Time Limit
All requirements for the degree must be completed within 10 consecutive years. After passing the required preliminary oral and written examinations for the doctoral degree, you must complete all remaining requirements for the degree within 4 years. Otherwise, you will be required to repeat the preliminary exam. Coursework more than 10 years old at the time of the final oral exam may not be used to satisfy degree requirements. You must submit your final corrected dissertation to the Thesis Office no later than 1 year after the final examination or within the 10-year time limit, whichever occurs first. The degree will not be awarded if these deadlines are not met.

In 1997, the State of Texas passed legislation that limits the number of credit hours beyond the Master’s degree that the State will financially support. This legislation gives Texas A&M the authority to charge non-resident tuition to doctoral students who accrue 100 or more hours of doctoral courses. See the Graduate Catalog for more information.

Transfer of Credit
If you are in the Ph.D. program, the DGS and/or your Advisory Committee may accept the transfer of up to a third of the required number of hours (32 out of 96). Please note that only courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or better will be considered for transfer credit if, at the time the courses were completed, you were in a degree-seeking status at Texas A&M University or at the institution at which the courses were taken and if the courses would be accepted for credit toward a similar degree for students in degree-seeking status at the host institution.

Coursework without formal grades or with grades other than letter grades is not accepted for transfer credit. You must have an official transcript sent directly from the university in which the transfer coursework was taken to the Texas A&M Office of Admissions and Records. Transfer course grades are not included in the calculation of the GPR.

Full-time Status
You are considered a full-time student if you are registered for a minimum of nine semester credit hours during a fall or spring semester, six semester credit hours during a 10-week summer semester, or three semester credit hours during a five-week summer term.
Academic Standards, Requirements, Guidelines

Scholastic Requirements
You must maintain a minimum grade point ratio (GPR) of 3.25 (B average based on a 4.00 scale) for all courses that are listed on your degree plan and for all graded graduate and advanced undergraduate coursework completed at Texas A&M and eligible to be applied toward a graduate degree. The cumulative GPR is computed by using all graded graduate and advanced undergraduate (400-level) coursework taken at Texas A&M and eligible to be applied toward a graduate degree. Grades of Satisfactory (S), Unsatisfactory (U), and Q-drop (Q) are not included in the GPR. If your cumulative GPR falls below 3.00, you may be suspended from the University or placed on scholastic probation (see “Scholastic Deficiency” section of Texas A&M’s Student Rules handbook). If the minimum GPR is not attained in a reasonable amount of time, to be determined by OGAPS, you may be dropped from graduate studies. If you receive a D, F, or U in any coursework on your degree plan, you must repeat the course at Texas A&M and attain a C or higher or an S. A course in which the final grade is C or lower may be repeated for a higher grade. Although the original grade will remain on your permanent record, the most recent grade will be used in computing the cumulative GPR and the degree plan GPR. Courses with final grades of A or B may not be repeated. Any coursework not applied towards a prior graduate degree, and not exceeding time limits, will be included in the student’s GPR for subsequent degree programs.

Scholastic Deficiency/Probation
A degree-seeking graduate student or a post-baccalaureate non-degree student is considered to be scholastically deficient if he or she fails to meet certain criteria related to grade point ratio, or if he or she fails to show acceptable proficiency in other areas. If deemed to be scholastically deficient, the student may become subject to one of several actions, including a warning, scholastic probation, suspension, dismissal, or termination. Scholastic deficiency is also enough to disqualify a student from any type of assistantship or funding. Complete information and criteria may be found in Student Rules, which is available at http://student-rules.tamu.edu/.

Petitions
During the course of your graduate career it may become necessary for you to make requests of the Department of Hispanic Studies or OGAPS. Petitions made to HISP must be in writing and must explain the rationale for the request. These should be addressed to the DGS and the Advisory Committee (if a degree plan is on file with OGAPS). Petitions made to OGAPS must be submitted, with the required approvals, on OGAPS petition forms. Forms may be downloaded from the OGAPS web site. Petitions must have the signatures of all members of the Advisory
Committee (if you have an approved degree plan on file with OGAPS) and the head of Hispanic Studies, recommending approval of the request, prior to the submission of the petition.

_Some common petitions made to OGAPS:_

1. **Change of committee membership**: This petition identifies 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.).

2. **Change of courses on the approved degree plan:** You should identify courses to be deleted and courses to be added by the official course prefixes, course numbers, titles, and assigned semester credit hour value. Pay particular attention to the final total hours the degree plan will carry following the changes. Petitions will not be approved if their approval would cause the number of credit hours to fall below the minimum hours required for the degree. Courses in which you have earned a grade of D, F or U cannot be removed from the degree plan. Instead, you must absolve the grade by repeating the course with a grade of C or better.

**Incompletes**

Taking incompletes in graduate courses is strongly discouraged. In an emergency, students must make an agreement with the professor, and file a petition for an incomplete prior to the last day of regular class meetings (prior to the day of the final exam, not the day grades are due). Failure to do so will result in an F on the transcript. Incomplete coursework must be submitted no later than the end of the subsequent semester, or else the I will automatically convert to an F. The date of automatic grade conversion is determined each semester by the university. It is the student’s responsibility to find out when this date falls, if applicable.

While carrying any incomplete grades on a transcript, a student may not apply for departmental funds or other awards. Students with an incomplete that carries over beyond the subsequent semester may have their assistantship withdrawn.
Appendix A

**Department of Hispanic Studies Directory**

**Head**
Dr. Maria Irene Moyna  
moyna@tamu.edu

**Assistant to the Department Head**
Tracy Bush  
t-bush@tamu.edu  
979-845-2164

**Director of Graduate Studies**
Dr. Hilaire Kallendorf  
h-k@tamu.edu

**Business Coordinator**
Carolyn Newsom  
allendorf@tamu.edu  
cnewsom@tamu.edu  
979-845-2163

**Director of Undergraduate Programs**
Dr. Jose Villalobos  
jvillalo@tamu.edu

**Office Associate**
Sheera Helms  
sheera@tamu.edu  
979-458-0672

**Undergraduate Advisor**
Rosalinda Aregullin  
aregullin@tamu.edu  
979-458-0672

**Department Main Line**
979-845-2125  
Fax: 979-845-6421
<table>
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http://msebookstore.com 979-845-1003  MSC
979-845-8681

Student Counseling Service  Thesis Office
scs.tamu.edu
ogs.tamu.edu/current-students/thesis/dissertation/ 979-845-4427
979-845-3631
Appendix B

Department of Hispanic Studies Faculty


Brian Imhoff (Ph.D., University of Illinois, Urbana-Champaign): Associate Professor of Spanish. Spanish historical linguistics, Spanish dialectology, Colonial and Southwest Spanish. Joined the Texas A&M faculty in 1997.


Alessandra Luiselli (Ph.D., University of New Mexico): Professor of Spanish. Latin American Colonial literature and women writers. Joined the Texas A&M faculty in 2003.


Sarah Misemer (Ph.D., University of Kansas): Associate Professor of Spanish. Hispanic Theater. Joined the Texas A&M faculty in 2004.
Timothy Mitchell (Ph.D., State University of New York, Buffalo): Professor of Spanish.

Alberto Moreiras (Ph.D. University of Georgia): Professor of Spanish.

María Irene Moyna (Ph.D., University of Florida): Associate Professor of Spanish. Spanish sociolinguistics, phonology and lexicography. Joined the Texas A&M faculty in 2006.

María Esther Quintana (Ph.D., University of California, Berkeley): Associate Professor of Spanish. Chicano/Latino literature and women writers. Joined the Texas A&M faculty in 2006.

Teresa Vilarós-Soler (Ph.D., University of Georgia): Professor of Spanish. Modern/contemporary Spanish cultural and biopolitical studies, theory, literature, and visual arts. Joined the Texas A&M faculty in 2010.


Faculty at Affiliate Campuses (for Collaborative Ph.D. program)

Texas A&M International University- Laredo

Manuel Broncano (Ph.D., University of Salamanca): Professor of English. Field: 19th- and 20th-century American Literature, Colonial American Literature, Comparative Literature.

Irma Cantú (Ph.D., University of Texas at Austin): Assistant Professor of Spanish. Field: Colonial and Postcolonial Literature; Mexican Literature.

José Cardona-López (Ph.D., University of Kentucky): Associate Professor of Spanish. Field: Twentieth Century and Contemporary Spanish American Literature; Creative Writing.
Ray Keck, III (Ph.D., Princeton University): Professor of Spanish and President of TAMIU. Field: Golden Age Drama.

Agustín Martínez Samos (Ph.D., University of Texas at Austin): Assistant Professor of Spanish.
  Field: 19th and 20th Century Peninsular Literature.

Lola Norris (Ph.D., Texas A&M University): Assistant Professor of Spanish.
  Field: Historical Linguistics.

Texas A&M University-Kingsville

Roberto Cordova-Vela (Ph.D., Indiana University): Associate Professor of Spanish.
  Field: U.S./ Hispanic Literature and Culture.

Michelle Johnson-Vela (Ph.D., Indiana University): Associate Professor of Spanish.
  Field: U.S./ Hispanic Literature and Culture.
Appendix C

Professional Development

Departmental Academic Activities
You are an integral part of the academic life of the Department of Hispanic Studies. As part of everyone’s professional development, students are expected to attend all departmental lectures and guest lectures by official speakers. This is important, regardless of your particular academic interests or area of concentration, for it allows for the ever-present possibility of networking. These events offer an opportunity to engage not only our guests, but the members of the Department of Hispanic Studies in an academic setting beyond the classroom. Students who do not participate will be excluded from full consideration for departmental awards.

Assistantships, Funding, and Travel Grants
Graduate assistantships, both in teaching (GAT) and research (GAR), are available to qualified Ph.D. students in the Department of Hispanic Studies on a competitive basis. Graduate students holding assistantships must be registered for a minimum of 9 semester hours during a fall or spring semester, or for 3 credit hours during the 5-week summer session in which they are assigned to teach. Graduate students holding assistantships must also maintain an overall 3.0 GPR. Assistantships terminate upon failure to maintain the minimum enrollment requirement. Even students on non-teaching fellowships are encouraged to seek some teaching experience. This helps build a strong curriculum vitae and offers skills that are necessary for those pursing jobs in academia.

Conference Participation
Students are encouraged to participate in conferences by presenting their research in a formal academic setting. When one’s research and writing have matured beyond the scope of the classroom, it is important to expose this work to a body of academic peers. Though there are opportunities to present your work at various fora on campus, Texas A&M and the Department of Hispanic Studies also offer conference travel funding to help you promote your work in regional, national and international venues. This experience allows graduates from our programs the opportunity to compete with other graduates on the job market from comparable programs around the country. As with teaching experience, conference presentations help to build a strong curriculum vitae and offer professionalization that is necessary for those seeking jobs in academia.

Research and Presentation Grants
The Graduate Student Research and Presentation Grant Program is supported by funds provided to OGAPS by The Association of Former Students. The purpose of the program is to support graduate student research or travel by reimbursing students for certain expenses. Awards are limited to $500 maximum. Deadlines are as follows: August 1 for travel after September 1, November 1 for travel after December 1, February 1 for travel after March 1, and May 1 for travel after June 1.
Application forms and program guidelines can be found at http://ogs.tamu.edu/funding-information/grants/grant-guidelines/.

The Department of Hispanic Studies
The Department of Hispanic Studies has limited funds available to cover research and conference travel. The amount of this award can be up to $700 for domestic trips or $1500 for international trips. There is a limit of $1500 per student per year. Preference will be given to students who have not received this award in the current academic year. Apply for this award by filling out the Travel Award Form available on the department web page or in Appendix F. All travel approval must be submitted online through the Concur system. See the departmental Business Coordinator if you have any questions.

Glasscock Center for Humanities Research
The Glasscock Center offers numerous opportunities:

• The Brown-Kruse Graduate Fellowship is comprised of two stipends of $3000 each awarded annually to support research toward the completion of a thesis or dissertation. Calls for this award are made in the spring semester:
http://glasscock.tamu.edu/grants-funding/brown-kruse-fellowship/

• The Cushing/Glasscock Graduate Award supports research projects that are based in the collections of the Cushing Memorial Library and Archives. Funding is available for up to two projects in the amount of $2000 each, tenable from June 1st to August 31st of the year in which the award is made. Calls for this award are made in the spring semester:
http://glasscock.tamu.edu/grants-funding/cushing-glasscock-graduate-award/

• The Glasscock Center’s Graduate Research Fellows program accommodates up to ten Graduate Research Fellows per year. They participate in Glasscock Center activities and receive a $2000 research stipend. Calls for this award are made in the spring semester:
http://glasscock.tamu.edu/grants-funding/glasscock-graduate-research-fellowship/

• The Glasscock Center’s Graduate Research Matching Grant supplements competitively awarded humanities research grants of up to $5,000 secured from sources external to TAMU. One grant of $1,000 per semester will be awarded. For guidelines please see:
http://glasscock.tamu.edu/grants-funding/graduate-research-matching-grant/
Appendix D

HISP 685:
Directed
Studies
Guidelines
and Criteria

In the Department of Hispanic Studies, 685 courses are special courses calling for individual work to meet specific needs of a specific student. 685s are NOT for general use as electives and must apply directly to a student’s chosen area of concentration (literature, linguistics, or culture). A student wishing to enroll in a 685 must have a specific reason for taking this approach rather than a regular course. No more than three can be listed on a student’s degree plan.

Prerequisites are:
1. Permission of the supervising faculty member

2. Approval of the Director of Graduate Studies

It is further understood that:

1. Individual consultation and agreement between student and faculty will precede this formal, written request.

2. A final report will be submitted by the faculty directing the 685. This report comments on the student’s overall work, the final project, and the grade for the course. It will be filed permanently in the student’s departmental file.

3. There will be regular meetings between the student and the faculty supervisor as agreed upon at the beginning of the project.

4. Although clock hours are not absolute, limiting or monitored, a general guideline is the expenditure of a minimum of 45 clock hours per semester hour of credit requested. This includes actual student-faculty contact hours as well as the time a student spends preparing for regularly scheduled meetings.
DEPARTMENT OF HISPANIC STUDIES TEXAS A&M UNIVERSITY
HISP 685: DIRECTED STUDIES

Student’s name: __  Student’s UIN: __

Date submitted: __  Enrollment in HISP 685, section: __

Semester (Fall, Spring, SSI, SSII) and year: __

Name of faculty offering the course: __

Purpose of the course: (Briefly describe the course content.)

Describe the requirements to be completed, including papers, readings, etc. Attach a copy of the course syllabus.

I have read and understood the general directions on the reverse side of the application.

Signature of applicant  Signature of faculty supervisor

Signature of Director of Graduate Studies

Distribution: Head, Faculty Supervisor, Student, Student’s Departmental File
Appendix E
READING LIST FOR PRELIMINARY EXAMS
(Literature and Culture concentrations)

LITERATURA ESPAÑOLA

I. EDAD MEDIA, RENACIMIENTO Y SIGLO DE ORO

Edad Media
Anónimo. “Las jarchas” Anónimo.
El Poema de mio Cid
Gonzalo de Berceo. Milagros de Nuestra Señora
Juan Manuel. El Conde Lucanor
Selección de romances en Flor nueva de romances viejos (Ed. R. Menéndez Pidal.
Madrid: Castalia, 2002)
Juan Ruiz. El libro de Buen Amor
Jorge Manrique. “Coplas por la muerte de su padre” Fernando de Rojas. La Celestina

Siglo de Oro: Prosa,
Renacimiento Anónimo. La vida de Lazarillo de Tormes
Francisco de Quevedo. El Buscón
Miguel de Cervantes. Don Quijote de la Mancha
Maria de Zayas. Desengaños amorosos
Jorge de Montemayor. La Diana
Santa Teresa de Jesús. Libro de la vida

Siglo de Oro: Teatro
Lope de Vega. Fuenteovejuna y El caballero de Olmedo
Pedro Calderón de la Barca. La vida es sueño y Auto Sacramental del gran teatro del mundo
Tirso de Molina. El burlador de Sevilla
Ana Caro. Valor, agravio y mujer

Siglo de Oro: Poesía
Garcilaso de la Vega, Fray Luis de León, Santa Teresa de Jesús, San Juan de la Cruz,
Lope de Vega, Francisco de Quevedo, Luis de Góngora

II. PERÍODO MODERNO

(SIGLOS XVIII Y XIX) SIGLO XVIII

Prosa
José Cadalso. Cartas marruecas
Teatro
Leandro Fernández de Moratín. El sí de las niñas

SIGLO XIX
Prosa
Mariano José de Larra. Artículos de costumbres
Juan Valera. Pepita Jiménez
Benito Pérez Galdós. Trafalgar, La Corte de Carlos IV, Doña Perfecta, y Nazarín
Leopoldo Alas “Clarín”. La Regenta

Teatro
Duque de Rivas. Don Alvaro o la fuerza del sino
José Zorrilla. Don Juan Tenorio

Poesía

III. Siglo Veinte Prosa
Pío Baroja. Camino de perfección
Ramón del Valle-Inclán. Sonatas
Miguel de Unamuno. Niebla y San Manuel Bueno, mártir
José Martínez Ruiz “Azorín”. La voluntad
Antonio Machado: Campos de Castilla
José Ortega y Gasset. La deshumanización del arte
Rosa Chacel. Memorias de Leticia Valle
Camilo José Cela. La familia de Pascual
Duarte Ramón Sender. Requiem por un campesino español Carmen Laforet. Nada
Ana María Matute. Primera Memoria
Luis Martín Santos. Tiempo de silencio
Juan Goytisolo: Señas de identidad Carmen Martín Gaite. El cuarto de atrás

Teatro
Jacinto Benavente: Los intereses creados
Federico García Lorca. Bodas de sangre, Yerma y La casa de Bernarda Alba
Antonio Buero-Vallejo. El tragaluz Alfonso Sastre.
Escuadra hacia la muerte
Ramón del Valle Inclán. Luces de Bohemia
Fernando Arrabal. *El arquitecto y el emperador de Asiria*

Paloma Pedrero. *La llamada Lauren*

**Poesía**


Miguel Hernández. De *El rayo que no cesa*: “Me tiraste un limón”, “Por una senda van los hortelanos”, “Elegía a Ramón Sijé”; “Nanas de la cebolla”

Gabriel Celaya. “La poesía es un arma cargada de futuro” José Angel Valente.

*No amanece el cantor*

**LITERATURA HISPANOAMERICANA**

I. **PERÍODO COLONIAL** Poesía

Juan del Valle y Caviedes. “Para ser caballero de accidentes,” “En un laurel convertida,” “Coloquio que tuvo con la muerte un médico estando enfermo de riesgo”

Sor Juana Inés de la Cruz. “Primero sueño,” “Este amoroso tormento,” “Hombres necios que acusáis,” “Este, que ves, engañón colorido,” “En perseguirme, Mundo, qué interesas?,” “Rosa divina que en gentil cultura,” “Detente, sombra de mi bien esquivo,” “Esta tarde, mi bien, cuando te hablaba” Villancicos 89, 224, 232, 241 y 299.

Esteban Terralla y Landa. *Lima por dentro y por fuera* (1797)

**Prosa**

Cristóbal Colón. “Carta del descubrimiento”

Bartolomé de Las Casas. *Brevisima relación de la destrucción de las Indias*

Hernán Cortés. “Carta II”

Bernal Díaz del Castillo. *Historia verdadera de la conquista de la Nueva España* (Capítulos 27-111) Alvar Núñez Cabeza de Vaca. *Naufragios*


Sor Juana Inés de la Cruz. “Respuesta a Sor Filotea”

**Poesía Narrativa**

Alfonso de Ercilla. *La Araucana* (Cantos I-III, X-XIV, XX-XXIII, XXX-XXXVII)
Teatro
Sor Juana Inés de la Cruz. *Los empeños de una casa*
Juan Ruiz de Alarcón. *La verdad sospechosa*

II. PERÍODO MODERNO (1800-1920) Poesía
Andrés Bello. “Silva a la agricultura de la zona tórrida” José María Heredia.
“Oda al Niágara,” “Al Popocatépetl”
Bartolomé Hidalgo. *Cielitos*
Hilario Ascasubi. “La refalosa,” *Santos Vega o Los Mellizos de La Flor*
Estanislao del Campo. *Fausto, Impresiones del gauchó Anastasio el Pollo en la representación de la Ópera*
Gertrudis Gómez de Avellaneda. “Al partir,” “A él...,” “Contemplación,” “La noche de insomnio y el alba,” “Amor y orgullo”
José Martí. *Versos sencillos,* “Poética,” “Príncipe enano”
José Asunción Silva. “Al oído del lector,” “Gutiérrez Nájera,” “Las ondinas,”
“Nocturno III” Manuel Gutiérrez Nájera: “La duquesa Job,” “Para entonces,”
“Para el corpiño”
Julián del Casal: “Neurosis,” “Autorretrato,” “Mis amores”
Enrique González Martínez. “Tuércele el cuello al cisne...,” “Un fantasma” Candelario Obeso. *Cantos populares de mi Tierra*

Prosa de Ideas
José Martí. “Nuestra América” Domingo Faustino Sarmiento.
*Facundo* José Enrique Rodó. *Ariel*

Prosa de Ficción
Esteban Echeverría. “El matadero”
Ricardo Giradles. *Don Segundo Sombra*
Gertrudis de Avellaneda. *Sab*

**Poesía Narrativa**
José Hernández. *Martín Fierro*

### III. PERÍODO CONTEMPORÁNEO (1920 AL PRESENTE) Poesía

Alfonsina Storni. “Peso ancestral,” “Tú me quieres blanca,” “Hombre pequeñito...,” “La que comprende...,” “El hijo,” “Voy a dormir”

Gabriela Mistral. “Los sonetos de la muerte,” “Yo no tengo soledad,” “Meciendo,” “La flor del aire,” “Sol del trópico,” “La otra,” “La maestra rural,” “La capilla aldeana”


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Appendix F    READING LIST FOR PRELIMINARY EXAMS
(applies to Linguistics

concentration only) Lista de temas para el examen
doctoral en lingüística

Fonética y fonología
1. El aparato fonador y la articulación de sonidos
2. La descripción y clasificación de sonidos
3. Fonemas, alófonos y su distribución
4. La estructura silábica y la transcripción fonética
5. Suprasegmentales
6. Regiones y rasgos dialectales principales (peninsulares, americanos)

Morfología, sintaxis y lexicología
1. Categorías y clases léxicas, partes de la oración
2. Flexión nominal y verbal
3. Formación de palabras: derivación; composición; otros procesos
4. Simbolismo, léxico lúdico, reduplicación
5. Cambio semántico
6. Etimología, lexicografía

Historia de la lengua
1. Hispania prerrománica, aportaciones lingüísticas, cuestiones de sustrato
2. Invasiones posteriores, aportaciones lingüísticas
3. Epocas de desarrollo, desarrollo del castellano, difusión del español
4. Fuentes existentes para la información lingüística histórica
5. El cambio lingüístico, procesos y mecanismos
6. Generalidades del latín en el sistema fonológico y morfosintáctico
7. Evolución del sistema vocálico y del sistema consonántico del latín al español
8. Evolución de los sistemas nominal, pronominal y verbal del latín al español

Sociolingüística
5. El español en los Estados Unidos: orígenes históricos, estudio y valoración.
6. Bilingüismo, cambio de código. La controversia sobre el Spanglish.
7. Acomodación y koineización en EE UU.
Bibliografía sugerida

Appendix G  Travel Award Forms
DOMESTIC TRAVEL REQUEST FORM

First Name: __

Title: __

UIN: __

Department: __

Email: __

Trip Start: __

Trip End: __

Destination(s): __

Amount of Travel Request: __

Parking: __

Mileage/Fuel: __

Airfare: __

Shuttle/Taxi: __

Hotel: __

Registration: __

Meals: __

Other: __

Purpose and Benefit of your travel to Texas A&M University: __
Budget Constraints (max $1500.00).

Employee Signature  Date

Supervisor Signature  Date
FOREIGN TRAVEL REQUEST FORM

Last Name: ___  First Name: ___

UIN: ___  Title: ___

Email: ___  Department: ___

Trip Start: ___  Trip End: ___

Destination(s): ___

Amount of Travel Request: ___

Estimated Budget for Travel
Airfare: ___  Shuttle/Taxi: ___

Hotel: ___  Conference Registration: ___

Meals: ___  Mileage/Gasoline: ___

Parking: ___  Other: ___

Is the travel to a country currently under a Travel Warning?

No ___  Yes ___

If yes, you acknowledge the following: I have read and understand the conditions and potential risks associated with this travel as detailed in the current Travel Warnings posted by the U.S. Department of State.

Purpose and Benefit of your travel to TAMU:

Foreign Travel Request Limits Are Set By Budget Constraints (max
$1500).

_________________________________________  Date
Employee Signature

_________________________________________  Date
Supervisor Signature

_________________________________________  Date
Department Head Signature