPE)
- Score of 26+ on the speaking section of the TOEFL
- Score of 8.0 on the speaking section of the IELTS
- Score of 85 on the speaking section of the TOEFL

• Receive alternative certification (with departmental approval and if the undergraduate degree was completed a 4-year U.S. institution)

The ELPE is offered several times a year. Contact Measurement and Research Services for more information, [http://dars.tamu.edu/Testing/ELPE](http://dars.tamu.edu/Testing/ELPE)

**Funding**

**Research Assistantships/Teaching Assistantships**

- RA positions are offered at the discretion of each faculty member based on availability of funds.
- TA positions are departmental funded and offered based on a student’s qualifications.
- RA/TA positions are generally half-time employment positions requiring 20 hours per week of work (or to be determined by employer)

- RA/TA positions require full-time student status:
  - Registered for 9 semester hours during Fall/Spring
  - Registered for 6 semester hours during the Summer
- RA positions **only** available for MS & PhD students
- Satisfactory academic performance is required (> 3.0 GPR in degree plan and cumulative GPRs)
- MEN students, non-degree students, and students in probationary status are NOT eligible for funding

**Fellowships**

Fellowships come with certain conditions that are unique. Fellowships differ in length of duration, stipend rates, dispersion, funding for tuition and/or fees, registration requirements, etc. Fellowship recipients should carefully familiarize themselves with the requirements of their individual fellowships.

**Out-of-State Tuition Waivers**

See the departmental Business Coordinator if you receive a TA or RA position which entitles you to in-state tuition to ensure that required forms are completed. You must have this form completed every semester.

**Late Fees**

A $100 late fee is assessed if tuition is not paid by the stated deadline each semester. If you register on the 12th day of class or after, you will be assessed a $200 late fee. Students on assistantships and/or fellowships are responsible each semester for registering for the appropriate number of hours required by the assistantship/fellowship. Students should check before the end of the 3rd class day to ensure that all expected departmental/fellowship payments of their tuition and fees (if applicable) were properly posted to their student account. Students should contact the departmental business office if any expected payment is not posted to their account so that corrective action can be taken.
Summary of Degree Requirements – Doctor of Philosophy

Degree Plan
Degree plans for all graduate students should be filed by the end of the 2nd long semester (departmental rule). PhD students must have their degree plan approved at least 90 days prior to the Preliminary Exam (OGAPS rule). Students will incur a hold by OGAPS if a degree plan is not filed by the listed deadline. PhD students will be blocked after they have completed 36 hours of graded coursework.

Committee Requirements
PhD committees will consist of a committee chair (PETE), at least two more PETE faculty committee members, and at least one outside member (not PETE faculty). PhD committees should have at least 4 committee members.

A PETE faculty member who has an appointment in another department/program may serve as either a PETE committee member or an outside committee member to help the student fulfill their committee requirements. To find out in which departments/programs a faculty member has appointments, visit the OGAPS website at http://ogs.tamu.edu/faculty/graduate-faculty-search.

Additional Degree Plan Requirements
Include a minimum of 64 credit hours beyond the master’s degree or 96 hours beyond the bachelor’s degree in your degree plan.

Minimum course requirement for the Doctoral degree is 8 courses (24 credit hours) with at least 4 of these courses being in PETE. Must take 2 hours of PETE 681. Your graduate committee is in charge of the courses that will be on your degree plan. In general, you should take 1/3 course work and, 2/3 research/seminar courses.

Include courses from outside the department. Minimum 2 (3 hour) courses maximum 4. Outside courses must be graduate-level courses directly related to your degree study.

Must take PETE 615 Student Paper Contest. Must participate once during PhD degree and list course on degree plan.

Two credit hours of PETE 684 may be used for internships. (Not required)
No undergraduate coursework may be used for credit on a graduate degree plan in the petroleum engineering department. Transfer work will be evaluated on a case-by-case basis. Transfer work must be graduate level, taken for a grade of A or B at an accredited University and may not be used for prior degree credit.

Degree Plan Submission
In order to submit a graduate degree plan, students will use the OGS Online Degree Plan Submission System (OGSDPSS). Students will need their NetID and password to log in. Committee members will need to be decided upon prior to submission of the degree plan. Students should contact each member and confirm committee acceptance prior to submitting the degree plan online.

Important: Degree plans are not considered “submitted” until they reach OGAPS. Before they reach OGAPS, they must first be approved online by the Graduate Program Coordinator, then by the student’s committee chair and committee members,
then the faculty graduate advisor, and then they go to OGPS for official processing and approval. As a result, this signature routing can take several weeks, and **students will need to make sure they follow up with committee members** to make sure they are aware they need to log in and approve. (The degree plan system is supposed to send an automated notification email, but students should not rely on these emails, especially since it is possible for them to get caught up in junk mail.) Once the degree plan reaches the “submitted” status, it may take up to 6-8 weeks for it to be processed and approved by OGAPS.

**Leveling Courses**

Students with undergraduate engineering degrees in fields other than petroleum engineering are typically required to take a series of 3 – 5 of the following graduate courses designed for non-petroleum majors. **PETE: 661, 662, 663, 664, 665.** The number of these courses will vary for individual students, as each student is evaluated on his or her own educational background and work experience. If you do not hold a previous degree in petroleum engineering, you must have undergraduate coursework in math, or the physical sciences, and you must have credit for mathematics through differential equations and at least a year of calculus-based physics.

**Petitions**

After the degree plan has been submitted, any changes to the degree plan, including committee members, coursework, degree program, etc. should be made through a petition to the Office of Graduate Studies. The link to the online petition forms can be found at: [https://ogsdpss.tamu.edu/default.aspx](https://ogsdpss.tamu.edu/default.aspx)

**Residency Requirement**

A PhD student who holds a master’s degree when he/she enters the doctoral degree program must spend one academic year in resident study. One academic year may include two adjacent regular semesters or one regular semester and one adjacent 10-week summer semester. Enrollment for each semester must be a minimum of 9 credit hours (including the 10-week summer semester) each to satisfy the residence requirement. (See the Graduate Catalog for more information.)

**Qualifying Examination**

The purpose of the PhD Qualifying Examination is to ensure that doctoral candidates in the Department of Petroleum Engineering can demonstrate proficiency in the primary areas of petroleum engineering (drilling, production, and reservoir). As policy, all doctoral students admitted to the Department of Petroleum Engineering are required to take the PhD Qualifying Examination at the conclusion of their first semester. A Master of Science student in the Department of Petroleum Engineering (with a GPA of 3.5 or better) who has not been admitted to the PhD program can petition to take the PhD Qualifying Examination after completing two long semesters. The petition must be approved by their advisor and the graduate advisor. For a MS student, passing the PhD Qualifying Examination does not guarantee admission to the PhD program. The student will still have to file a letter of intent, be reviewed by the Graduate Committee and be officially admitted.

**Format of Examination and Timing:**

The Qualifying Examination consists of **three written exams**, in the areas of reservoir engineering, production engineering, and drilling engineering. The written exams will be offered **twice in an academic year**, in January and May. A PhD student who has been
admitted in a fall semester takes the exam in January, and a student admitted in spring takes the exam in May. The written exams are closed book (i.e., no materials are permitted in the examination). The exams will be on two consecutive days for the three subjects, and each subject exam is 2 hours.

**Exam Preparation:**
The suggested books to study to prepare for the examination are:

If additional preparation is desired, candidates are encouraged to take the courses PETE 661 for Drilling, PETE 662 for Production, and PETE 665 for Reservoir. However, taking these courses and completing them successfully are not required for the written exams.

**Administration of the Examination:**
All new PhD students will be assigned a QE registration number. The candidates will use the registration number throughout the exam. The candidate must not write his/her name on any exam-related papers.

**Exam Outcomes:**
The results of the Qualifying Examination will be reported back from the Examination Committee to the graduate advisor and announced before the beginning of the following semester. The candidate’s continuation in the program will be based on the following rules:

- **Pass:** A student receiving a pass in all three subject areas may continue in the doctoral program. If the student is serving as a GAR or GAT they may have their stipend increased to the PhD level with approval of their supervisor.

- **Conditional Pass:** A student receiving a conditional pass in any of the three subject areas must take a course in the subject area in the following Spring or Fall semester and receive a grade of A or B. Upon successful completion of the course, the student will be issued a pass for that subject area. A course used for the conditional pass cannot be used for graduate degree-plan credits. A grade of C or below will be considered a failure for the subject area.

- **Failure:** A student failing any of the three subject areas will be allowed a second attempt in the failed subject area(s) when the next Qualifying Examination is offered. If a student fails any subject area after the second attempt, he/she will be dismissed from the PhD program. No-shows for the exam will be treated as a failure.

**Annual PhD Student Review System**
Review of student progress once a year to provide an opportunity to assess performance and clarify expectations between student and advisor. Annual assessment of student progress includes goal setting, identifying milestones for the coming year, and clearly setting expectations. The form can be found here [Annual PhD Student Review System form](#).
Preliminary Exam
The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan or within 6 hours of completion.

Check List for Preliminary Examination
• Approved degree plan on file with OGPAS
• All formal coursework complete or within 6 hours of completion (Does not include 691 hours)
• GPR on degree plan 3.0 or higher
• Overall GPR 3.0 or higher
• Registered in the semester exam will be taken

PRELIMINARY EXAM FORMS: No advance notification to OGAPS is required for the Preliminary Exam. The Preliminary Exam Checklist and Report of the Preliminary Examination signature page should be printed and filled out by the student. The check list should be done at least a week prior to the oral part of the preliminary exam and requires the student signature, committee chair signature and department or graduate advisor signature. The exam signature form should be brought to the exam for committee signatures, BOTH forms should be turned into OGPAS.

Report of Preliminary Examination
Credit for the preliminary examination is not transferable in cases where a student changes degree programs after passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student’s examination committee is responsible for making all written examinations available to all members of the committee. A positive evaluation of the preliminary exam by all members of a student’s examination committee with at most one dissension is required to pass a student on his or her preliminary exam.

The student’s department will promptly report the results of the Preliminary Examination to the Office of Graduate and Professional Studies via the Report of Doctoral Preliminary Examination form. The Preliminary Examination checklist form must also be submitted. These forms should be submitted to the Office of Graduate and Professional Studies within 10 working days of completion of the preliminary examination.

The Report of the Preliminary Examination form must be submitted with original signatures of the approved examination committee members. If an approved examination committee member substitution (one only) has been made, that signature must also be included, in place of the committee member, on the form submitted to the Office of Graduate and Professional Studies. The original signature of the department head is also required on the form.

After passing the required preliminary examination for the doctoral degree, the student must complete the final examination for the degree within four calendar years. Otherwise, the student will be required to repeat the preliminary examination.

Retake of Failed Preliminary Examination
Upon approval of the student’s examination committee, with no more than one member dissenting, and approval of the Office of Graduate and Professional Studies, a student who has failed the preliminary examination may be given one re-examination. Adequate time must be given to permit the student to address the inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate in writing to the student, an adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and the committee should jointly negotiate a
A candidate for an advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application form. A minimum of two weeks is required for review of the proposal by the advisory committee and department head prior to asking for signature.

**Proposal Submission**

The research proposal is a description of the research which the student intends to undertake and which will be reported in a detailed, comprehensive fashion in the completed thesis. It also offers the student an opportunity to convince the chair and other members of the advisory committee of his/her ability to pursue the projected topic to a successful conclusion. PhD students should submit their proposal once they have completed the preliminary exam or in conjunction with their preliminary exam. Research Proposal Form

Applying for Graduation

Students should apply for graduation in the beginning of their last semester. This is done online through the My Record tab in the Howdy portal. The deadline is usually within the first two weeks of the semester. Graduation deadlines fall throughout the semester and must be completed prior to the last day of the semester. Check the OGAPS deadline calendar for each semester's deadline.

A graduate degree is conferred at the close of each regular semester and 10-week summer semester. A candidate for an advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application for degree to the Office of the Registrar and by paying the required graduation fee to Student Business Services no later than the Friday of the fifth week of the fall or spring semester, or the Friday of the first week of the second summer term. The electronic application can be accessed via the Howdy portal. A cancellation made after the application deadline will not result in a refund of the diploma fee. Graduate degree candidates who have completed all degree requirements will not be allowed to cancel their graduation application without approval from the Office of Graduate and Professional Studies.

Students should check the website of the Office of the Registrar at http://graduation.tamu.edu to determine the date and time of his/her graduation ceremony.

**Final Examination (Dissertation Defense)**

The Request and Announcement of the Final Examination (final defense) should be submitted to OGAPS no less than 14 weeks after the Preliminary Exam paperwork has been submitted (OGAPS rule) AND at least 10 working days before the scheduled final exam. Request and Announcement of the Final Examination form

The exam should not be administered until the dissertation is in substantially final form to the student’s committee, and all concerned have had adequate time to review and tentatively approve the document.

Once the form has been signed by the committee chair (and co-chair if applicable) the form should be submitted to the PETE Graduate Programs Office for approval and department head signature.
Students should submit their final copy of their dissertation to their advisor at least 2 weeks prior to their scheduled exam date.

The Report of the Final Exam form must be submitted to OGAPS within 10 days of the final examination.

**Dissertation Submission:**
Upload one approved final copy of the dissertation or record of study as a single pdf file to etd.tamu.edu and submit the fully signed Dissertation Approval Form to the Office of Graduate and Professional Studies. Note that a paper form of the dissertation approval page must be submitted to the Office of Graduate and Professional Studies with original committee signatures.

No content changes may be made to the thesis after it has been submitted to the Thesis Office.
# Sample PHD Degree Plan

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETE 6XX</td>
<td>3 hours</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3 hours</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3 hours</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3 hours</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3 hours</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3 hours</td>
</tr>
<tr>
<td>PETE 615 PHD Stud Paper Contest</td>
<td>0 hour</td>
</tr>
<tr>
<td>PETE 681 Seminar</td>
<td>1 – 4 hours</td>
</tr>
<tr>
<td>PETE 684 internship</td>
<td>1 – 4 hours</td>
</tr>
<tr>
<td>Outside PETE course</td>
<td>3 hours</td>
</tr>
<tr>
<td>Outside PETE course</td>
<td>3 hours</td>
</tr>
<tr>
<td>PETE 691 research hours</td>
<td>1 – 30 hours</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>64 Total hours (required minimum)</strong></td>
</tr>
</tbody>
</table>

**PETE 615** PhD Graduate Student Paper Contest. Student must register and participate once during PhD degree.

**PETE 681** Seminar. 2 hours are required on the PhD degree plan and up to 4 hours maybe used toward the degree.

**PETE 684** Internship hours are a required. One hour credit course for international students pursuing an internship. Students must register for PETE 684 for one hour each semester they are pursuing an internship.

**Committee:** PhD Degree plan must include 4 members of the [Graduate Faculty](#).

- **Advisor** – PETE faculty member
- **Co-advisor or member** – PETE faculty
- **Member** – PETE Faculty
- **Outside member** – Not a PETE faculty member

**Potential outside the department classes:**

- MATH 609
- MATH 610
- CHEN 629
- STAT 608
- CHEN661
- GEOL 619
- GEOL 624
- INEN 621
- MATH 602
- STAT 616
- STAT 636

**Example of courses not allowed for degree plan credit:**

- STAT 651
- STAT 652
### Doctor of Philosophy Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>When</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meet with departmental graduate advisor to plan course of study for first semester</td>
<td>Before first semester registration</td>
<td>Graduate advisor</td>
</tr>
<tr>
<td>2</td>
<td>Take the PETE Department Qualifying Exam</td>
<td>End if first semester. Given in January and May each year</td>
<td>PETE Department Graduate Committee</td>
</tr>
<tr>
<td>3</td>
<td>Establish advisory committee; submit your <a href="#">degree plan online</a></td>
<td>Degree plans should be filed by the end of the 2nd long semester</td>
<td>PETE Graduate Programs Office, advisory committee, department head, and OGAPS</td>
</tr>
<tr>
<td>4</td>
<td>Complete course work detailed on the approved degree plan.</td>
<td>Before preliminary exam can be scheduled</td>
<td>Student and PETE Graduate Programs Office can review</td>
</tr>
<tr>
<td>5</td>
<td>Complete Preliminary Examination and Submit <a href="#">Checklist and the Report of the Preliminary Exam</a></td>
<td>The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan. Results must be received by OGAPS 10 working days after exam date.</td>
<td>PETE Graduate Programs Office, advisory committee, department head, and OGAPS</td>
</tr>
<tr>
<td>6</td>
<td>Submit research proposal for dissertation and the <a href="#">Research Proposal Approval Form</a> to the Office of Graduate and Professional Studies</td>
<td>Upon completion of the preliminary exam; Must be done at least one semester prior to graduation</td>
<td>Advisory committee, department head and OGAPS</td>
</tr>
<tr>
<td>7</td>
<td>Complete residence requirement. Must be registered for 9 <a href="#">resident</a></td>
<td>Before submitting request to schedule final oral examination</td>
<td>PETE Graduate Programs Office and OGAPS</td>
</tr>
<tr>
<td>Step</td>
<td>What to Do</td>
<td>When</td>
<td>Approved by</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>(on campus) hours in back to back semesters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Apply for a degree online at the Howdy portal; pay graduation fee</td>
<td>During the first week of the final semester; pay graduation fee after graduate application is submitted; see OGAPS calendar for deadlines</td>
<td>OGAPS</td>
</tr>
<tr>
<td>9</td>
<td>Submit Request and Announcement of Final Examination to hold and announce final examination</td>
<td>Must be received by OGAPS at least 10 working days before final exam date; see OGAPS calendar for deadlines</td>
<td>PETE Graduate Programs Office, advisory committee, department head and OGAPS</td>
</tr>
<tr>
<td>10</td>
<td>Successfully complete final examination</td>
<td>The Report of the Final Examination form should be submitted to OGAPS within 10 days following the exam by the department</td>
<td>Advisory committee and OGAPS</td>
</tr>
<tr>
<td>11</td>
<td>Upload one approved final copy of the dissertation or record of study as a single pdf file to etd.tamu.edu and submit the fully signed Dissertation Approval Form to the Office of Graduate and Professional Studies</td>
<td>See OGAPS calendar for deadlines</td>
<td>Advisory committee, department head and OGAPS</td>
</tr>
<tr>
<td>12</td>
<td>Graduation; arrange for cap and gown</td>
<td>More information</td>
<td></td>
</tr>
</tbody>
</table>
Summary of Degree Requirements – Master of Science

Degree Plan
Degree plans for all graduate students should be filed by the end of the 2nd long semester (departmental rule). Students will incur a hold by OGAPS if a degree plan is not filed. Master’s students will be blocked after they have completed 9 hours of graded courses.

Committee Requirements
Master of Science committees will consist of a committee chair (PETE), at least one more PETE faculty committee member, and at least one outside member (non-PETE faculty). Masters committees should have at least 3 committee members.

A PETE faculty member who has an appointment in another department/program may serve as either a PETE committee member or an outside committee member to help the student fulfill their committee requirements. To find out in which departments/programs a faculty member has appointments, visit the OGAPS website at http://ogs.tamu.edu/faculty/graduate-faculty-search.

Additional Degree Plan Requirements
Include a minimum of 32 credit hours in your degree plan.
Take at least 3 of the core courses (required for students without undergraduate petroleum engineering degree)
Must take 2 hours of PETE 681.
Observe University limits on certain courses:
  ►No more than 9 hours transfer credit from another peer department.
  ►No more than 12 hours of 689 courses.
  ►No more than 8 hours of 691 courses.
  ►No more than 6 hours of 685 courses.
Include courses from outside the department. Minimum 2 (3 hour) courses, maximum 4. Outside courses must be graduate-level courses directly related to your degree study.
Must take PETE 614 Student Paper Contest. Must participate once during master degree and list course on degree plan.
Two credit hours of PETE 684 may be used for internships. (Not required)
No undergraduate coursework may be used for credit on a graduate degree plan in the petroleum engineering department.
Transfer work will be evaluated on a case-by-case basis. Transfer work must be graduate level, taken for a grade of A or B at an accredited University and may not be used for prior degree credit.

Degree Plan Submission
In order to submit a graduate degree plan, students will use the OGS Online Degree Plan Submission System (OGSDPSS). Students will need their NetID and password to log in. Committee members will need to be decided upon prior to submission of the degree plan. Students should contact each member and confirm committee acceptance prior to submitting the degree plan online.
Important: Degree plans are not considered “submitted” until they reach OGAPS. Before they reach OGAPS, they must first be approved online by the Graduate Program Coordinator, then by the student's committee chair and committee members, then the faculty graduate advisor, and then they go to OGPS for official processing and approval. As a result, this signature routing can take several weeks, and students will need to make sure they are following up with committee members to make sure they are aware they need to log in and approve. The degree plan system is supposed to send an automated notification email, but students should not rely on these emails, especially since it is possible for them to get caught up in junk mail. Once the degree plan reaches the “submitted” status, it may take up to 6-8 weeks for it to be processed and approved by OGAPS.

Leveling Courses
Students with undergraduate engineering degrees in fields other than petroleum engineering are typically required to take a series of 3 – 5 of the following graduate courses designed for non-petroleum majors. **Pete: 661, 662, 663, 664, 665.** The number of these courses will vary for individual students, as each student is evaluated on his or her own educational background and work experience. If you do not hold a previous degree in Petroleum Engineering, you must have undergraduate coursework in math, or the physical sciences, and you must have credit for mathematics through differential equations and at least a year of calculus-based physics.

Petitions
After the degree plan has been submitted, any changes to the degree plan, including committee members, coursework, degree program, etc. should be made through a petition to the Office of Graduate Studies. The link to the online petition forms can be found at: [https://ogsdpss.tamu.edu/default.aspx](https://ogsdpss.tamu.edu/default.aspx)

Residency Requirement
Master’s students must complete 9 resident credit hours during one regular semester or one 10-week summer semester.

Proposal Submission (MS)
The research proposal is a description of the research which the student intends to undertake and which will be reported in a detailed, comprehensive fashion in the completed thesis.

It also offers the student an opportunity to convince the chair and other members of the advisory committee of his/her ability to pursue the projected topic to a successful conclusion. Master of Science students should submit the research proposal by the end of their first year plus 1 semester after commencing graduate studies within the department.

A minimum of two weeks is required for review of the proposal by the advisory committee and department head prior to asking for signature. **Research Proposal Form**

Applying for Graduation
Students should apply for graduation in the beginning of their last semester. This is done online through the My Record tab in the Howdy portal. The deadline is usually within the first two weeks of the semester. Check the OGAPS deadline calendar for each semester’s deadline.

A graduate degree is conferred at the close of each regular semester and 10-week summer
semester. A candidate for an advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application for degree to the Office of the Registrar and by paying the required graduation fee to Student Business Services no later than the Friday of the fifth week of the fall or spring semester or the Friday of the first week of the second summer term. The electronic application can be accessed via the Howdy portal. A cancellation made after the application deadline will not result in a refund of the diploma fee. Graduate degree candidates who have completed all degree requirements will not be allowed to cancel their graduation application without approval from the Office of Graduate and Professional Studies. Students should check the website of the Office of the Registrar at http://graduation.tamu.edu to determine the date and time of his/her graduation ceremony.

**Final Examination (Thesis Defense)**
The Request and Announcement of the Final Examination (final defense) should be submitted to OGAPS at least 10 working days before the scheduled final exam.

The exam should not be administered until the thesis is in substantially in final form to the student's committee, and all concerned have had adequate time to review and tentatively approve the document.

Once the form has been signed by the committee chair (and co-chair if applicable) the form should be submitted to the PETE Graduate Programs Office for approval and department head signature. Request and Announcement of the Final Examination form

Students should submit the final copy of their thesis to their advisor at least 2 weeks prior to their scheduled exam date.

The Report of the Final Exam form must be submitted to OGAPS within 10 days of the final examination.

**Thesis Submission:**
Upload one approved final copy of thesis as a single PDF file to etd.tamu.edu and submit signed thesis approval form to Office of Graduate and Professional Studies. Note that a paper form of the thesis approval page must be submitted to the Office of Graduate and Professional Studies with original committee signatures.

No content changes may be made to the thesis after it has been submitted to the Thesis Office.
Sample MS Degree Plan

<table>
<thead>
<tr>
<th>Course Name/Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETE 6XX</td>
<td>3</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3</td>
</tr>
<tr>
<td>PETE 6XX</td>
<td>3</td>
</tr>
<tr>
<td>PETE 681</td>
<td>2 hours</td>
</tr>
<tr>
<td>PETE 614 MS Stud Paper Contest</td>
<td>0 hour credit</td>
</tr>
<tr>
<td>PETE 684 Internship</td>
<td>1 – 2 hours</td>
</tr>
<tr>
<td>Outside PETE course</td>
<td>3</td>
</tr>
<tr>
<td>Outside PETE course</td>
<td>3</td>
</tr>
<tr>
<td>PETE 691 Research hours</td>
<td>At least one hour up to 8</td>
</tr>
<tr>
<td>Total</td>
<td>32 hours (required minimum)</td>
</tr>
</tbody>
</table>

**PETE 614** MS Graduate Student Paper Contest. Student must register and participate once during MS degree.

**PETE 681** Seminar. 2 hours are required on the MS degree plan.

**PETE 684** Internship hours are a required one hour credit course for international students pursuing an internship. Students must register for PETE 684 for one hour each semester they are pursuing an internship.

**Committee**: A master’s degree plan must include 3 members of the Graduate Faculty

- **Advisor** – PETE faculty member
- **Co-advisor or member** – PETE faculty
- **Outside member** – Not a PETE faculty Member

**Potential outside the department classes:**

- MATH 609
- MATH 610
- CHEN 629
- STAT 608
- CHEN661
- GEOL 619
- GEOL 624
- INEN 621
- MATH 602
- STAT 616
- STAT 636

**Example of courses not allowed for degree plan credit:**

- STAT 651
- STAT 652
# Master of Science Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>When</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meet with departmental graduate advisor to plan course of study for first semester</td>
<td>Before first semester registration</td>
<td>Graduate advisor</td>
</tr>
<tr>
<td>2</td>
<td>Establish advisory committee; submit your <strong>degree plan online</strong></td>
<td>Must be submitted after 9 graded hours have been accumulated. (Normally end of first semester)</td>
<td>PETE Graduate Programs Office, advisory committee, department head, and OGAPS</td>
</tr>
<tr>
<td>3</td>
<td>Submit thesis <strong>Research Proposal Approval Form</strong> to the Office of Graduate and Professional Studies</td>
<td>Must be submitted no later than 20 working days prior to submitting the request and announcement of final examination</td>
<td>PETE Graduate Programs Office, advisory committee, department head and OGAPS</td>
</tr>
<tr>
<td>4</td>
<td>Apply for a degree online at the <strong>Howdy portal</strong>; pay graduation fee</td>
<td>During the first week of final semester; pay graduation fee after graduate application is submitted; see OGAPS calendar</td>
<td>OGAPS</td>
</tr>
<tr>
<td>5</td>
<td>Check to make sure degree program and advisory committee are up-to-date, and</td>
<td>Well before submitting request to schedule final examination</td>
<td>PETE Graduate Programs Office, advisory committee, graduate advisor</td>
</tr>
<tr>
<td>Step</td>
<td>What to Do</td>
<td>When</td>
<td>Approved by</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>course work is complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Complete residence requirement; Registered for 9 resident credit hours during one regular semester or one 10-week summer semester</td>
<td>Before final semester</td>
<td>PETE Graduate Programs Office and OGAPS</td>
</tr>
<tr>
<td>7</td>
<td>Submit <a href="#">Request and Announcement of Final Examination</a> to schedule final examination to OGAPS</td>
<td>Must be received by OGAPS at least 10 working days before exam date (See <a href="#">OGAPS calendar</a> for deadlines)</td>
<td>PETE Graduate Programs Office, advisory committee, department head and OGAPS</td>
</tr>
<tr>
<td>8</td>
<td>Successfully complete final examination</td>
<td>The Report of the Final Exam form should be submitted to OGAPS within 10 days following the exam date by the department</td>
<td>Advisory committee and OGAPS</td>
</tr>
<tr>
<td>9</td>
<td>Upload one approved final copy of thesis as a single PDF file to <a href="#">etd.tamu.edu</a> and submit signed <a href="#">thesis approval form</a> to OGAPS</td>
<td>See <a href="#">OGAPS calendar</a> for deadlines</td>
<td>Advisory committee, department head and OGAPS</td>
</tr>
</tbody>
</table>

---

*See [OGAPS calendar](#) for deadlines.*
<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>When</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Graduation; arrange for cap and gown</td>
<td>More information</td>
<td></td>
</tr>
</tbody>
</table>
Summary of Degree Requirements – Master of Engineering

**Degree Plan**
Degree plans for all graduate students should be filed by the end of the 2nd long semester (departmental rule). Students will incur a hold by OGAPS if a degree plan is not filed. Master’s students will be blocked after they have completed 9 hours of graded courses.

**Committee Requirements**
*Master of Engineering* committees will consist of a committee chair (PETE), at least one more PETE faculty committee member, and at least one outside member (non-PETE faculty). Masters committees should have at least 3 committee members.

A PETE faculty member who has an appointment in another department/program may serve as either a PETE committee member or an outside committee member to help the student fulfill their committee requirements. To find out in which departments/programs a faculty member has appointments, visit the OGAPS website at [http://ogs.tamu.edu/faculty/graduate-faculty-search](http://ogs.tamu.edu/faculty/graduate-faculty-search).

**Additional Degree Plan Requirements**
Include a minimum of 36 credit hours in your degree plan.

Take at least 3 of the core courses (required for students without undergraduate petroleum engineering degree)

Must take 2 hours of PETE 681.

Observe University limits on certain courses:

► No more than 9 hours transfer credit from another peer department.
► No more than 12 hours of 689 courses.
► No more than 3 hours of 692 courses.

Include courses from outside the department. Minimum 2 (3 hour) courses, maximum 4. Outside courses must be graduate-level courses directly related to your degree study.

Must take PETE 614 Student Paper Contest. Must participate once during master degree and list course on degree plan.

Two credit hours of PETE 684 may be used for internships. (Not required)

No undergraduate coursework may be used for credit on a graduate degree plan in the petroleum engineering department.

Transfer work will be evaluated on a case-by-case basis. Transfer work must be graduate level, taken for a grade of A or B at an accredited University and may not be used for prior degree credit.

**Degree Plan Submission**
In order to submit a graduate degree plan, students will use the [OGS Online Degree Plan Submission System (OGSDPSS)](http://ogs.tamu.edu/faculty/graduate-faculty-search). Students will need their NetID and password to log in. Committee members will need to be decided upon prior to submission of the degree plan. Students should contact each member and confirm committee acceptance prior to submitting the degree plan online.

**Important:** Degree plans are not considered “submitted” until they reach OGAPS. Before they reach OGAPS, they must first be approved online by the Graduate Program Coordinator, then by the student’s committee chair and committee members,
then the faculty graduate advisor, and then they go to OGPS for official processing
and approval. As a result, this signature routing can take several weeks, and
students will need to make sure they are following up with committee members
to make sure they are aware they need to log in and approve. The degree plan system
is supposed to send an automated notification e-mail, but students should not rely on
these e-mails, especially since it is possible for them to get caught up in junk mail.
Once the degree plan reaches the "submitted" status, it may take up to 6-8 weeks for
it to be processed and approved by OGAPS.

Leveling Courses
Students with undergraduate engineering degrees in fields other than petroleum
engineering are typically required to take a series of 3 – 5 of the following graduate
courses designed for non-petroleum majors. **PETE: 661, 662, 663, 664, 665.** The
number of these courses will vary for individual students, as each student is evaluated
on his or her own educational background and work experience. If you do not hold a
previous degree in Petroleum Engineering, you must have undergraduate coursework
in math, or the physical sciences, and you must have credit for mathematics through
differential equations and at least a year of calculus-based physics.

Petitions
After the degree plan has been submitted, any changes to the degree plan, including
committee members, coursework, degree program, etc. should be made through a
petition to the Office of Graduate Studies. Petition forms can be found at:
http://ogs.tamu.edu/incoming-students/student-forms-and-information/

Residency Requirement
Master’s students must complete 9 resident credit hours during one regular semester or
one 10-week summer semester.

Applying for Graduation
Students should apply for graduation in the beginning of their last semester. This is done
online through the My Record tab in the Howdy portal. The deadline is usually within the first
two weeks of the semester.

Check the OGAPS deadline calendar for each semester’s deadline.
A graduate degree is conferred at the close of each regular semester and 10-week summer
semester. A candidate for an advanced degree who expects to complete his/her work at the
end of a given semester must apply for graduation by submitting the electronic application for
degree to the Office of the Registrar and by paying the required graduation fee to the Student
Business Services no later than the Friday of the fifth week of the fall or spring semester, or
the Friday of the first week of the second summer term. **The electronic application can be
accessed via the Howdy portal. A cancellation made after the application deadline will
not result in a refund of the diploma fee. Graduate degree candidates who have
completed all degree requirements will not be allowed to cancel their graduation
application without approval from the Office of Graduate and Professional Studies.**
Student should check the website of the Office of the Registrar at http://graduation.tamu.edu
to determine the date and time of his/her graduation ceremony.

Final Examination - M. Eng.
The Request and Announcement of the Final Examination should be submitted to OGS no
later than 10 working days prior to the scheduled final exam, or by the OGS deadline,
whichever comes first. The student’s committee must be present during the final exam. The
The exam should not be administered until the project is in substantially final form to the student’s committee, and all concerned have had adequate time to review and tentatively approve the document. Students should submit their final copy to their advisor at least 2 weeks prior to their scheduled exam date.

Once the form has been signed by the committee chair (and co-chair if applicable), the form should be submitted to the PETE Graduate Programs Office for approval and department head signature. **Request and Announcement of the Final Examination form**

Students should submit their final report to their advisor at least 2 weeks prior to their scheduled exam date.

The Report of the Final Exam form must be submitted to OGAPS within 10 days of the final examination.

**Final Project - M. Eng.**

The student will be required to submit a final report, which should describe a single project in which the student put forth substantial effort. Project management can be a component of the assignment(s), but the final report should indicate a mastery of applied engineering skills. An evaluation from the student’s supervisor will also be required at the end of the work period.

<table>
<thead>
<tr>
<th>Sample MEN Degree Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name/Number</strong></td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 6XX</td>
</tr>
<tr>
<td>PETE 681 Seminar</td>
</tr>
<tr>
<td>PETE 614 MS Student Paper Contest</td>
</tr>
<tr>
<td>PETE 684 Internship</td>
</tr>
<tr>
<td>Outside PETE course</td>
</tr>
<tr>
<td>Outside PETE course</td>
</tr>
<tr>
<td>PETE 692 Professional Study</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
</tr>
</tbody>
</table>

**PETE 614 MS Graduate Student Paper Contest.** Student must register and participate once during the MEN degree.

**PETE 681 Seminar.** 2 hours are required on the MEN degree plan.

**PETE 684 Internship hours are required.** One hour credit course for international students pursuing an internship. Students must register for PETE 684 for one hour each semester they are pursuing an internship.

**Committee:** Must include 3 members of the Graduate Faculty

**Advisor** – PETE faculty member
Co-advisor or member – PETE faculty
Outside member – Not a PETE faculty member

Potential outside the department classes:
• MATH 609
• MATH 610
• CHEN 629
• STAT 608
• CHEN 661
• GEOL 619
• GEOL 624
• INEN 621
• MATH 602
• STAT 616
• STAT 636

Example of courses not allowed for degree plan credit:
• STAT 651
• STAT 652
# Master of Engineering Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>When</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meet with departmental graduate advisor to plan course of study for first semester</td>
<td>Before first semester registration</td>
<td>Graduate advisor</td>
</tr>
<tr>
<td>2</td>
<td>Establish advisory committee; submit your degree plan online</td>
<td>Must be submitted after 9 graded hours have been accumulated. (Normally end of first semester)</td>
<td>PETE Graduate Programs Office, advisory committee, department head, and OGAPS</td>
</tr>
<tr>
<td>3</td>
<td>Apply for a degree online at the Howdy portal; pay graduation fee</td>
<td>During the first week of final semester; pay graduation fee after graduate application is submitted; see OGAPS calendar</td>
<td>OGAPS</td>
</tr>
<tr>
<td>4</td>
<td>Check to make sure degree program and advisory committee are up-to-date, and course work is complete</td>
<td>Well before submitting request to schedule final examination</td>
<td>PETE Graduate Programs Office, advisory committee, and graduate advisor</td>
</tr>
<tr>
<td>5</td>
<td>Complete residence requirement; Registered for 9 resident credit hours during one regular semester or one 10-week summer semester</td>
<td>Before final semester</td>
<td>PETE Graduate Programs Office and OGAPS</td>
</tr>
<tr>
<td>Step</td>
<td>What to Do</td>
<td>When</td>
<td>Approved by</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>6</td>
<td>Submit <a href="https://example.com">Request and Announcement of Final Examination</a> OGAPS</td>
<td>Must be received by OGAPS at least 10 working days before exam date (See <a href="https://example.com">OGAPS calendar</a> for deadlines)</td>
<td>PETE Graduate Programs Office, advisory committee, department head, and OGAPS</td>
</tr>
<tr>
<td>7</td>
<td>Successfully complete Final Examination</td>
<td>The Report of the Final Exam form should be submitted to OGAPS within 10 days following the exam date by the department</td>
<td>Advisory committee and OGAPS</td>
</tr>
<tr>
<td>8</td>
<td>Graduation; arrange for cap and gown</td>
<td>More information</td>
<td></td>
</tr>
</tbody>
</table>
Miscellaneous Information

Computer Access
The Petroleum Engineering computer office is located on the 9th floor of the Richardson Building. Students will need to be given card-swipe access in order to use the computers and equipment. For requesting an account, you will need to see the IT Managers in RICH 901. Forms must be completed by students and signed by the Graduate Programs office before an account can be created.

Picture
All graduate students must have their picture taken upon arrival. These pictures are for faculty use and will not be used outside of the department.

Email Address
All students will get a University email address, which they are expected to monitor for important correspondence from the department. For requesting an account or to log in, go to http://gateway.tamu.edu. Your NetID will be your username.

Graduate Catalog
For a comprehensive source of all University rules as they pertain to graduate students, you may access the Graduate Catalog at http://catalog.tamu.edu/. Keep in mind that the information in the catalog represents the University minimum guidelines, and in some cases, PETE has more strict policies.

Health Insurance
Health insurance will be included as a benefit for students who have departmental assistantships; however, that coverage will not begin until the first day of the month following 90 days of employment. Students may be required to contribute to the cost of insurance. Students should check with their personal insurance provider for specific coverage policies. Some insurance companies will allow students to remain on their parents’ policies if they are full-time and under age 25. Other optional health insurance is available through Texas A&M University. Students employed in a graduate assistantship position will have the opportunity to sign up for insurance when completing the required TEES/COE online orientation.

Mailboxes
Graduate student mailboxes are located on the 4th floor, Suite 401. Students are expected to check their mailboxes on a regular basis. Important University correspondence is delivered to student mailboxes, so students should be in the habit of checking their mail at least once per week, if not more often. The address for receiving off-campus mail is:

[Student Name]
Petroleum Engineering Department
Texas A&M University
3116 TAMU
College Station TX 77843-3116

Parking
Parking permits are required to park on the TAMU campus. The parking lots closest to the Richardson Building are Lots 50 (students) and 51 (faculty/staff). Parking permits can be purchased by logging in with your NetID and password at http://transport.tamu.edu.

Rules
Student Rules for Texas A&M University are broken down into three categories: Academic Rules, Student Life Rules, and Student Grievance Procedures. The rules may be accessed at http://student-rules.tamu.edu.
Shuttle Service
Campus shuttles are available for all students to navigate around campus. There are also off-campus shuttle routes that run to various apartment complexes and stores around the Bryan/College Station area. Shuttle route maps may be found at: http://transport.tamu.edu/transit.aspx.

Sports Pass
TAMU has numerous varsity sports teams. Students can purchase a sports pass to attend these events without having to purchase individual tickets. Sports pass information can be found at: http://mysportspass.tamu.edu.

Student ID Cards
All students are required to have a student ID card before the start of classes. The ID card office is located on the second floor of the General Services Complex. If you lose your card, replacements are available for a fee.

Tuition and Fees
Information can be found at http://finance.tamu.edu/sbs/education/cost_attendance.asp.

Signatures for Graduate Forms
Forms that require department head signature should be brought to the graduate coordinator for review and approval. Once approved, the graduate coordinator will collect the department head and/or graduate advisor signature, or provide instructions for completing the form. Note that the student should get their committee approval and signature prior to turning the form into the Graduate Office.

Always fill in the form on the computer, and then print for signatures, so that the only handwritten information on the form is signatures. Your committee members should always be typed on the form and listed under the signature block.
**Student Organizations**

**SPE Society of Petroleum Engineers**
The purpose of the Society of Petroleum Engineers (SPE) is to collect, disseminate, and exchange technical knowledge concerning the exploration, development and production of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for professionals to enhance their technical and professional competence. The dissemination of knowledge of the theory and practice of all aspects of petroleum engineering, and the furtherance of the professional development of the student member. [http://spe.tamu.edu/](http://spe.tamu.edu/) for more information.

**American Association of Drilling Engineers**
The purpose of American Association of Drilling Engineers (AADE) is to provide students at Texas A&M with opportunities to network with professionals in the oil and gas field, to provide information to students about drilling, as well as other trending topics in the industry, and to encourage students to volunteer and take on leadership positions. [http://www.aadetamu.com/](http://www.aadetamu.com/) for more information.

**International Association of Drilling Contractors**
The mission of the International Association of Drilling Contractors (IADC) Texas A&M Student Chapter is to provide opportunities for creative interactions between students, faculty, and drilling industry professionals through chapter-sponsored networking events and professional development activities. We envision engagements that will promote personal relationships rather than just mere connections between members. More info can be found at IADC TAMU - Texas A&M University IADC Student Chapter.

**Pi Epsilon Tau**
Pi Epsilon Tau is the national honor society of petroleum engineers. The goals of this student-led organization is to promote a closer bond between its student members and industry, to broaden the scope of activities of members, and to maintain the high ideals and standards of the engineering profession. [https://tamupiet.wixsite.com/piepsilontau/](https://tamupiet.wixsite.com/piepsilontau/)

**International Student Association**
The mission of the International Student Association (ISA) is to promote cultural awareness through event programming and community engagement, represent and advocate for international Aggies, and provide opportunities for members and officers to develop global leadership skills. [https://isa-aggies.tamu.edu/](https://isa-aggies.tamu.edu/)

**Graduate and Professional Student Council**
The Graduate Student Council (GSC) serves as the student government for Texas A&M University’s graduate and professional students. It is a council of graduate students representing all TAMU graduate students with a purpose to improve graduate students’ academic, living and social experiences. The GSC represents students’ concerns and is their liaison with the University Administration. Each department may have one representative and up to two alternates. General Assembly Meetings are open to all graduate students. [https://gpsg.tamu.edu/](https://gpsg.tamu.edu/)

**Student Engineering Council (SEC)**
The Student Engineers’ Council (SEC) is the representative body for all students in the Dwight Look College of Engineering at Texas A&M University. Formed by the Dean of Engineering in 1939, the SEC represents the concerns of engineering students and professional societies to the college administration and to the University as a whole. Meetings are held every Monday evening. [https://sec.tamu.edu/](https://sec.tamu.edu/)

*A comprehensive, searchable list of all Texas A&M student organizations can be found at [http://studentactivities.tamu.edu/online/search/](http://studentactivities.tamu.edu/online/search/)*
Petroleum Engineering Graduate Forms

- Pre-Registration Advising Form (New Students)
- Advisor Selection Form
- Semester Registration Form (Current Students)
- Graduate Variable Course Form
- Computer Form
- Annual PhD Student Review System

OGAPS Graduate Forms

Following this page are some of the most common forms that you will need to use as a graduate student. If you are viewing this handbook electronically, then you may follow this list as hyperlinks.

Document Processing Submission System (DPSS) (Degree plan/petitions)
(Used to file a degree plan and file petitions.)

Proposal

Preliminary Examination Checklist and Report

Request and Announcement of Final Exam

Letter of Intent

Thesis/Dissertation Forms and Information

Approval of Written Thesis Form (MS)

Approval of Written Dissertation (PhD)

Copyright and Availability Form - Required for Master's and Doctoral Students

Doctoral Hooding at Commencement Form

For these and other forms, please visit the Office of Graduate Studies website http://ogaps.tamu.edu/ or visit their office:

Physical Address
112 Jack K. Williams Administration Building
College Station, TX 77843
International Student Services (ISS) Forms

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is an off campus work authorization for employment (whether it is paid or unpaid), such as internship or co-op, for F-1 international students to receive further training. It is designed to achieve an established academic objective and is directly related to your degree level and major. Offer letter from company, on company letter head is also required.

- CPT Student Form
- CPT Department Form
- CPT Employer Form

J-1 Academic Training

The U.S. State Department allows J-1 students (“student” category on the DS-2019) to engage in Academic Training during or after completion of an academic program when the student:

- Is in the U.S. primarily to study rather than to engage in Academic Training
- Is or will be participating in training that is directly related to his/her field of study listed on the DS-2019
- Is in good academic standing and in a legal program status
- Participates in training that is an integral or critical part of his/her academic program
- Receives, before beginning the training, written authorization from the Responsible or Alternate Responsible Officer (RO/ARO) of the J-1 program. International Student Services (ISS) advisors are the AROs who can authorize the training if Texas A&M issued the Form DS-2019

Written authorization is necessary whether the training is paid or unpaid. At the completion of the Academic Training, a formal evaluation form must be submitted to ISS. Details can be found below.

- J-1 Academic Training Student Form
- J-1 Academic Training Department Form
- J-1 Academic Training Employer Form

More ISS forms can be found at http://iss.tamu.edu/

Physical Address
110 Pavilion Building
College Station, TX 77843