Degree Plans and Conducting Degree Evaluations in Howdy

Kim Widdison
Tyler Fadal
Savanah Sanchez
• [http://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu)

• Log in using NetID and password

• All Graduate Faculty who serve on committees must have a UIN and a NetID, and they must also publish their email to the directory.
The student is able to create new documents or view existing documents.
Templates

- Course Templates and Committee Templates are available
- Templates are program specific
- The student may edit the courses or committee members added automatically
If a template is being used, the courses or committee members are pre-populated and a message is displayed letting the student know. The student is still able to make entries or to delete anything that is there.
If the degree plan cannot pass Audit but has a Warning, the Student may elect to enter an Exception Request.
Order of Approval

• Pre-committee Staff Approver
• Committee Chair
• Co-chair
• Committee
• Department
• For committee change petitions, the original committee must approve the petition before any new members can approve
• For petitions that require the approval of a second department, the document must go through the cycle for the first department before it moves on to the second department.
Document Status Codes

- **INC** Document has been created and must be submitted to begin the approval process. All documents, except the MDD Petition, must pass an audit before submission is allowed.

- **AU1** Document has been audited and is ready for submission. If the document is edited, it will have to be audited again before it can be submitted for approval.

- **STF** Document has been submitted and is being reviewed by a staff member in the program.

- **SF2** Document has been submitted and is being reviewed by a staff member in the second program.

- **COM** Document has been submitted and is being reviewed by the advisory committee.

- **CM2** Document has been submitted and is being reviewed by the second advisory committee.
Document Status Codes

- **DEP** Document has been approved by the advisory committee and is now being reviewed by the departmental approver.

- **DP2** Document has been approved by the second advisory committee and is now being reviewed by the second department.

- **RCD** A problem has been found by the committee or department while reviewing the document. The student should read the reviewer’s comments in the notification e-mail they received and make the appropriate revisions.

- **OGS** Document has been approved by the advisory committee and department. It is now being reviewed by the Office of Graduate and Professional Studies.

- **APP** Document has received final approval from the Office of Graduate and Professional Studies.

- **RET** Document has been returned by OGS due to an error or missing requirements. If no edits are made, it will go directly to the department for approval when resubmitted. If edits are made, the student must re-audit and submit to the committee for approval again.
Proxy Approvals

Select Proxy to view any documents available for proxy approval

NOTE: You have the authority to approve the following degree plans and degree plan petitions in the event a fellow committee member is unavailable. Only approve a degree plan from this list after verifying that the committee member in question is unavailable to approve it.

<table>
<thead>
<tr>
<th>Degree Plans</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole</td>
<td>- MS in SOCI submitted on June 05, 2014</td>
</tr>
</tbody>
</table>

Degree Plans for Department Proxy Approval

There are currently no degree plans under this category.
The Proxy approver chooses which pending member in their respective department to proxy for from the dropdown menu and then clicks Approve.
The proxy approval will be noted under the faculty member’s name.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Email</th>
<th>Affiliation</th>
<th>Action Taken</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Murguia, Edward</td>
<td><a href="mailto:murguia@tamu.edu">murguia@tamu.edu</a></td>
<td>SOCI</td>
<td>Approved</td>
<td>Jun 05, 2014</td>
</tr>
<tr>
<td>Member</td>
<td>Byrne, David Hawkins</td>
<td><a href="mailto:dbyme@tamu.edu">dbyme@tamu.edu</a></td>
<td>SOCI</td>
<td>Approved</td>
<td>Jun 05, 2014</td>
</tr>
<tr>
<td>Member</td>
<td>Henderson, Kathryn</td>
<td><a href="mailto:hendrsn@tamu.edu">hendrsn@tamu.edu</a></td>
<td>SOCI</td>
<td>Approved</td>
<td>Jun 05, 2014</td>
</tr>
<tr>
<td>Co Chair</td>
<td>Mestrovic, Stjepan</td>
<td><a href="mailto:mestrovic@tamu.edu">mestrovic@tamu.edu</a></td>
<td>SOCI</td>
<td>Approved</td>
<td>Jun 05, 2014</td>
</tr>
</tbody>
</table>
Generating a degree evaluation is accomplished in the Howdy Portal. The Advising 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.
- Enter students T# or UIN or Last Name & First Name.
Advisor Dashboard

Change Student

Degree Evaluation (DEGEVAL)

Classification: Freshman 0-29 Hours  Major: Applied Mathematical Sciences
Honors Cohort: NA

Select Degree Evaluation

No image Available

Student Information:
- General Student Information
- Address and Phone
- Student E-mail Address
- Test Scores
- Credit by Examination
- Advisor Comments
- Certified Dependent

Academics:
- Student Grades
- Registration History
- Graphic Schedule
- Concise Student Schedule
- Detailed Student Schedule

Degree Evaluation:
- Degree Evaluation
- View Unofficial Transcript
- View Unofficial Transcript (PDF)
- Graduation Status Check
- Undergraduate Degree Planner
- TSI and Core Curriculum Information
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
**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

### Courses for Degree Plan GPR

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses for Degree Plan GPR (101.000 credits) - Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met</td>
<td>Condition Rule Subject Attribute Low High Required Required Term</td>
</tr>
<tr>
<td>Yes</td>
<td>BMEN 624</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 626</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 630</td>
</tr>
<tr>
<td>Yes</td>
<td>BMEN 640</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 650</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 662</td>
</tr>
<tr>
<td>Yes</td>
<td>BMEN 669</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 674</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 681</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 681</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 681</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 681</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 681</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 681</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>BMEN 691</td>
</tr>
<tr>
<td>Yes AND</td>
<td>CHEM 627</td>
</tr>
<tr>
<td>Yes AND</td>
<td>CPSC 601</td>
</tr>
<tr>
<td>Yes AND</td>
<td>ECEN 694</td>
</tr>
</tbody>
</table>

**Total Credits and GPA 101.000 4.00**

**Degree Plan GPR**

- Displays the total required degree plan hours next to the area name
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
Detail Requirements – Graded and S/U Degree Plan Courses

**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 requirement

Choose “Back to Display Options” and select the “Additional Information” option to view the non-course requirements.

E-mail: Ann Aggie

Back to Display Options

[ Current Enrollment | Current Enrollment | Previous Evaluations | Generate New Evaluation | What If Analysis ]
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
Questions?

Email us at: ogapsprocessing@tamu.edu

or

Contact your college specific representative at OGAPS