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INTRODUCTION AND PURPOSE

The purpose of this document is to explain details of the degree audit as it relates to Graduate Students. Graduate student audits will look and behave differently than undergraduate degree audits. Access to exceptions and procedures for notes are also slightly varied between graduate and undergraduate.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Graduate Academic Affairs will update and maintain degree audits for graduate students based on Graduate Council approved programs and regulations.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Advisors
2. Graduate Division Academic Affairs Office
3. Registrar’s Office

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu) to follow along.

FORMS

• SHANCRS – Non-Course Requirements
• The degree audit is located within Degree Works. There are no Banner forms in Degree Works.

PROCEDURES

1. For detailed instructions on how to use the Degree Works audit, please see the “Degree Audit” tutorial at http://ucrlearning.ucr.edu or review the Degree Audit documentation available here: http://ucrbanner.ucr.edu/training/training-documents.html.

DEGREE AUDIT

1. Know Your Program! Use the audit and the catalog to ensure students are completing the correct coursework. If exceptions, substitutions or waivers are needed, please begin the process prior to advancement.
2. Students and staff can view the same Degree Works audit.
3. Quarters of residency cannot currently be tracked on the audit. As a result, you’ll see the remark “6 quarters/3 quarters of residence are required.” We anticipate this functionality in a later version of Degree Works, but for now, advisors need to be aware and check residence quarters manually.

**MASTER’S PLAN I VS PLAN II**

1. If your master’s program only offers one plan, that is the only option that will show on the audit.
2. If your master’s program offers both Plan I and Plan II, the audit will default to Plan II requirements.
   a. Graduate Program Coordinators must use the SHANCRS form to note students pursuing the Plan I master’s as soon as that information is known.
   b. Students pursuing Plan I must have **THES entered as Incomplete on SHANCRS** for the audit to behave correctly.
      i. View the *Entering and Understanding Non-Course Requirements for Graduate Students* document for details on that process.

**EXCEPTIONS**

1. Force Complete – GAA only
   a. This is a powerful exception that allows the waiver of an entire rule.
   b. Petitions for course waivers will still be submitted to GAA via the General Petition. We will approve/deny and post any approved waivers to the degree audit.
   c. Course waivers must be submitted and approved prior to advancement.
2. Substitute – GAA only
   a. Replacing a required class with another class not on the available list.
   b. Petitions for course substitutions will still be submitted to GAA via the General Petition. We will approve/deny and post any approved substitutions to the degree audit.
   c. Course substitutions must be submitted and approved prior to advancement.
3. Also Allow – GAA and Major Advisors
   a. The exception adds another course to the list of approved courses.
   b. If your program has a statement such as “take one of the following courses or another course approved by the graduate advisor” it would be appropriate to use Also Allow.
   c. GAA will still be verifying at advancement that adding a course not on the list is permitted for your program. If your program requirements do not have the qualifying statement mentioned above, you are not permitted to use Also Allow.
4. Apply Here – GAA and Major Advisors
   a. Use this exception if the audit chose a course that should go towards a different rule or if the same course can count for more than one requirement.
5. Remove Course and/or Change Limit – GAA only
   a. Removing a course from an approved list or changing a course or unit rule. For example, if a course is waived but a student needs to make up the units in another area, this exception will be used.

**NOTES**

1. Notes on the degree audit must only be related to program requirements, not general advising.
   a. Graduate Program Coordinators are welcome to use the notes tab to record any degree or program related information.
2. If you are already adding an exception on the audit a note is not required, as the exception will be recorded.
3. GAA will use the notes area to communicate the following information:
a. Advanced to Candidacy
   i. This note will be the specific advancement date. The advancement date will also be recorded on SHANCRS. It’s on the audit as well so pertinent information regarding advancement will be recorded in one place.

b. Advancement incomplete because
   i. If there in any missing information, for example an official written exam result, that is preventing advancement completion, it will be noted here. This will help advisors and students understand what is happening with an advancement.

c. Degree requirements complete on
   i. This is the date that all requirements for the degree are complete, it might match the degree conferral date, it might not.

d. Graduation incomplete because
   i. This information is recorded to assist staff and students understand why their graduation was not complete. For example, if the GPA is below 3.0 or student did not submit their dissertation signature page by the deadline.

4. GAA will use the notes section for other information, but the four notes listed above will be standard.

5. View the Degree Audit 4: How to Enter Notes training document for more information or view the Degree Audit tutorial.

CONCENTRATIONS

1. Programs that have concentrations must add them to the student’s record in Banner in order for the degree audit to recognize those requirements.

2. If no concentration is entered, the audit will simply say that a concentration is required.
   a. View the Adding Concentrations for Graduate Students document and Concentration tutorials for details on that process.

COURSE PLANS AND TEMPLATES

1. Graduate Division is not preparing template course plans, as the Registrar’s office is doing for UG programs. Departments are welcome to review the tutorials and use this function if they wish.

FINAL QUIZ

1. What Plan will master’s degree audits default to?
   a. Plan II

2. What exceptions do major advisors have access to?
   a. Also Allow and Apply Here

3. What type of notes should be entered onto the Degree Audit?
   a. Only notes pertaining to degree requirements.

EXERCISES

1. Search for a student from your program.
   a. Process a new audit and review.
   b. Enter a note.
   c. Enter an exception.