Highlights from Grad Training

Degree Audit, Milestones, Degree Clearance

(8/17/22 & 8/18/22)

Need help?

RODEGAUD@MSU.EDU - degree audit, degree clearance, milestones, pre-reqs

GRADSIS@GRD.MSU.EDU - grad plan

SIS.MSU.EDU/TRAINING/ADVISING - quick guides, job aids, self-paced training, and videos on a variety of topics

Degree Audit

Subplans

- If 'Other Requirements' is displayed on a degree audit, a subplan is needed.

- When a subplan gets added to the student's CPP, 'Other Requirements' will disappear, and the appropriate degree audit requirements associated with the subplan will then display.

COMPUTER SCIENCE MS - PLAN B REQUIREMENTS

Not Satisfied:

COMPUTER SCIENCE MS - PLAN B REQUIREMENTS

Computer Science MS - Plan B Requirements

create substitutic ▾ ⟫

Not Satisfied:

Complete the following:

(5)-800-900 level courses

create substitute ▾ ⟫

Not Satisfied:

Complete 24 units

- Units: 24.00 required, 12.00 taken, 12.00 needed

The following courses were used to satisfy this requirement:

Personalize | View All | 🔲   First ◀ 1-4 of 4 ▶ Last

Course	Description	Units	When	Grade	Status
CSE 803	Computer Vision	3.00	Fall Semester 2022		◆
CSE 825	Computer and Network Security	3.00	Fall Semester 2022		◆
CSE 841	Artificial Intelligence	3.00	Fall Semester 2022		◆
CSE 891	Selected Topics	3.00	Fall Semester 2022		◆

50 courses/units

(1)-Core courses

create substitute ▾ ⟫

Not Satisfied:

Complete the core courses in economic theory, mathematical methods in economics, and econometrics.

- Courses: 50 required, 0 taken, 50 needed

- When a degree audit requirement is looking for 50 courses/units, this is because there were no requirements listed in Academic Programs.
- To satisfy this requirement, first substitute the appropriate courses.

(1)-Core courses

Crse Directive ▼ »

Not Satisfied:

Complete the core courses in economic theory, mathematical methods in economics, and econometrics.

- Courses: 50 required, 4 taken, 46 needed

The following courses were used to satisfy this requirement:

Personalize | View All | 🗗   First ◀ 1-4 of 4 ▶ Last

Course	Description	Units	When	Grade	Notes	Status
EC 811A	Math Applcns in Econ for PhDs	2.00	Fall Semester 2016	3.0	04	✓
EC 811B	Structure of Economic Analysis	2.00	Spring Semester 2017	3.0	03	✓
EC 812A	Microeconomics I	3.00	Fall Semester 2016	3.0	02	✓
EC 813A	Macroeconomics I	3.00	Fall Semester 2016	3.5	01	✓

- Then perform a requirement change to satisfy the requirement. In this case, a change from 50 courses to 4 courses was performed.

(1)-Core courses

Crse Directive ▼ »

Satisfied:

Complete the core courses in economic theory, mathematical methods in economics, and econometrics.

Note 01: Required units or courses have been changed.

- Courses: 4 required, 4 taken, 0 needed

The following courses were used to satisfy this requirement:

Personalize | View All | 🗗   First ◀ 1-4 of 4 ▶ Last

Course	Description	Units	When	Grade	Notes	Status
EC 811A	Math Applcns in Econ for PhDs	2.00	Fall Semester 2016	3.0	05	✓
EC 811B	Structure of Economic Analysis	2.00	Spring Semester 2017	3.0	04	✓
EC 812A	Microeconomics I	3.00	Fall Semester 2016	3.0	03	✓
EC 813A	Macroeconomics I	3.00	Fall Semester 2016	3.5	02	✓

Linked Bachelor's - Master's issue

- For linked students, some courses may appear as unsatisfied in the degree audit even though the courses appear in the course history.

MARKETING RESEARCH MS

Not Satisfied:

MARKETING RESEARCH MS

Marketing Research MS Required Courses

create substitutic ⌄ »

Not Satisfied:

Complete all of the following.

A total of 34 units is required for the degree.

▶ (1)-MKT 805

▶ (2)-MKT 806

▶ (3)-MKT 807

▶ (4)-MKT 819

▶ (5)-MKT 843

▶ (6)-MKT 856

MKT 805	Marketing Management	Spring Semester 2022	2.5	3.00	✓
MKT 806	Marketing Rsrch Decision Makng	Spring Semester 2022	3.5	3.00	✓
MKT 807	Consumer Insights	Spring Semester 2022	3.5	3.00	✓

- In many cases this is because the courses were taken in the undergraduate career and are therefore not automatically used by the graduate degree audit.
- To make these courses count in the degree audit, simply perform a course directive.

(1)-MKT 805

*Crse Directive ⌄ »

Satisfied:

MKT 805

- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Personalize | View All | ⤢   First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Notes	Status
MKT 805	Marketing Management	3.00	Spring Semester 2022	2.5	01	✓

- These courses will also need to be subbed into the Minimum units and Minimum GPA requirements by your college substitution staff.

▼ (12)-Minimum 34 units required

`*Crse Directive ▾` ⊗

Satisfied:

Minimum 34 units required

- Units: 34.00 required, 34.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Personalize | View All | 🗗   First ◀ 1-10 of 18 ▶ Last

Course	Description	Units	When	Grade	Notes	Status
MKT 805	Marketing Management	3.00	Spring Semester 2022	2.5	06	✅
MKT 806	Marketing Rsrch Decision Makng	3.00	Spring Semester 2022	3.5	05	✅
MKT 807	Consumer Insights	3.00	Spring Semester 2022	3.5	04	✅
MKT 819	Predictive Analytics	3.00	Summer Semester 2022	3.5		✅
MKT 843	International Marketing Rsrch	2.00	Fall Semester 2022			🔶
MKT 856	Consulting Practicum Marketing	1.00	Summer Semester 2022			🔶
MKT 856	Consulting Practicum Marketing	2.00	Fall Semester 2022			🔶
MKT 861	Mkt Research Strat Analysis	1.00	Spring Semester 2022	4.0		✅

<u>Removal of a course directive, requirement change, or requirement waiver</u>

- To remove a course directive, requirement change, or requirement waiver, simply re-open the directive, change, or waiver and click on the trash can in the upper right corner.

Authorize Student Substitutions

Override

Advisement Override:	000049009	🗑

Direct Courses to
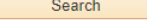
Requirement Group:	001621	MARKETING RESEARCH MS
Requirement:	000001719	Marketing Research MS Required
Line Nbr:	0010	MKT 805

Directed Courses   1 of 1

⊞ ⊟

*Course Sequence	0001	*Directive Type	Substitute ▾
Course Source	Enrollment ▾		Search

Subject	MKT	Catalog	805	Marketing Management
Course ID	120413	Offer Nbr	1	Acad Group BUS
Grade	2.5	Units	3.00	
Session	1	Section	730	Class Nbr 21209
Term	2222	Spring 2022		

Directed Units		Min Grade Points/Unit	2.00
Directed Courses			
Course Topic ID	🔍		

Milestones

Milestones exist in two places…
1. Built into the Academic Requirements for graduate degree programs.
2. Added to student records by the RO via a query and batch process performed at least once per semester.

Milestones on the student record must be manually marked "Completed" for the milestones to show as satisfied in the Academic Requirements (degree audit). Some milestones should have the date of the event entered in the "Date Attempted" field as well (bottom right corner).

Degree Type	Milestone	Date in bottom-right corner	Notes
Master's Plan B	GFINALEVAL	Required	
Master's Plan A	GTHESISDIR	Date not required	Each college/dept can decide this.
	GTHESISDEF or GFINALEXAM	Required	GFINALEXAM will be phased out
	GTHESIS - (Grad School only)	Required - (Grad School only)	
Doctoral	GCOMPEXAM	Required	
	GGUIDCHAIR	Date not required	Each college/dept can decide this.
	GDISSDIR	Date not required	Each college/dept can decide this.
	GDISSDEF or GFINALEXAM	Required	GFINALEXAM will be phased out
	GDISSERT - (Grad School only)	Required - (Grad School only)	

Note: If a student changes majors (between master's and doctorate) or subplans (Plan A or Plan B), then the milestones in the student record will be wrong. When the batch process is run again, missing milestones will be added but previous milestones that are no longer needed will need to be removed manually by the grad units. Alternatively, the grad units may add the new milestones and delete the old milestones without waiting for the batch process.

The faculty name must be entered in the "Milestone Title" field, in the space just below the blue-shaded area of these milestones: Thesis Director, Dissertation Director, Guidance Committee Chair.
- **Correct:** J. Smith, Professor Emeritus
- **Incorrect:** John Smith, Professor Emeritus

Be careful not to use these fields for the faculty name: "Comment" field; "Advisor/Evaluator" field.

MSU is not currently using the Advisors section, with the *Advisor/Evaluator field, in the milestones. This is confusing because the asterisk is built into the page. However, just ignore that section.

**Note:** Only the Graduate School completes these two milestones:
- Master's Thesis
- Dissertation

After filling in the Thesis/Dissertation title, the date accepted, and sending the document to ProQuest, the Grad School adds a note in the "Comment" field indicating the **semester** the Thesis/Dissertation was accepted. This is important because the student's graduation semester cannot be *before* the Thesis/Dissertation completion. Grad staff should check this. Make sure that the student's graduation application is in the same semester. In some cases, the grad staff will need to push the graduation application to the next semester. (In the CPP stack, add a new row, change the date of the graduation application to the next semester.)

Degree Clearance

Hiding doctoral requirements to clear a masters

- If a PhD and master's degree are both active on a student's record, the PhD requirements will most likely need to be turned off to enable to confer the master's degree.
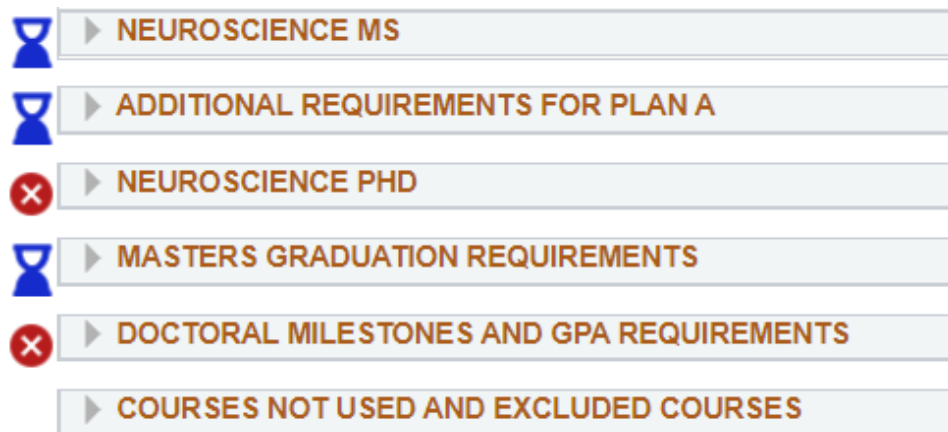
- To turn off the PhD requirements, go to the CPP stack and add a row (use DATA as the Program Action). On the Student Plan tab, set the Advisement Status to 'Do Not Include'.

Student Program	Student Plan	Student Sub-Plan	Additional Information

Ahmed Atwa 161381133

Academic Career Graduate

Student Details

Status Active in Program
Effective Date 08/19/2022
Program Action Data
Action Reason Change

Academic Program DNS

*Academic Plan NEURS2_PHD 🔍 Neuroscience PHD
*Plan Sequence 10
*Declare Date 03/07/2022 📅
*Requirement Term 2228 🔍 FS22
*Advisement Status Do Not Include

💾 Save 🔍 Return to Search ⬆ Previous in List ⬇ Next in List

Student Program | Student Plan | Student Sub-Plan | Additional Information | Student Attri

- With the PhD requirements turned off, the audit should show only the master's requirements.

⏳ ▶ NEUROSCIENCE MS

⏳ ▶ ADDITIONAL REQUIREMENTS FOR PLAN A

⏳ ▶ MASTERS GRADUATION REQUIREMENTS

▶ COURSES NOT USED AND EXCLUDED COURSES

- Note that after the master's degree has been conferred, the PhD requirements will need to be turned back on by adding another row and setting the Advisement Status back to 'Include'.

Other degree clearance tips

- Putting a CONF into the degree clearance screen does not mean that a student will automatically get their degree conferred. There are many checks in the system that the student must pass before their degree is awarded. Putting in a CONF is just one of those checks.
- Rather than using DENY or MOVE in the decisions area when a student is not going to graduate in a given term, please go to the CPP stack and move the APPL row to another term.