

## DegreeWorks (DW) Next Generation Planner for Graduate Students

DegreeWorks Planner allows advisors to create, view, and save semester course plans for students to follow as a guide. A plan can also be approved by the Graduate School as a student's final Graduate Studies Plan (GSP), which then replaces the prescribed catalog requirements.

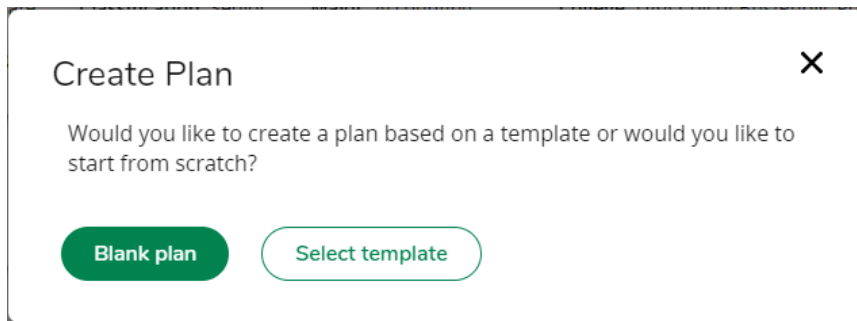
### Options for Graduate Students

If a graduate student intends to follow prescribed catalog requirements, any exceptions must be submitted for approval via the graduate academic petition process to the Graduate School. Students following prescribed catalog requirements would not use a GSP. Degree Services will update a student's DegreeWorks audit as approved graduate academic petitions are received.

If a degree program lacks prescribed degree requirements, or the student intends to pursue specifically tailored coursework out of a broad range within the prescribed degree requirements, then a GSP is required. Predefined notes are available on the Notes tab for the graduate department/program **advisor**, graduate department **chair**, and school/college **dean** to indicate approval of the GSP **in that order**. Until a GSP has received **final approval by the Graduate School**, the GSP will not replace the prescribed catalog requirements in the audit nor populate the tailored coursework as specified in the GSP. If a GSP is altered after receiving final approval, it must be reapproved through the chain. Any exceptions to General University Requirements for graduate degrees will need to be addressed using the graduate academic petition process. Please contact the Graduate School if you have questions regarding GUR policies for graduate degrees.

### Creating a New Plan from Scratch

1. Open the Plans tab to create a new plan. If the student has an existing plan or plans, they will display below the header requirements. Select "New Plan" from the top right of the screen to get this message box.



2. Select "Blank Plan" (see page 2 for "Select Template" instructions).
3. Select the plan starting term from the dropdown menu and submit.
4. Enter the name of the plan for the description, ex. "Final Graduate Studies Plan."
5. Check the "Active" checkbox under the Description field. We encourage you to only have one active plan saved at a time so that reporting data is as accurate as possible. When creating a plan, if you wish to give students the ability to edit the plan, leave the "Locked" checkbox unchecked. Checking the Locked checkbox blocks students from

editing the plan. Students will still be able to create their own plans separately. Select “Save”.

6. See **Adding Requirements** below.

### Creating a New Plan from a Template

Templates are predefined plans specified by departments. If you’re interested in developing a template for your program, please email [uaa.degrees@alaska.edu](mailto:uaa.degrees@alaska.edu).

1. Open the Plans tab to create a new plan. If the student has an existing plan or plans, they will display under the header requirements. Select “New Plan” from the top right of the screen to get the message box.
2. “Select Template” for a list of available templates.
3. Enter the starting term for the plan.
4. Click the template name to load the predefined template to the student’s plan.

### Opening an Existing Plan

1. Simply select the plan from the list on the Plans tab and click “Open.”
2. If you are already in a plan, select “Plan list” to view other plans.

### Adding Requirements

1. The first semester you specified will appear on the plan.
2. Add additional semesters with the “Add term” button at the top right of the plan. You may need to scroll to the right to see it.

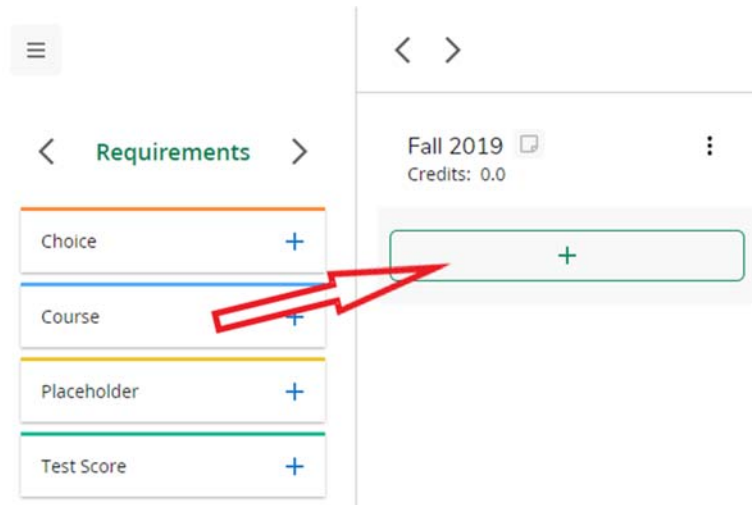


Add term

Fall 2019   
Credits: 0.0



3. To add requirements to the plan, click and drag the Course, Placeholder, or Test Score from the Requirements menu on the left to the “+” plus button under the term of the requirement.



- a. Course
  - i. Click and drag “Course” to the “+” below the corresponding semester.
  - ii. Type in the course in the Course requirement field using capital letters.

Course requirement \*

BA A603

Credits

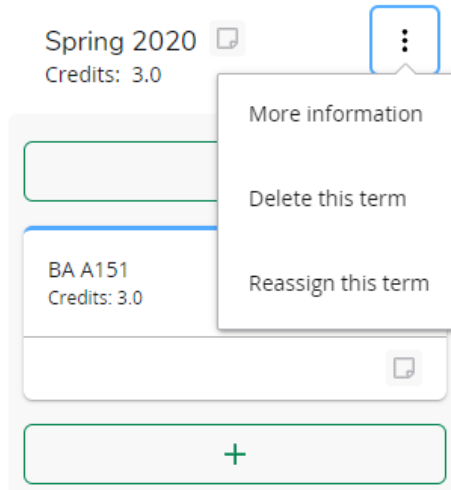
3.0

- iii. Save.
- b. Placeholder
  - i. Use the placeholder type for an elective, GER, leveling course, transfer course, or other. Select a Placeholder requirement from the dropdown list and enter a value (e.g. General Education placeholder with a value of ‘Natural Sciences’ or Elective placeholder with a value of ‘PSY or SOC course’). You can also enter a credit amount in the value field (e.g. General Education placeholder with a value of ‘4 credit Natural Science course’)
- c. Test Score
  - i. Select a test from the dropdown list and enter a minimum score.
  - ii. If you are unsure about the minimum score, enter any value (‘Pass’).
  - iii. If you do not see the test you are looking for, please email [uaa.degrees@alaska.edu](mailto:uaa.degrees@alaska.edu) and request to have it added to the list.

### Edit Plan Requirements

There are multiple ways the plan can be edited:

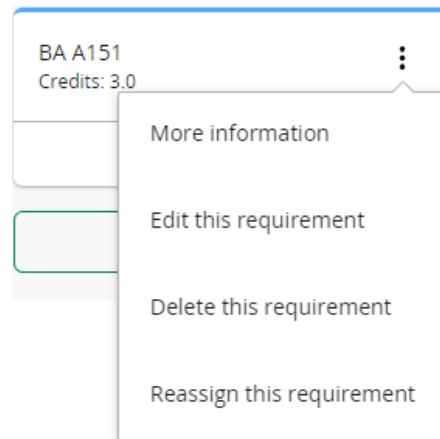
1. Simply add or delete requirements and then save.
2. Edit existing requirements (e.g. replace SPAN A101 with ENGL A111 and save). Credits will automatically adjust.
3. Drag and drop courses to different terms within the plan.
4. Reassign terms:
  - a. Click the menu item on the term to delete, reassign, or for more information on course schedules for that term.



- b. If a term has already been used within the plan, it will not be available in the term dropdown menu. If you are reassigning to a term that already has planned courses, you must first delete the existing term or change it.

### Delete Plan Requirements

1. Select the course dropdown menu to delete, edit, or reassign the requirement, or for more information.



### Saving Plans

Select the pencil icon near the plan description to save. **Note:** Changing the description and selecting "Save" will overwrite your previous plan.

## Final Graduate Studies Plan



Plan list

New plan

**Degree** Master of Business Administration

**Level** Undergraduate

**Active** Yes | **Status** Locked

We encourage you to only have one *active* plan saved at a time so that reporting data is as accurate as possible.

### Plan Approval

Once the Graduate School has given final approval for a GSP, they will convert the plan so that it is displayed in the audit in place of the original catalog requirements on the Audits tab. Students' courses will populate the requirements as they register for and complete courses.

The plan can be modified at any time. However, any changes need to be re-approved up through the Graduate School before they will be reflected in the audit on the Audits tab.

Before awarding a graduate degree for a student following a GSP, Degree Services must see approval from the Graduate School in the student's Notes section of DegreeWorks. It will be noted using the predefined note, "Final GSP approved by Graduate School for XX." That way it is clear to Degree Services which plan has been approved for its specific program should a student be admitted into more than one graduate program.

### Questions?

If you have any questions about your DegreeWorks audit, please contact Degree Services at [uaa.degrees@alaska.edu](mailto:uaa.degrees@alaska.edu).