JOB AID

Academic Advising: Degree Clearance

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1. From the Advisors home page, click the Degree Clearance Search tile.

2. You will be brought to the Degree Clearance Search page, where you may search for a student or group of students using various search criteria. For the example below, we will be searching for an undergraduate student who applied for graduation in Fall 2021; click Search once done.
A. **Student ID**: use to search for an individual student.

B. **Term and CPP Degree Checkout Status**: (Applied for graduation, approved, denied, withdrawn, etc.); leave the CPP Degree Checkout Status blank to pull all students.

C. **Career, Program and Plan**: search by college, plan or student career.
   - **Note**: You will only be able to search for CPPs in which you have access to.

D. **Requirements Complete**: indicates if the student’s degree audit report is complete or not.

E. **Approval Status**: these are the status codes entered by advisors to identify the status towards degree conferral for the student; valid codes include:
   - Graduation Application Moved to a Future Term (MOVE) – the Expected Graduation Term in the Student Career/Program stack was updated to a future term
   - Application Withdrawn (WITH) – the graduation application was withdrawn for the current term.
   - Confer Degree (CONF) – the degree is ready to be conferred; the student meets all degree requirements and their degree audit report required are complete; the student has no grades that are in-progress and no transfer evaluations that need to be posted.
   - Confer Override (CFOV) – the student’s degree is ready to be conferred but the degree audit report does not indicate that all requirements are satisfied; the Registrar’s staff will review the student’s graduation application and academic data to provide an override if the degree can be awarded.
   - Denied (DENY) – the degree application is denied typically due to outstanding degree requirements.
   - No Decision (NONE) – the Advisor has not entered a graduation decision and might be entering a Comment related to the student’s degree conferral.

3. The **Degree Clearance Results** page will populate, displaying a list of all students meeting your search criteria. On this page, you will be able to see all plans, sub plans and degrees for students, but you will only have access to edit those for which you have access – all others will be grayed out.
A. **ID/Name**: displays the student’s first/last name and Student ID.
B. **Career/Program**: displays the student’s career and program (college).
C. **Plan/Subplan/Degree**: displays all of the student’s plans and subplans (majors/minors/concentration) and degree (Bachelor’s, Master’s).
D. **CPP Degree Checkout Status/Honors**: comes from the student’s CPP stack and indicates whether they’ve applied for graduation and have been awarded or denied. If the student is in the Honors College, that will also be indicated in the second line of this row as either Yes/No.
E. **Transfer In Progress/In Progress Grade**: the first line indicates if there are transfer credits still to be finalized, while the second line indicates if there are grade(s) currently in progress at MSU.
   - From an MSU standpoint, “in progress” means the student has a class for which a grade has not been entered yet, OR, they have a conditional grade for a class.
F. **Requirements Complete/Report Data**: Indicates whether the degree audit report for the affiliated career is complete or not.
G. **Approval Status**: these are the levels of approval for degree clearance; the Departmental and College levels are informational for the Final Approval; posting the degree is based only on the Final Approval and not approval from the Academic Department or College.

A Final Approval of Confer Override will require Registrar staff approval before the degree will be awarded. The Confer Override option should be used sparingly by advisors.

- **Department**
- **College**
- **Final**
H. **RO Override**: only accessible to those with security within the Registrar’s Office; allows RO members to override the final approval status of the college/department.

I. **Comments**: if the **Final Approval** is listed as either a “Deny” or “Conferred Override,” a comment explaining why is required.

J. **Student Services Center**: clicking here will take you to the Student Services Center where you will be able to view more details pertaining to the student (run a degree audit report, view transfer credit and test results, etc.).
   - If a degree is not clearing despite the requirements on the Degree Clearance page showing as completed, you will need to go to the Student Services Center page to double check for additional information, such as study abroad, conditional grades, transfer credit, etc.

J. **Audit Details**: provides audit trail information on who made what changes to the student’s degree clearance.

![Degree Clearance Audit Details](image)

K. Click this button to download the current list of students and above-mentioned information to an Excel file.

4. Once all changes have been made, click **Save** at the bottom of the page.