

### **Common GradPlan and Grad Audit Problems**

GradPlan and Grad Audit are part of an integrated system designed to track students' progress and to confer the final degree. A student's final approved GradPlan determines what will be on the student's transcript and on the degree conferred. The Graduate School and Registrar's Office staff have noted the following common problems when students are finishing the e-paperwork for their degrees.

1. Courses listed in the plan that were from the Master's degree that shouldn't be counted for the PhD.
2. Courses that were never taken not being removed from the final plan.
3. Language requirement listed when there shouldn't be one. We are still seeing English quite a bit. We are also seeing French, German, Arabic, Chinese, etc. for programs that don't have a language requirement. Just because you can speak it, doesn't mean it needs to be there.
4. The language requirement is for foreign languages only. Any other course (ie: statistics or coding) are not languages so they should be noted in the "Additional Notes for Other requirements" on the "Other Requirements" page of the Grad Plan.
5. Wrong IRB number listed (application number instead of approved number).
6. Some departments do not know the process for time extensions for comps and defense dates.
7. Many plans are still missing the defense date and title when the student's dissertation has been accepted and delivered to ProQuest.
8. Many plans this semester do not show that the student has applied to graduate. That takes some time because it has to update overnight from SIS once the student has actually applied.
9. Departments often don't know who should do the final sign off.
10. Taking a long time for departments to notify the college of the defense date. Often more than a month goes by after the document was delivered to ProQuest before the defense date gets entered into Grad Audit.
11. Changes being made to plans after the Graduate School signs off. We don't know if a change has occurred and we have gotten many calls from students asking why the degree hasn't been conferred yet. We have to sign off again and we don't know that until somebody notifies us.
12. Final sign off done and degree conferred in Degree audit, when it was the wrong plan—there was a revised plan routing for approvals. Degrees then have to be unconferred.