

Graduation Clearance Processes

January 2019



TEXAS A&M
UNIVERSITY

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- Graduation clearance timeline and processes
- OGAPS procedures and reports used for clearance
- Clearance night procedures
- College help and suggestions

- Student applies to graduate
- OGAPS & Department reviews degree candidate and fail report
- OGAPS & Department resolve any issues with not clearing students
- 1st cut (Thesis – approx. March 25th)
- 2nd cut (Non-Thesis – approx. April 15th)
- OGAPS & Department continue to resolve issues with students who met deadline
- Audit night

- OGAPS utilizes the following reports for clearance:
 - Degree Candidate No Thesis (First Cut Report)
 - Degree Candidate No Final Exam (Second Cut Report)
 - Fail Report
 - X & I Report
 - Discrepancy Report
 - Time Limit Reports
 - Pre-req requirement (CLBA)
 - Foreign Language requirement (CLGB)
 - Other

- This report is run in ePrint. OGAPS uses it to cancel thesis option students that did not meet the deadline of submitting their thesis/dissertation/record of study.
- The report lists every thesis student that applied to graduate but did not submit or submitted after the deadline.
- OGAPS reviews each student's file along with confirmation with the Thesis Office before making the final cut.
- OGAPS contacts students that will be cut via a database.
- OGAPS sends final report to Degree Audit who cancels their graduation application.

- This report is run in ePrint. OGAPS uses it to cancel non-thesis option students that did not meet the deadline of holding the final exam.
- The report lists every non-thesis student that applied to graduate but did not submit a final exam request form or hold a final exam by the deadline.
- Kim will reach out to Departments before making the final cut.
- OGAPS contacts students that will be cut via a database.
- OGAPS sends final report to Degree Audit who cancels their graduation application.

- This report is found in ePrint, with a special version made available for advisors.
- **PWS_GR_FAIL_RPT_BY_COLL_XX.**
- This report will list all degree candidates that are not meeting non-course requirements.
- OGAPS version of this report also lists students that have coursework or grade issues:
 - Incompletes, X grades, D grades, F grades, Split hours and lacking coursework.

- OGAPS will divide up the report by College and each processor will be assigned to investigate and review the discrepancies.
- The processor will reach out to Department contacts and students on these discrepancies requesting immediate assistance on correcting the issue(s).
- All discrepancies must be resolved prior to graduation.

- This report details courses for graduate students that have an Incomplete (“I”) or have no grade (“X”) on and off of the degree plan.
- OGAPS determines if a graded X or I course not on the student’s degree plan will effect the student’s cumulative GPA – will an F bring them below a 3.00?
- OGAPS will reach out to Department contacts and students on these discrepancies requesting immediate assistance on correcting the issue(s).

- This report details other graduation issues not listed on the other reports:
 - Wrong grade mode (S/U grade for 685)
 - Degree plan hours not matching graded or S/U areas
 - Courses not displaying in the correct areas

This report details the following items

- 7 year masters coursework time limit
- 10 year doctoral coursework time limit
- 4 year preliminary exam time limit
- 1 year final exam time limit

- The Mays Business School requires that masters non-thesis graduate students complete specific pre-requisite requirements which is a non-course requirement for graduation.
- OGAPS contacts each Department with the list of students who have not met the pre-req requirement asking for confirmation of completion.
- OGAPS manually enters this non-course requirement in SHANCRS.

- This is a non-course requirement for students pursuing the Master of International Affairs in International Affairs
- OGAPS contacts the Department to get confirmation that the student has passed the foreign language exam.
- OGAPS manually enters this non-course requirement in SHANCRS.

- Galveston License Area
- 3+2 Programs
- Qatar Deadlines
- MARB IDP/TAMU CC
- D@D Texas Tech
- All IDP's
- OGAPS clearance night

- The new College Fail Report should be utilized as soon as possible each semester to locate the non-course issues for each of your students.
- Even though this report does not include course issues, reviewing this report can lead to less time spent by OGAPS researching issues on these reports.
- Pull Degree Candidate Report regularly each semester.

- Run degree evaluations on each of your degree candidates as soon as possible each semester.
- Utilize the Fail Report in conjunction with the degree candidate report to take care of graduation issues as early as possible.
- Reach out to your students each semester to resolve any issues with clearing for graduation.

Steps to degree completion

Doctoral Degree Requirements*

* Requirements may vary within specific degree programs



Master's (Thesis Option) Degree Requirements*



Master's (Non-Thesis Option) Degree Requirements*



Non-Course Requirements

- Additional requirements for the graduate degree
- Status and status date update as documents are entered by the Office of Graduate and Professional Studies
- When the requirement is satisfied, the “Met” column displays “Yes”

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Additional Information

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Information for

Program : PHD [EN]

Program Non-Course Requirements - Met

Met	Description	Year Limit	Status	Status Date	Action
Yes	Doctoral Degree Plan		Approved	Oct 13, 2010	
Yes	Preliminary Examination	4	Passed	Oct 04, 2011	
Yes	Doctoral Research Proposal		Approved	Jan 14, 2013	
Yes	Doctoral Residence Req		Completed	Oct 12, 2011	
Yes	Admission to Candidacy		Completed	Feb 20, 2013	
Yes	Doctoral Defense	1	Passed	Feb 21, 2014	
Yes	Dissertatn/Rec of Study		Thesis/Dissertation Cleared	Mar 18, 2014	

In-Progress Courses

Area	Group	Subject	Course	Credits	Attribute
Courses Not Applied		BMEN	691	1.000	

Rejected Courses

Subject	Course	Area	Reason	Attribute
AGEC	659	Graded Degree Plan Courses	Program Restricted Subj/Attr.	
ESSM	651	Graded Degree Plan Courses	Program Restricted Subj/Attr.	
GEOG	434	Graded Degree Plan Courses	Program Restricted Subj/Attr.	

- Discussion on how you handle graduation clearance?
- Best practices?

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