Graduation Clearance Processes

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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 Procedure for Clearance



- 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

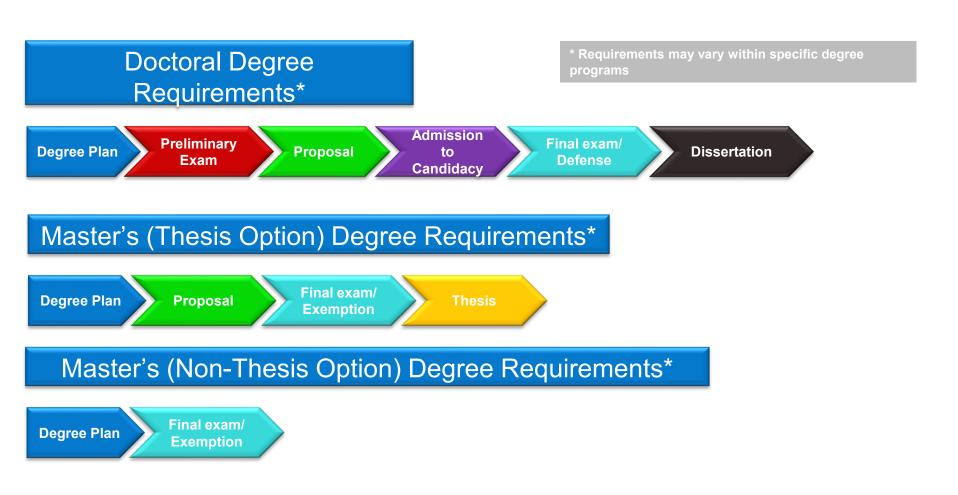
- The new College Fail Report should be utilized as soon as possible each semester to locate the non-course issues for each of your students.
- Even though this report does not include course issues, reviewing this report can lead to less time spent by OGAPS researching issues on these reports.
- Pull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

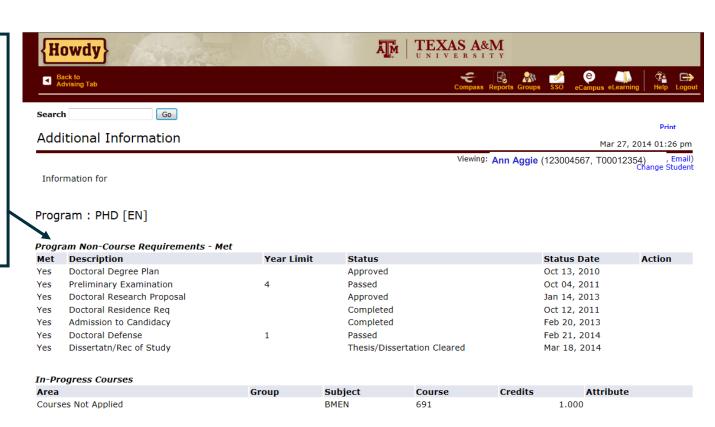




Additional Information – Non-Course Requirements

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"



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 Subi/Attr.	

 Discussion on how you handle graduation clearance?

Best practices?

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