Degree Plan/Processing Requirements

List of Common Issues that OGAPS Processing encounters that prohibit the approval of Degree Plans

- Conferral Date of previous degree (SOAPCOQ/SOAPCOL/SHADGMQ)
- Official Test Scores if Required (SOATEST/Howdy Advisor Dashboard/ SAAACKL for waivers)
- Transfer coursework – Transcript not available in Admissions or not official; non-degree seeking coursework; International transcripts – from an approved institution; time limits (not expired); not used toward previous degree
- Grading Issues – unacceptable grades (grade type or lower than a C) and non-repeatable courses (SHACRSE/SCACRSE)
- Correct Degree/Major/Thesis Option picked in DPSS
- Previously used coursework and committee info (prior to 200921 SMASARA)

These items should be checked prior to Degree Plan submission

Importance of degree plan approval toward completion of degree requirements
Conferral Date of Previous Degree

Go to SOAPCOQ/SOAPCOL to confirm if a previous degree has been conferred by Admissions.
- Previous “Degree Dates” must be entered
- Check with the Office of Admissions to see why no Degree Date entered

<table>
<thead>
<tr>
<th>Prior College</th>
<th>Degree</th>
<th>College</th>
<th>Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas A&amp;M Texarkana</td>
<td>Undeclared</td>
<td>Transfer Hours</td>
<td>Transfer GPA</td>
</tr>
<tr>
<td>Texarkana College</td>
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<td>01-JUL-2008</td>
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<tr>
<td>Texas A&amp;M Texarkana</td>
<td>Bachelor of Science</td>
<td>Transfer Hours</td>
<td>Transfer GPA</td>
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<td>C29269</td>
<td>01-JUN-2007</td>
<td>01-DEC-2008</td>
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<tr>
<td>Texas A&amp;M Texarkana</td>
<td>Master of Science</td>
<td>Transfer Hours</td>
<td>Transfer GPA</td>
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<tr>
<td>C29269</td>
<td>01-JUN-2007</td>
<td>01-AUG-2010</td>
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</tbody>
</table>
- Must have official Test Scores entered on SOATEST.
- Or official waiver must be entered on SAAACKL.
- Official Test Scores can also be seen on the Advisor Dashboard under the Student Information section.

### Official Test Scores

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Test Score</th>
<th>Test Date</th>
<th>Admission Request</th>
<th>Source</th>
<th>Equi Ind</th>
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</thead>
<tbody>
<tr>
<td>G03Q</td>
<td>GRE Revised General Quantitative</td>
<td>154</td>
<td>27-SEP-2013</td>
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<td>TAPE</td>
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<tr>
<td>G03V</td>
<td>GRE Revised General Verbal</td>
<td>154</td>
<td>27-SEP-2013</td>
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<td>TAPE</td>
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<td>GRE Revised General Writing</td>
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<td>27-SEP-2013</td>
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<td>GR01</td>
<td>GRE Verbal Code</td>
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<td>GR02</td>
<td>GRE Quantitative Code</td>
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<td>GR05</td>
<td>GRE Writing Assessment</td>
<td>4.5</td>
<td>18-DEC-2008</td>
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<td>TAPE</td>
<td></td>
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</tbody>
</table>

### Application Summary

- Entry Term: 201431
- Decision: Admit Full
- Status: Grad
- Application Number: 2
- Admission Type: GR - Graduate
- Session: D - Decision Made
- Application Date: 26-MAR-2013

### Application Checklist

- Item Description: Test date 27-SEP-2013
- Checklist Origin: BASELINE
- Status:
Transfer Coursework

- To view transfer coursework, login to TAMU Docs/Perceptive Content
- To search for official transcripts, outgoing correspondence, GRAD Apps, etc.
- Issues:
  - Transcript must be available in TAMU Docs
  - Transcript cannot be Non-degree seeking coursework
  - Courses cannot be used for previous degree
  - International transcripts must be from an approved institution
  - Courses must be within time limits (cannot be expired at time of transfer -7 yrs MS/10 yrs PhD)
Most common grade issues:

• Unacceptable grade not allowed for degree – Must have grade of A,B,C,S if taken at A&M
• Courses taken in wrong grade mode – taken as graded but should be S/U or vice versa
• Correct term for courses with unacceptable grades if repeating for higher grade
• Courses must be coded as GR level
SCACRSE confirms if course are:
- Repeatable
- Grade Mode
- Level (UG/GR/PR)

<table>
<thead>
<tr>
<th>Grade Mode</th>
<th>Description</th>
<th>Default</th>
<th>Not Default</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Letter Grade</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Satisfactory/Unsatisfactory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please check that the student has chosen:
- Correct Degree
- Correct Major
- Correct Option (THO/NTO/NGP, etc.)

Incorrect options chosen can lead to degree plan being returned or courses not being applied in Degree Evaluation – ex. NTO instead of NDE

Texas A&M University
Office of Graduate & Professional Studies Degree Plan

Name:  
Univ. ID:  
Email:  
Address:  
Date: March 15, 2017
Dept: ECEN

Proposed course of study in partial fulfillment of the degree of MEN, No Thesis & No Final Exam, with a major in ELEN, is submitted for the approval of the Office of Graduate Studies.
Previously Used Coursework

To confirm if courses used on previous TAMU degree:
- Run Degree Evaluation in Howdy and choose “Additional Info” and scroll to “Applied to first degree”

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Subject</th>
<th>Course</th>
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<tbody>
<tr>
<td>Applied to first graduate deg</td>
<td>EPSY</td>
<td>646</td>
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<tr>
<td>Applied to first graduate deg</td>
<td>RPTS</td>
<td>601</td>
</tr>
<tr>
<td>Applied to first graduate deg</td>
<td>RPTS</td>
<td>602</td>
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</table>
Previously Used Coursework Pre-Compass

SMASARA to access Degrees plans approved prior to Summer 2009
Previously Used Coursework Pre-Compass Con’t

SMASARA to access Committee members prior to Summer 2009

<table>
<thead>
<tr>
<th>Tracking Text</th>
<th>Activity Date</th>
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</thead>
<tbody>
<tr>
<td>GR MS RPTS THO</td>
<td>27-JUL-2012</td>
</tr>
<tr>
<td>3150002823 :WATTS, CLIFTON :CHA</td>
<td>27-JUL-2012</td>
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<tr>
<td>20208090 :WITT, PETER A</td>
<td>27-JUL-2012</td>
</tr>
<tr>
<td>402002671 :CASTILLO, LINDA G</td>
<td>27-JUL-2012</td>
</tr>
</tbody>
</table>
Questions?

Email us at: ogapsprocessing@tamu.edu

or

Contact your college specific representative at OGAPS