Program of Study and ABD Process

As you know, I have been actively testing your degree audits in Degree Works and I am happy to say that the degree audit will replace the Program of Study form. Going forward you will submit a signed PDF of the degree audit to degreecert@syr.edu with your ABD milestone memo. The appropriate authorized signer of programs of study forms for your department will sign the audit next to Advisor. Unfortunately, Degree Works is not available to doctoral students who matriculated prior to the 2015-16 academic year, those students must submit a Program of Study form.

Important steps before saving a PDF of the Degree Audit:

1. Be sure you are reviewing the most current degree audit in Degree Works by clicking "Process New".
2. Any requirement that is not checked   is incomplete. The student will need to submit a petition indicate how the requirement was met.
3. Check to see if there are any degree applicable courses that are falling into "Courses Not Allocated". If there are, the courses must be petitioned to be used to complete the degree requirements. Please be sure you are submitting all necessary petitions with the signed PDF of the Degree Audit to degreecert@syr.edu.
4. ***Triple Counting*** – Degree Works does not check to see if a course is being used more than once to fulfill degree requirements. If a student is pursuing multiple degrees (CAS, MA, PhD etc.) we need to manually check each audit to ensure that a course is not being used more than twice to fulfill degree requirements and adjust the audits accordingly. Any changes to the degree audit must be done by petition. You might need to submit a petition to update the audit, adding or removing a course, to ensure that triple counting does not occur.
5. Save as a PDF.
6. Be sure to have the saved PDF signed by the appropriate authorized signor of programs of study for your department and forward to degreecert@syr.edu

Degree Works updates overnight. Updates in Peoplesoft can take 24-48 hours to appear in Degree Works. Ex. if grade is entered at 4 p.m. on Monday then it will appear on the degree audit on Tuesday morning. If grade is entered at 10 p.m. on Monday then it will appear on the degree audit on Wednesday morning. The same is true for milestones, transfer credits, Internal Admits, program transfers.

Please feel free to contact me if you have any questions about degree certification including how to read the degree audit, search for your students or query students in Degree Works, or any general questions regarding your degree audit. I am happy to assist or meet with you. Also, the Registrar's Office has provided helpful tutorials on their Answers page available to review.

Non-Thesis and Thesis Master's

You are receiving this email because I certify your non-thesis (or thesis) Master's degrees and/or Certificates.

As you know, I have been actively testing your degree audits in Degree Works and I am happy to say that the degree audit will replace the Program of Study form. Going forward you will submit a PDF of the degree audit to degreecert@syr.edu. The appropriate authorized signer of programs of study forms for your department will sign the audit next to Advisor. Unfortunately, Degree Works is not available to students who matriculated prior to the 2016-17 academic year, those students must submit a Program of Study form.

Important steps before saving a PDF of the Degree Audit:

1. Be sure you are reviewing the most current degree audit in Degree Works by clicking "Process New".
2. Any requirement that is not checked   is incomplete. The student will need to submit a petition indicate how the requirement was met.
3. Check to see if there are any degree applicable courses that are falling into "Courses Not Allocated". If there are, the courses must be petitioned to be used to complete the degree requirements. Please be sure you are submitting all necessary petitions with the signed PDF of the Degree Audit to degreecert@syr.edu.
4. ***Triple Counting*** – Degree Works does not check to see if a course is being used more than once to fulfill degree requirements. If a student is pursuing multiple degrees (CAS, MA, PhD etc.) we need to manually check each audit to ensure that a course is not being used more than twice to fulfill degree requirements and adjust the audits accordingly. Any changes to the degree audit must be done by petition. You might need to submit a petition to update the audit, adding or removing a course, to ensure that triple counting does not occur.
5. Save as a PDF.
6. Be sure to have the saved PDF signed by the appropriate authorized signor of programs of study for your department and forward to degreecert@syr.edu.

Please keep in mind, if a student submitted an Internal Admit or Graduate Transfer form, you must wait until the paperwork has been processed to submit the PDF of the Degree Audit. The student/Advisor will not be able to review the degree audit until the paperwork has been processed. Degree Works updates overnight. Updates in Peoplesoft can take 24-48 hours to appear in Degree Works. Ex. if grade is entered at 4 p.m. on Monday then it will appear on the degree audit on Tuesday morning. If grade is entered at 10 p.m. on Monday then it will appear on the degree audit on Wednesday morning. The same is true for milestones, transfer credits, Internal Admits, program transfers.

Please feel free to contact me if you have any questions about degree certification including how to read the degree audit, search for your students or query students in Degree Works, or any general questions regarding your degree audit. I am happy to assist or meet with you. Also, the Registrar's Office has provided helpful tutorials on their Answers page available to review.

Reminder…All students who will be graduating in the Summer 2021 * **<u>MUST</u>** * file their Diploma Request (DRC) in MySlice. Only students who file their Diploma Request are included in degree certification review. The deadline for filing the Diploma Request was **March 1st** for May, June/July and August graduates (Masters and CAS). Please remind your students to file their DRC asap.

The deadline to submit the PDF of the signed degree audit and supporting petitions to degreecert@syr.edu for students graduating in July is **July 15th** and **August 15th** for August Graduate.