

TRANSITIONING TO DEGREEWORKS FOR PROGRAM OF STUDY PROCESSES (Degree, Certificate, Minor)

On Monday, October 1, 2012, students will officially have access to Degreeworks (DW) through Appalnet. At that point, we will begin accepting program of study submission and POS change submission via email or on paper.

How To Submit POS or POS Changes for Graduate School Approval

On Paper (acceptable, but not preferred):

- Program director or chair submits a signed POS or POS change form – OR the new customize graduate program form! – to the graduate records staff (Graduate School; BOX 32068; CAMPUS) no later than half way through the program.
- The staff will review the POS and update DW appropriately, forwarding to the Associate Dean all requests for substitutions for approval. The Associate Dean will follow up with the Program Director if needed. Providing specific justification will minimize delays in processing
- The staff will send email to primary signatory and to the student when the DW edits are complete, based upon the approved program.

Via Email for Students for Whom Specific Elective Choices Must be Reported, or for Whom Substitutions are Requested:

- Program director or chair submits to graduaterecs@appstate.edu an email describing the request for ***that single student***, preferably at the end of the first semester or early in the second semester, but no later than half way through the program (please use the request for customized graduate program form as an email attachment unless the request is very simple). Providing specific justification will minimize delays in processing.
- The graduate records staff will update DW appropriately.
- The staff will send email to primary signatory and to the student when the DW edits are complete, based upon the approved program.

Via Email for a Group of Students who are ALL Following the Default Curriculum posted in DW with no changes or customizations:

- Program director or chair submits to graduaterecs@appstate.edu a list of all students with whom the POS has been discussed, preferably at the end of the first semester or early in the second semester, but no later than half way through the program. Providing specific justification will minimize delays in processing.
- The graduate records staff will update DW appropriately.
- The staff will send email to primary signatory and to the student when the DW edits are complete, based upon the approved program.

NOTES:

- **“non-POS” coursework:** We will no longer automatically exclude credit for graduate courses NOT listed on the POS. Exclusions must be requested. *This change is to avoid the issues associated with excluding credit students received federal aid for. Excluding that credit may result in the aid being rescinded.*
- **Reporting candidacy, proficiency, comprehensive, etc.:** Because these all require (in theory) a committee decision, we will continue to require paper forms with original signatures to be submitted to the Graduate Records staff.
- **Reporting required prerequisites:** If you wish for a student’s program audit to show required prerequisites, that must be handled through the Notes feature in DW, since undergraduate courses will not populate a graduate student’s audit. If you wish for us to formally list prereqs AND enforce them, please email graduaterecs@appstate.edu with the student’s name, banner ID, major, and list the prerequisite courses.

REQUEST FOR CUSTOMIZED GRADUATE PROGRAM (10.1.12)
(replaces POS form and POS change form)

STUDENT NAME: _____ BANNER ID: _____

PROGRAM: _____

We request the following graduate program changes/customizations (check all that apply):

_____ Change Bulletin Year to _____

_____ Change concentration to _____

_____ Specify elective course(s) in the major, concentration, certificate or minor not on pre-approved list in DW:

Prefix-Number	Title (and institution if transfer)	Hours	Location in DW Audit Worksheet

_____ Request substitutions for required major, concentration or certificate course(s). Describe the change (prefixes, numbers, and titles; if transfer courses are to be used, include name of institution) **AND** include rationale:

_____ Add a minor in _____
 list all courses for the minor (prefix, number, and title). Note: Minors can only be added to degrees (not certificates) and must be in departments other than the major department.

_____ Exclude the following courses from credit – list (prefix, number, and title) and include rationale:

DIRECTIONS: Be as complete as possible in describing the request and the rationale for the request. There is room on page 2 of this form for additional justification if needed to fully explain the request. Email to graduaterecs@appstate.edu OR sign below and submit via campus mail (Graduate School; BOX 32068; CAMPUS).

PROGRAM APPROVAL: _____
 Program Director or Chair

**REQUEST FOR CUSTOMIZED GRADUATE PROGRAM
OPTIONAL ADDITIONAL JUSTIFICATION PAGE**