

How to Run a Degree Evaluation – Graduate Committee Chairs

Graduate committee chairs and co-chairs are encouraged to run regular degree evaluations on their student advisees in order to 1) verify student eligibility for funding (tuition waivers, assistantships, fellowships, etc.); 2) evaluate student progress to degree; 3) review the courses a student takes each semester and individual course grades; 4) verify completion of non-course degree requirements; and/or, 4) determine degree plan and cumulative GPA.

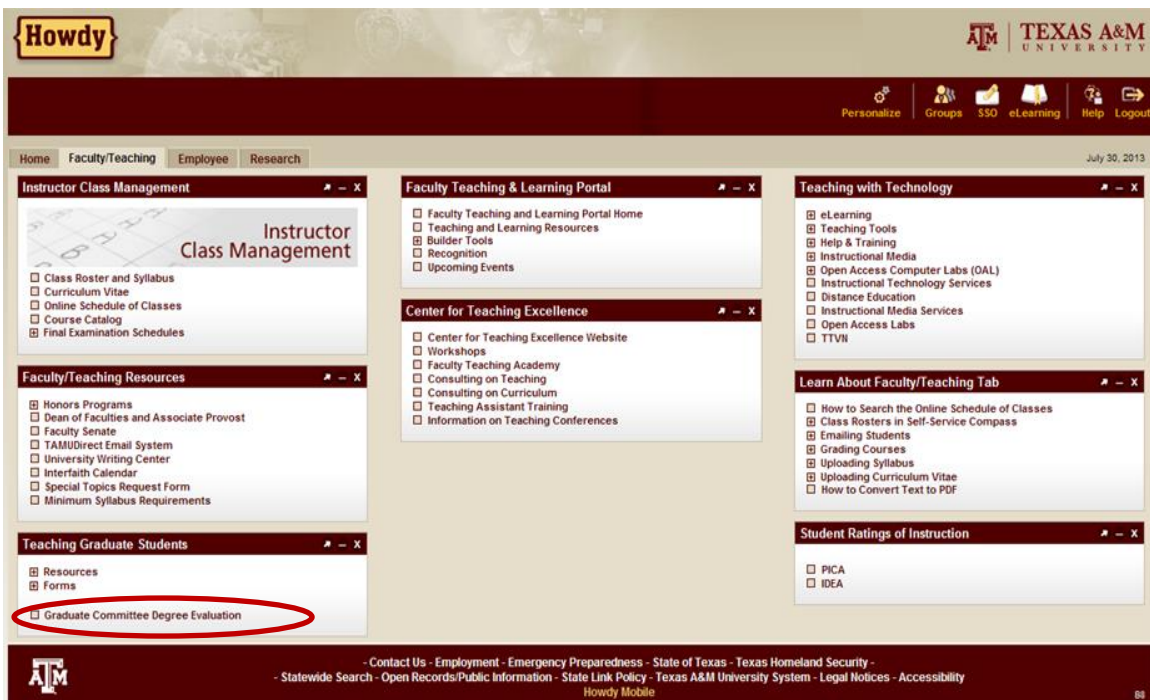
In order to be able to generate a degree evaluation, the faculty must first be listed as the chair or co-chair on the student’s Office of Graduate and Professional Studies approved degree plan, and second, they must complete a one-time FERPA training via TrainTraq (if not previously completed).

This tool cannot be used for students who have not yet filed a degree plan; however, advisors and students have similar degree evaluation tools available in Howdy that are available for students who have not filed a degree plan. Information for students without a degree plan would be limited to courses taken and cumulative GPA.

For questions regarding the Graduate Committee Degree Evaluation tool contact ogaps@tamu.edu.

To run a degree evaluation, follow these steps:

1. Log onto your Howdy account at howdy.tamu.edu
2. Click on the “Faculty/Teaching” tab.
3. Under the Teaching Graduate Students section, select “Graduate Committee Degree Evaluation”.

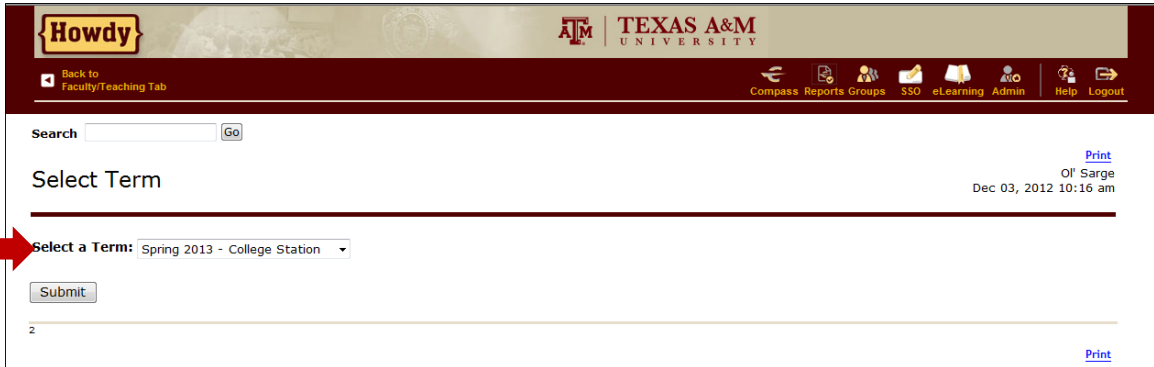


The screenshot shows the Howdy portal interface. The top navigation bar includes 'Home', 'Faculty/Teaching', 'Employee', and 'Research'. The 'Faculty/Teaching' tab is selected. The main content area is divided into several sections:

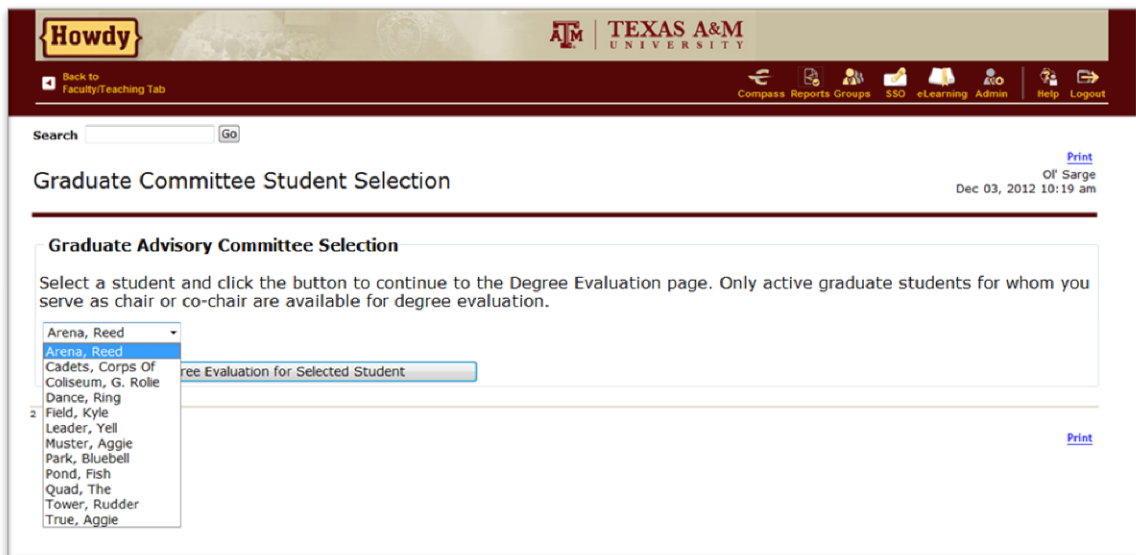
- Instructor Class Management**: Includes Class Roster and Syllabus, Curriculum Vitae, Online Schedule of Classes, Course Catalog, and Final Examination Schedules.
- Faculty/Teaching Resources**: Includes Honors Programs, Dean of Faculties and Associate Provost, Faculty Senate, TAMUDirect Email System, University Writing Center, Interfaith Calendar, Special Topics Request Form, and Minimum Syllabus Requirements.
- Teaching Graduate Students**: Includes Resources, Forms, and **Graduate Committee Degree Evaluation** (highlighted with a red circle).
- Faculty Teaching & Learning Portal**: Includes Faculty Teaching and Learning Portal Home, Teaching and Learning Resources, Builder Tools, Recognition, and Upcoming Events.
- Center for Teaching Excellence**: Includes Center for Teaching Excellence Website, Workshops, Faculty Teaching Academy, Consulting on Teaching, Teaching Assistant Training, and Information on Teaching Conferences.
- Teaching with Technology**: Includes eLearning, Teaching Tools, Help & Training, Instructional Media, Open Access Computer Labs (OAL), Instructional Technology Services, Distance Education, Instructional Media Services, Open Access Labs, and TTVN.
- Learn About Faculty/Teaching Tab**: Includes How to Search the Online Schedule of Classes, Class Rosters in Self-Service Compass, Emailing Students, Grading Courses, Uploading Syllabus, Uploading Curriculum Vitae, and How to Convert Text to PDF.
- Student Ratings of Instruction**: Includes PICA and IDEA.

The footer contains contact information and accessibility links.

4. You will need to select the current term and then hit the submit button. Note: If you are directed to a screen which indicated you need to complete FERPA training, please refer to the FERPA Training Steps (in a separate guide).

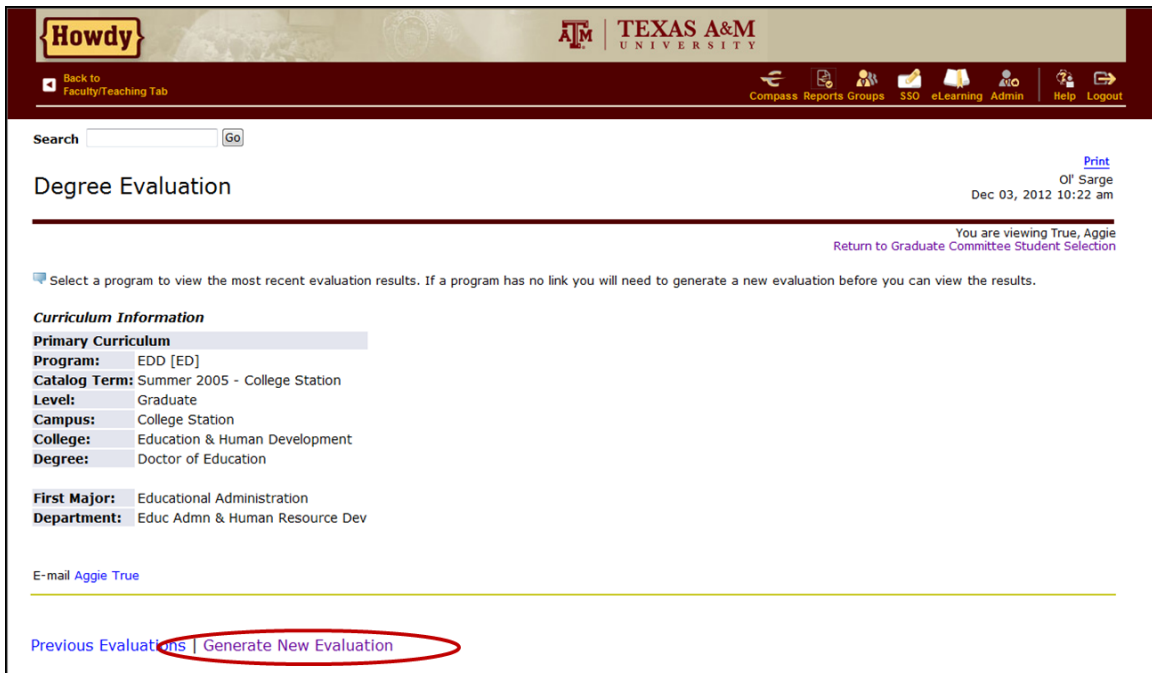


5. Select a student from your list of active students/advisees. Note: Only students for whom the faculty member is a committee chair or co-chair (on an OGAPS approved degree plan) will be displayed.



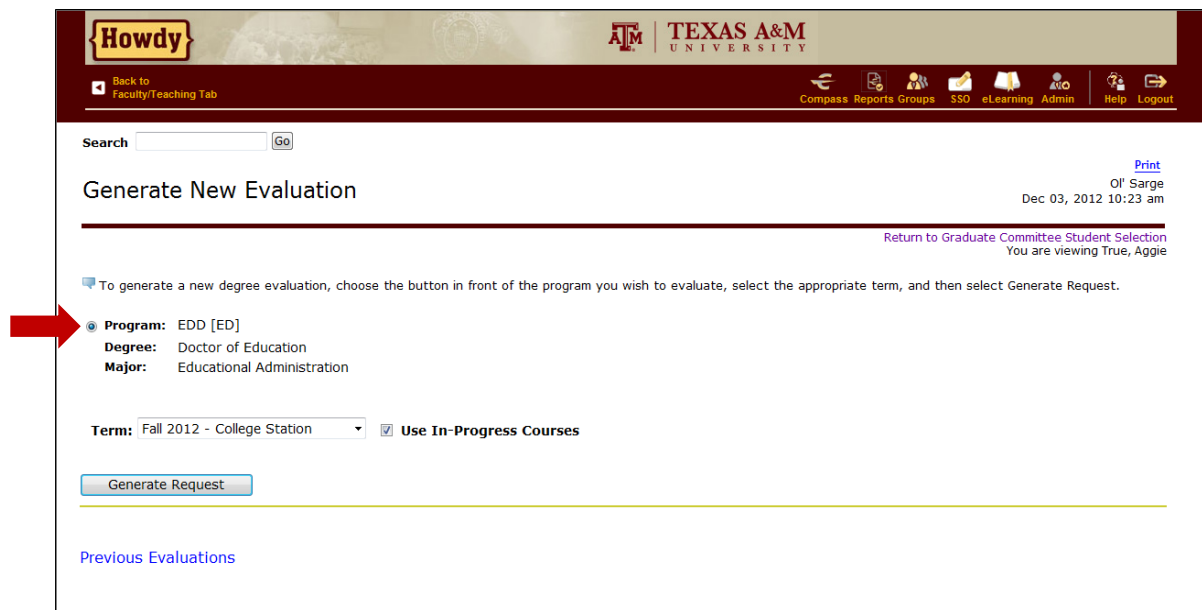
6. Click the button to go to the “Degree Evaluation for Selected Student”.

- The Degree Evaluation Record will appear and you will need to select the “Generate New Evaluation” link at the bottom of the page.



The screenshot shows the 'Degree Evaluation' page. At the top, there is a 'Howdy' banner and the Texas A&M University logo. Below the banner is a navigation bar with links for 'Compass', 'Reports', 'Groups', 'SSO', 'eLearning', 'Admin', 'Help', and 'Logout'. A search bar is located on the left. The main content area displays the title 'Degree Evaluation' and the user's name 'Ol' Sarge' with the date 'Dec 03, 2012 10:22 am'. A message states 'You are viewing True, Aggie' with a link to 'Return to Graduate Committee Student Selection'. Below this, a message says 'Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.' The 'Curriculum Information' section lists: Program: EDD [ED], Catalog Term: Summer 2005 - College Station, Level: Graduate, Campus: College Station, College: Education & Human Development, Degree: Doctor of Education, First Major: Educational Administration, and Department: Educ Admn & Human Resource Dev. An email address 'E-mail Aggie True' is also shown. At the bottom, there are two links: 'Previous Evaluations' and 'Generate New Evaluation', with the latter circled in red.


- The Generate New Evaluation section will appear, and you will need to select the student’s program. Make sure the correct term is selected and then select the generate request button. The evaluation may take a few seconds to generate.



The screenshot shows the 'Generate New Evaluation' page. It features the same header and navigation bar as the previous page. The main content area displays the title 'Generate New Evaluation' and the user's name 'Ol' Sarge' with the date 'Dec 03, 2012 10:23 am'. A message states 'Return to Graduate Committee Student Selection' and 'You are viewing True, Aggie'. Below this, a message says 'To generate a new degree evaluation, choose the button in front of the program you wish to evaluate, select the appropriate term, and then select Generate Request.' The 'Program' section lists: Program: EDD [ED], Degree: Doctor of Education, and Major: Educational Administration. The 'Term' is set to 'Fall 2012 - College Station' and the 'Use In-Progress Courses' checkbox is checked. A 'Generate Request' button is located below the form. At the bottom, there is a link for 'Previous Evaluations'. A red arrow points to the radio button next to the 'Program' label.

- Once you generate the request, the three Degree Evaluation Options will appear: General Requirements, Detail Requirements, and Additional Information.

Degree Evaluation Options

 Please select the desired display.

General Requirements - a brief view of completed coursework
****Detail Requirements** - recommended view, shows requirements completed, in progress and remaining
Additional Requirements - displays non-course requirements and rejected courses

General Requirements
 Detail Requirements
 Additional Information

- Select “Detail Requirements” to view the student’s required courses and GPA information. Note: This screen will display the courses listed on the student’s degree plan, completed courses not applied to the student’s current degree plan, the cumulative graduate GPA (listed as Program GPA), and the degree plan GPA (listed under “Total Credits and GPA” in the “Courses for Degree Plan GPR” area). Both the cumulative and degree plan GPAs must be 3.0 or higher for a student to be in good academic standing.

	Met	Credits		Courses												
		Required	Used	Required	Used											
Total Required :	Yes		56.000		20											
Program GPA :	Yes	3.00	3.916	← Cumulative graduate GPA												
Overall GPA :	Yes	3.00	3.916													
Other Course Information																
Transfer :			0.000		0											
In Progress :			1.000		1											
This is NOT an official evaluation.																
Area : Courses for Degree Plan GPR (67.000 credits) - Not Met																
Description : A minimum degree plan GPR of 3.000 is required. Courses with grades of D, F or U are not acceptable for degree plan credit and must be repeated for a grade of C or better or Satisfactory (S).																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes			EDAD		613		3.000		200611	EDAD	613	EDUC FACILITIES PLANNING		3.000	A	H
Yes	AND		EDAD		615		3.000		200621	EDAD	615	SCHOOL SUPERINTENDENCY		3.000	A	H
Yes	AND		EDAD		622		3.000		200631	EDAD	622	DSN & MNG QUAL ED SYS		3.000	A	H
Yes	AND		EDAD		623		3.000		200711	EDAD	623	ADVANCED FIELD METHODS		3.000	B	H
Yes	AND		EDCI		659		3.000		200621	EDCI	659	HISTORY OF AMERICAN ED		3.000	A	H
Yes	AND		EDCI		685		3.000		200731	EDCI	685	DIRECTED STUDIES		3.000	A	H
Yes	AND		EHRD		651		3.000		200521	EHRD	651	MDLS EPIST & INQY EHRD		3.000	A	H
													← Degree Plan GPA			
													Total Credits and GPA 54.000 3.916			
Area : Courses Not Applied - Met																
Description : See Graduate Committee Chair or Graduate Advisor for acceptable changes to degree plan coursework.																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes	A.		Additional Unused Courses						200931	EDAD	691	RESEARCH		1.000	I	H
									201011	EDAD	691	RESEARCH: IN ABSENTIA		1.000	I	H
									201111	EDAD	691	RESEARCH: IN ABSENTIA		1.000	I	H

- Select “Additional Information” to view the student’s examinations and non-course degree requirements. Note: This screen will display non-course requirements such as the graduate degree plan, preliminary exam, proposal, residency, admission to candidacy, final exam/defense, and thesis/dissertation/record of study, etc. Other information such as course and exam time extensions may also be displayed on this screen.



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Back to Faculty/Teaching Tab | Compass Reports Groups SSO eLearning Admin Help Logout

Search Go

Additional Information Print
Of Sarge
Dec 03, 2012 10:27 am

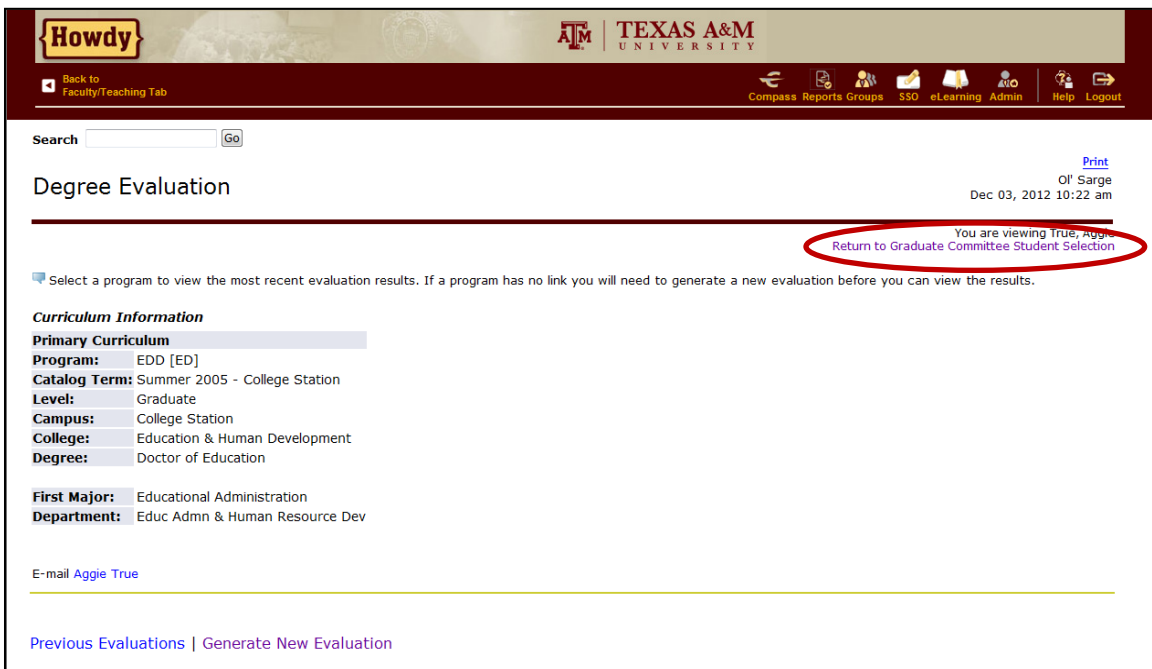
[Return to Graduate Committee Student Selection](#)
You are viewing True, Aggie

Program : EDD [ED]

Program Non-Course Requirements - Not Met

Met	Description	Year Limit	Status	Status Date	Action
Yes	Doctoral Degree Plan		Approved	Mar 23, 2006	
Yes	Preliminary Examination	4	Passed	Mar 26, 2008	
Yes	Doctoral Research Proposal		Approved	Feb 25, 2011	
Yes	Doctoral Residence Req		Completed	Apr 03, 2008	
Yes	Admission to Candidacy		Completed	Mar 02, 2011	
No	Doctoral Defense	1			
No	Dissertatn/Rec of Study				

- If a degree evaluation needs to be generated for another student, select “Return to Graduate Committee Student Selection” in the top right-hand corner of the browser window, and repeat the previous steps



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Back to Faculty/Teaching Tab | Compass Reports Groups SSO eLearning Admin Help Logout

Search Go

Degree Evaluation Print
Of Sarge
Dec 03, 2012 10:22 am

[Return to Graduate Committee Student Selection](#)
You are viewing True, Aggie

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

Curriculum Information

Primary Curriculum

Program: EDD [ED]
Catalog Term: Summer 2005 - College Station
Level: Graduate
Campus: College Station
College: Education & Human Development
Degree: Doctor of Education

First Major: Educational Administration
Department: Educ Admn & Human Resource Dev

E-mail [Aggie True](#)

[Previous Evaluations](#) | [Generate New Evaluation](#)