Conducting Degree Evaluations in Howdy

Updated: July 2015

Presented by: Office of Graduate and Professional Studies
Generating a degree evaluation is accomplished in the Howdy Portal. The Instructor/Advisor tab provides links to the self-service degree evaluation pages.

To generate a degree evaluation, first:

- Go to the Advising Tab in the Howdy Portal.
- Click on “Degree Evaluation.”
Now you must select a student to evaluate:

- Select the current term and campus
- Click “Submit”
➢ Enter the student’s ID or Name
➢ Click “Submit.”
- Verify the correct student has been selected.
- Click “Submit.”
Once the student is selected, you can continue the request for a degree evaluation.

To request evaluation:
➢ Click on “Generate New Evaluation.”
- Select the Program radio button.
- Select the appropriate term.
- Click "Generate Request."

**Note:**
Unchecking the "Use In-Progress Courses" box will perform a final audit, which will not include in-progress courses.
After processing your request, the degree evaluation options page is presented.

There are three different options for viewing the degree evaluation results. For graduate students, the “Detail” and “Additional Information” options are used.

To view:
- Select the display option you want to view.
- Click “Submit”
Evaluation Structure

Detail Requirements

- **Program Details**
  Program information, Cumulative Graduate GPR

- **Courses for Degree Plan GPR**
  All degree plan courses, Degree Plan GPR

- **Work Not Applied**
  Courses which are not on the student’s degree plan

- **Graded Degree Plan Courses**
  Courses on the degree plan which must be taken for a letter grade

- **S/U Degree Plan Courses**
  Courses on the degree plan which must be taken on a satisfactory/unsatisfactory basis

Additional Information

- **Non-Course Requirements**
  Research Proposal, Preliminary Exam, Thesis, etc.
At the top of a graduate student’s degree evaluation you will see the degree program information with details about each requirement and degree plan course limitations.

Specific limitations for degree plan courses are included in this section. The course limitation text is static and will not change as a student completes the requirements or adds courses to the degree plan.

Scroll down the page to see more degree evaluation results.

**Program Evaluation**

**Doctor of Philosophy**

**Time Limits:** All requirements for the degree must be completed within ten consecutive years.

**Degree Plan:** A Graduate Degree Plan of at least 96 hrs beyond a baccalaureate degree or 64 hrs beyond a master’s degree or a DVM or a MD from a U.S. institution.

**Course Limitations:** Courses exceeding limits below will not be considered for meeting degree requirements.

1. Only approved courses on the degree plan will be considered for this program.
2. No correspondence study may be used.
3. No credit hours of FREN 601 or GERM 603 may be used.
4. No credit hours of extension course work may be used.
5. For other course exclusions refer to the Graduate Catalog.

**Advisory Committee:** The Advisory Committee consists of at least four members of the Graduate Faculty, one of which must be from outside the student’s major department.

**Residence Requirement:** If entering with a baccalaureate degree, one year plus one semester must be spent in resident study. If entering with a master’s degree, or a DVM or MD from a U.S. institution, one year must be spent in resident study. One year may include two adjacent long semesters or one long semester and one adjacent 10-week summer term of 9 hrs each.

**Research Proposal:** A dissertation proposal approved by the Advisory Committee, Department Head and the Office of Graduate Studies is required.

**Preliminary Examination:** The result of the Preliminary must be received, along with the Checklist, by the Office of Graduate Studies within ten days of the oral examination date. All degree requirements must be completed within a four year time period following the preliminary exam or the preliminary exam is voided and must be repeated.

To be eligible to hold a preliminary exam, the student:
Evaluation Detail Requirements
Graduate Cumulative GPR

The degree program used for the evaluation.

Graduate Cumulative GPR
- Listed in the Program GPA field
- Calculated with all courses which are eligible to be used on the graduate degree plan

<table>
<thead>
<tr>
<th>Program Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: PHD [EN]</td>
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<tr>
<td>Catalog Term: Fall 2008 - College Station</td>
</tr>
<tr>
<td>Evaluation Term: Spring 2014 - College Station</td>
</tr>
<tr>
<td>Expected Graduation Date: May 20, 2014</td>
</tr>
<tr>
<td>Request Number: 2</td>
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<tr>
<td>Results as of: Mar 27, 2014</td>
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</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Required</td>
<td>104.00</td>
<td>29</td>
</tr>
<tr>
<td>Program GPA</td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Other Course Information
- Transfer: 0.00
- In Progress: 1.00
- Unused: 153.00

This is NOT an official evaluation.

Area: Courses for Degree Plan GPR (101.000 credits) - Met
Description: A minimum degree plan GPR of 3.00 is required. Courses with grades of D, F or U are not acceptable for degree plan credit and a grade of C or better or Satisfactory (S).

<table>
<thead>
<tr>
<th>Met</th>
<th>Condition Rule</th>
<th>Subject Attribute</th>
<th>Low</th>
<th>High</th>
<th>Required Term Credits</th>
<th>Required Term Courses</th>
<th>Subject Course Title</th>
<th>Attribute</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>AND</td>
<td>BMEN</td>
<td>624</td>
<td>3.00</td>
<td>200911 BMEN 624</td>
<td>201011 BMEN 626</td>
<td>NANO SENSING &amp; IMAGING</td>
<td>OPTICAL BIOSENSORS</td>
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Evaluation Detail Requirements
Graduate Degree Plan GPR

Courses for Degree Plan GPR
- Courses on the student’s degree plan
- These courses are used to calculate the degree plan GPR

Required Course
- Listed with their respective credits and courses

Required Credit Hours
- Total credit hours required for each course

Courses Used
- Specific courses used in the degree plan

Degree Plan GPR
- Displays the total required degree plan hours next to the area name

Total Credits and GPA 101.000  3.00
Evaluation Detail Requirements
Work Not Applied

Courses Not Applied
- Displays courses which were not used on the degree plan
- May be eligible to add to the current degree plan
- These courses factor into Program GPR
### Graded Degree Plan Courses
- Must be taken for a letter grade
- Must receive a grade of ‘C’ or better to satisfy a requirement
- Transfer courses must have a grade of ‘TB’ or better

### S/U Degree Plan Courses
- Must have a grade of ‘S’ to complete a requirement

Choose “Back to Display Options” and select the “Additional Information” option to view the 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

- Not acceptable for use in a student’s degree program
- This will include:
  - Expired Courses
  - Minimum grade has not been met

Program: PHD [EN]

<table>
<thead>
<tr>
<th>Met Description</th>
<th>Year Limit</th>
<th>Status</th>
<th>Status Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>Yes Doctoral Degree Plan</td>
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<td>Approved</td>
<td>Oct 13, 2019</td>
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<tr>
<td>Yes Preliminary Examination</td>
<td>4</td>
<td>Passed</td>
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<td>Yes Doctoral Research Proposal</td>
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<td>Approved</td>
<td>Jan 14, 2013</td>
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<tr>
<td>Yes Doctoral Residence Req</td>
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<td>Completed</td>
<td>Oct 12, 2011</td>
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<td>Yes Admission to Candidacy</td>
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<td>Completed</td>
<td>Feb 20, 2013</td>
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<tr>
<td>Yes Doctoral Defense</td>
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<td>Passed</td>
<td>Feb 21, 2014</td>
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In-Progress Courses

- Group: BMEN
- Subject: 691
- Course: 1.000

<table>
<thead>
<tr>
<th>Rejected Courses</th>
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</thead>
<tbody>
<tr>
<td>Subject</td>
</tr>
<tr>
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<tr>
<td>AGEC</td>
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<tr>
<td>ESSM</td>
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<tr>
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Questions?

Email us at: ogapsprocessing@tamu.edu

or

Contact your college specific representative at OGAPS