JOB AID

Degree Clearance Guidance

10/6/2023

Student Information System
MICHIGAN STATE UNIVERSITY

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PREPARATION FOR DEGREE CLEARANCE

The best way to prepare for student degrees to clear in a timely manner is by performing the following tasks:

STUDENT REVIEW TIMELINE

Ex: When to begin review of students: Student has 90 credits or student is generally two (2) semesters from possible graduation.

COURSE COMPLETION TIMELINE

Is the student able to complete all remaining required courses in the time remaining? Are there unfulfilled prerequisites for remaining courses? Keep in mind, some courses are only offered every two years, or only in certain semesters (SS, FS).

DEGREE CODING

Ensure all additional majors, second degrees, minors, concentrations, and honors are listed. Remove plans the student is no longer intending to complete. Multiple degrees require more than one Student Career Number (CAR).

Career, Program, Plan (CPP) Help Guides

- Adding a Second Major in a Different Program
- Changing a Major/Minor - Different Program
- Changing a Major/Minor - Same Program
- Changing Subplan (Plan A/Plan B or Concentration)

HONORS COLLEGE

Is the student a member of the Honors College (HC)? Does the HC need to be contacted regarding their requirements? If a student is no longer a member, HC has a process to add pre-approved substitutions to the university requirements.

Additional questions or concerns can be directed to the Honors College.

GRADE VERIFICATION

Are final grades submitted in all courses?

Check the students' course history for conditional/not final grades.

TRANSFER PENDING

Has all transfer work been posted with final grades? If any transfer courses have TP grades, a final transcript is needed.

TCA SERVICE INDICATOR

Does the student have a transfer credits adjustment (TCA)?

The TCA service indicator will prevent a degree from conferring. It was put on by the RO when a student attended a 2-year institution and earned more than 60 units.

If you see a TCA service indicator, please contact the Registrar's Office Degree Audit Team at rodegaud@msu.edu.

STUDY ABROAD/ FIELD EXPERIENCE FINALIZED

Have all study abroad and field experience grades been finalized?

MILESTONES (IF APPLICABLE)

Milestones are degree requirements that are not generally course related (thesis defense, etc).

All milestones on a student's degree audit need to reflect a completed status (green check marks).

APPLICATION TO GRADUATE

Has the student applied to graduate?

If they have not applied but are eligible, students can apply to graduate in Campus Solutions>Academic Progress Tile>Graduation>Apply for Graduation.

CONFERRAL CODES

FINAL DECISIONS

CONF (Confer Degree)

- The degree is ready to be conferred.
- The student has met all degree requirements and the degree audit is complete (green checks and blue hourglasses).
- A blue hourglass assumes that an in-progress course will receive a passing grade.

CFOV (Confer Override)

- CFOV is not intended to override incomplete requirements. Substitutions will need to be made by the college or department.
- Should be used when a student is completing their first degree in one semester and completing another degree in a different semester (includes ADDUs).
- Any student who attended MSU during the quarter system.
- It should only be used in rare cases and requires a comment.
- This will always require a manual conferral from RO.

ACTION INDICATORS

APPLYING THESE CODES INDICATES DEPARTMENT OR COLLEGE NEEDS TO TAKE FURTHER ACTION

MOVE (Grad App Needs to be Moved)

- The dept/college must move the application to another semester (link to instructions).
- Use this at the dept/college level to indicate the student is not ready to graduate this semester but may be ready to graduate in an upcoming semester.
- Changing the expected graduation term (semester)/graduation application is the responsibility of the department or college advisor.
- If you need assistance or further instructions on moving an application, please reach out to rodegaud@msu.edu

DENY (Graduation Application Denied)

- This should only be used when a student cannot graduate and will need to re-apply.
- Further action will need to be taken by the dept/college to remove the student's application (link to Instructions).
    - Example: Student's GPA is too low for them to correct by repeating courses.
    - Example: Student left the University with no intention to return.
- If you need assistance or further instructions on removing an application, please reach out to rodegaud@msu.edu

REMV (Change to CPP Required)

- Dept/college indicates that something from CPP needs to be removed.
- Dept/college should make the needed change to the CPP and then move on with the conferral process on what remains.

NOTE (Comment Only)

- The advisor is not entering a true graduation decision but has added a comment.
- This should not be used as a final decision.

COURSE GRADE CODES

Bolded codes indicate a barrier to Degree Clearance.

Code	Meaning	Notes
CP	**Conditional Pass**	**Conditional Grade**
CR	Credit	
DF	**Deferred**	**Conditional Grade**
ET	**Extension/Extended**	**Conditional Grade**
I	**Incomplete**	**Conditional Grade**
IT	Internal Transfer	
LDR	**Late Drop**	**Not Final Grade**
N	No Grade	
NC	No Credit	
NGR	**No Grade Reported**	**Not Final Grade**
NS	Not Satisfied	
P	Pass	
S	Satisfactory	
T	Transfer	
TF	Transfer Credit Failed	
TP	**Transfer Credit Pending**	**Not Final Grade**
TWV	Transfer Waive	
U	Unfinished Work	
V*	Visitor, Carrier Course	0.0 credits is OK
V**	**Visitor, Carrier Course**	**With credits, is not final**
W	Withdrew	
WV	Waived	
WVR	Repeatable Waiver	
X	Education Abroad	
Y	Inter-institution Studies	
Z	Full-Time Enrolled	

*A 0.0 credits indicates that the credits from this course have been redistributed to MSU equivalencies.

** >0.0 credits indicates that the carrier course is awaiting redistribution.

WHY ISN'T THIS STUDENT'S DEGREE CLEARING? (CHECKLIST)

- ❑ Is the degree audit (in Academic Requirements) complete?
  - All green check marks.
  - No blue hourglasses.
  - No red X's.
- ❑ Does the student have any credits in progress? (MSU Courses)
  - Yellow diamond.
  - Do you have a course without a grade/passing grade? (See Course Grade Codes).
- ❑ Are transfer/test credit not posted?
  - If completed, but not posted – degree audit cannot use it.
- ❑ Does the student have any transfer credits pending? (TP)
- ❑ Does the student have any Study Abroad or Field Experience credit? Has it been finalized?
- ❑ Is there a Transfer Credit Adjust (TCA) service indicator?
- ❑ Does the student have Confer Over (CFOV) instead of Confer (CONF) as a final decision?
  - When a CFOV code is added as a final decision, the student must be cleared manually by the RO. See definitions in Conferral Codes.
- ❑ Does the student have future enrollment for an additional degree?
  - If the student has enrollment for an additional degree, the system will not confer the first degree automatically.
  - Contact the Degree Audit team at the RO (rodegaud@msu.edu).
- ❑ Future enrollment for degree being cleared?
  - If student has enrollment pertaining to the degree being cleared, their graduation term (semester) should be moved by an advisor.
- ❑ Is the student getting a dual degree in the same semester?
  - If only the first degree is clearing, contact the Degree Audit team at the RO (rodegaud@msu.edu).

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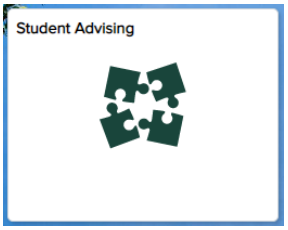
HOW TO: NAVIGATE TO THE STUDENT SERVICES CENTER

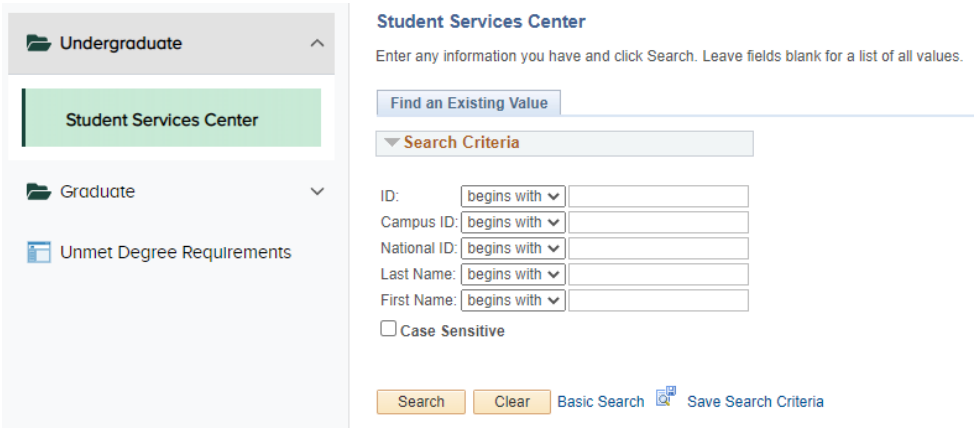
There are two key ways in navigating to the Student Services Center for a particular student:

STUDENT ADVISING

1. From the Advisors homepage, click the Student Advising tile.

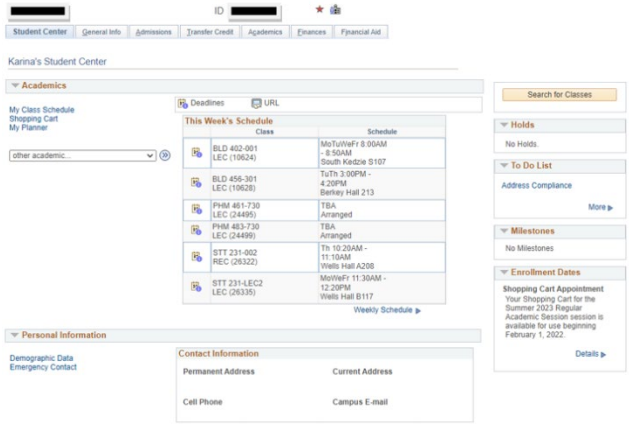


2. You will be brought to the **Student Services Center** page, where you may search for a specific student using various search criteria.



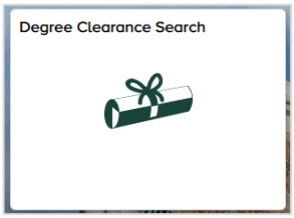
- **ID**: APID
- **Campus ID**: NetID
- **National ID**: Social Security Number
- **Last Name**: Last Name
- **First Name**: First Name

3. A successful search will take you to the Student Center for the specified student

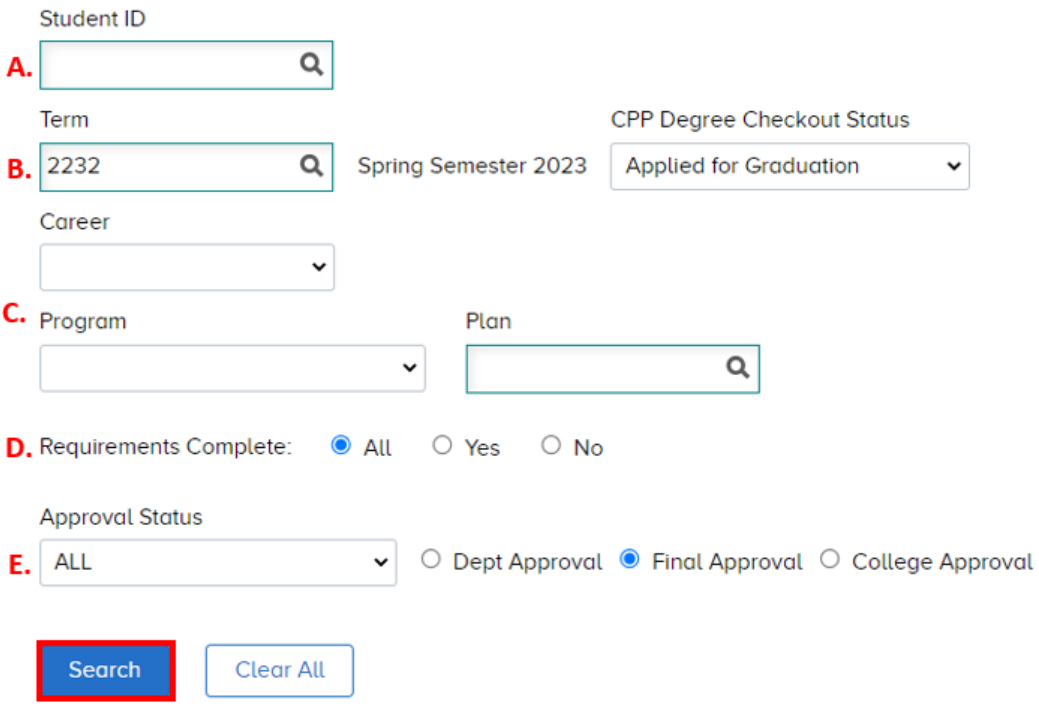


DEGREE CLEARANCE

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

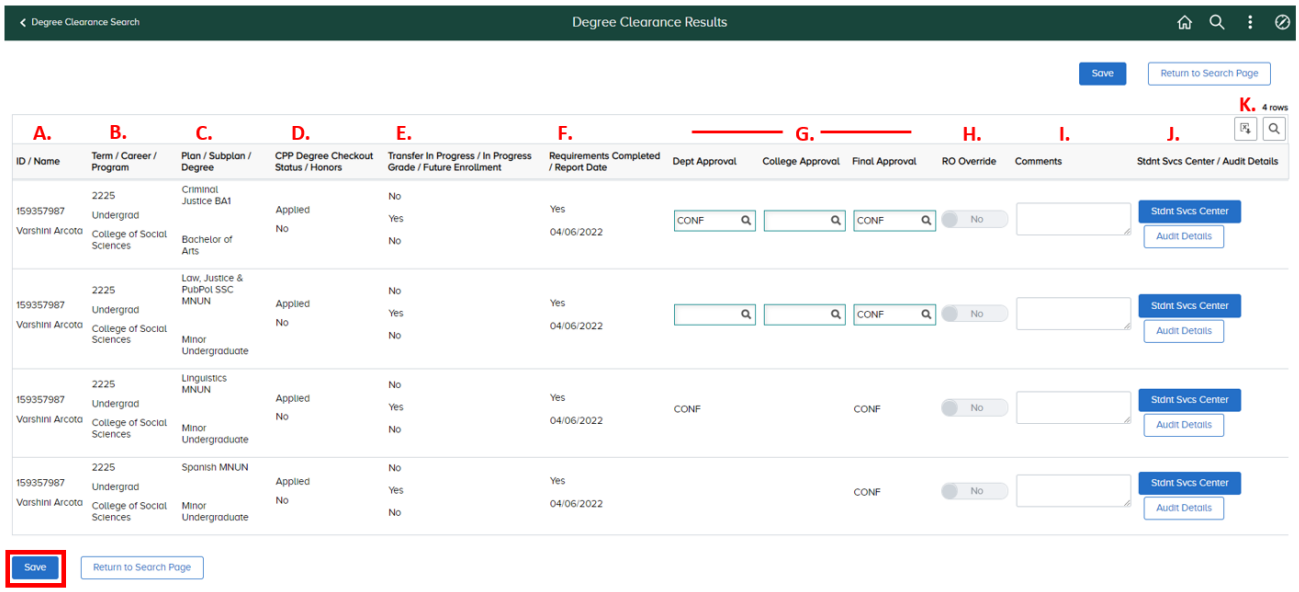


2. From the **Degree Clearance Search** page, you may search for a student or group of students using various search criteria. For the example below, we will be searching for an undergraduate student who applied for graduation in Fall 2021.



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**, **College** and **Plan**: Search by college, plan, or student career.
   Note: You will only be able to search for CPPs 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; see Approval Codes for definitions and further usage instructions.

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. You will only have access to edit those for which you have access – all others will be grayedout.



A. **ID/Name**: Displays the student's first/last name and Student ID.

B. **Term/Career/Program**: Displays the student's career and program (college).

C. **Plan/Subplan/Degree:** Displays all student plans and subplans (majors/minors/concentration) and degree (bachelors, masters).

D. **CPP Degree Checkout Status/Honors**: Comes from the student's CPP stack and indicates whether they have applied for graduation and if they have been awarded or denied. If the student is in the Honors College, it will be indicated in the second line of this row as either Yes or No.

E. **Transfer In Progress/In Progress Grade/Future Enrollment**: 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.

   i. From an MSU standpoint, "in progress" means the student has a class in which a grade has not been entered yet, OR, they have a conditional grade for a class.

F. **Requirements Complete/Report Date**: Indicates whether the degree audit report for the affiliated career is complete or not. The date indicates the last date an audit was run for the student.

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.

   Note: Final Approval of Confer Override will require Registrar staff approval before the degree is awarded. The Confer Override option should be used sparingly by advisors, as its use will require manual final conferral by a member of the Degree Audit Team in the Registrar. See Approval Codes for further details.

H. **RO Override**: For use only by Registrar's Office staff.

I. **Comments**: A place to add a note or comment for future reference.

J. **Student Services Center**: Clicking here will take you to the Student Services Center where you can view more details pertaining to the student (run a degree audit report, view transfer credit and test results, etc.). This will open in a new tab.

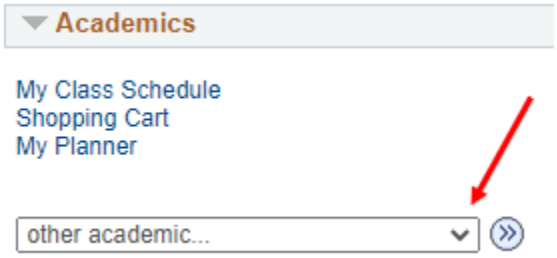
   i. **Audit Details**: Provides audit trail information on who made what changes to the student's degree clearance.

K. **Download to Excel:** Clicking this button will download the degree audit results to Excel.

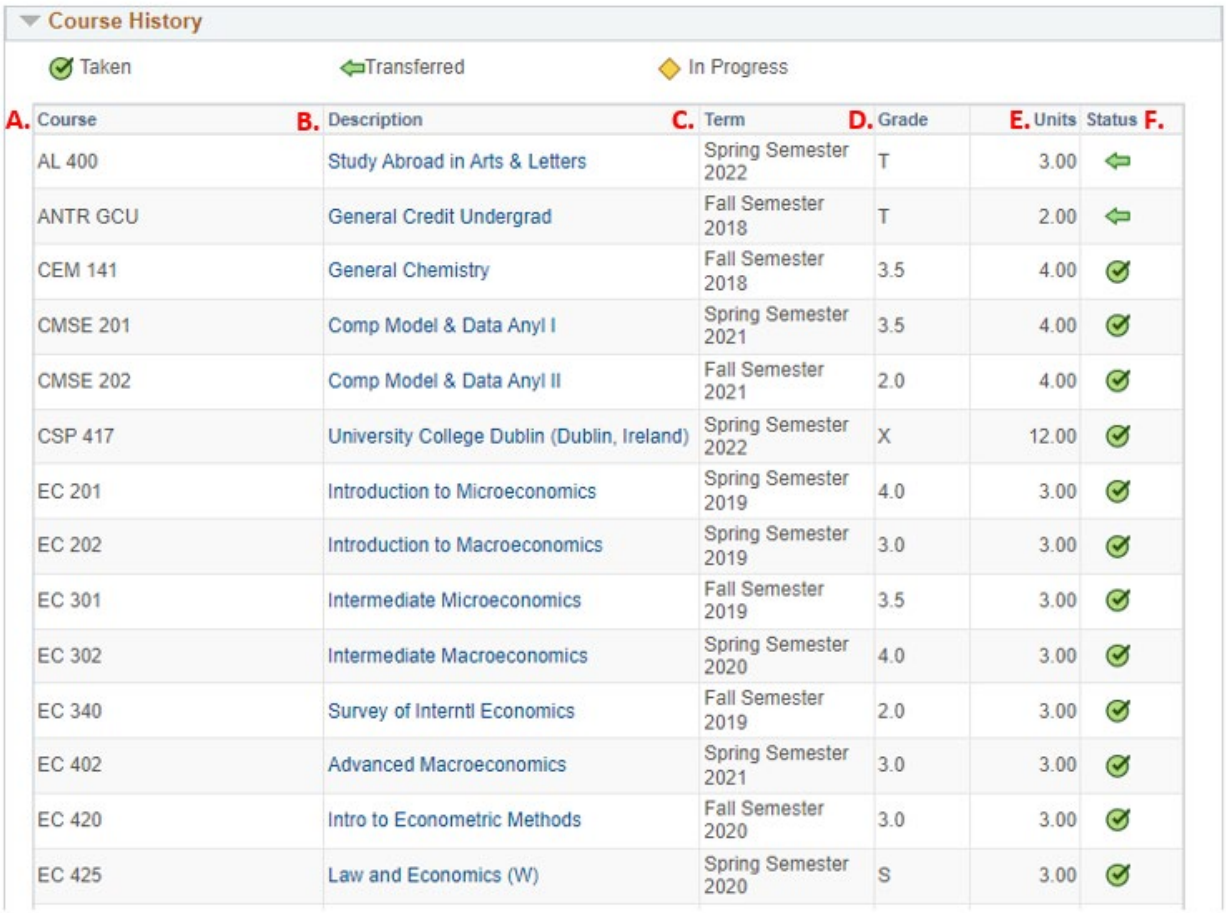
Once all changes have been made, click **Save** at the bottom of the page.

HOW TO: FIND A STUDENT'S COURSE HISTORY/ACADEMIC REQUIREMENTS REPORT

1. Route to the Student Services Center.
2. Select "Academic Requirements" in the Academics Tab drop-down.



3. Click the double arrow button.
4. Scroll down to "Course History" and click the arrow to display the list if it is not already expanded.



Course History

Taken Transferred In Progress

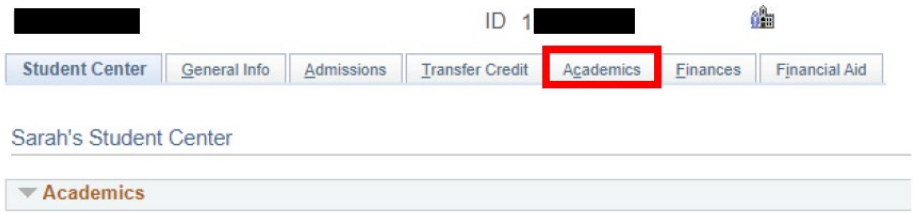
A. Course	B. Description	C. Term	D. Grade	E. Units	Status F.
AL 400	Study Abroad in Arts & Letters	Spring Semester 2022	T	3.00	
ANTR GCU	General Credit Undergrad	Fall Semester 2018	T	2.00	
CEM 141	General Chemistry	Fall Semester 2018	3.5	4.00	
CMSE 201	Comp Model & Data Anyl I	Spring Semester 2021	3.5	4.00	
CMSE 202	Comp Model & Data Anyl II	Fall Semester 2021	2.0	4.00	
CSP 417	University College Dublin (Dublin, Ireland)	Spring Semester 2022	X	12.00	
EC 201	Introduction to Microeconomics	Spring Semester 2019	4.0	3.00	
EC 202	Introduction to Macroeconomics	Spring Semester 2019	3.0	3.00	
EC 301	Intermediate Microeconomics	Fall Semester 2019	3.5	3.00	
EC 302	Intermediate Macroeconomics	Spring Semester 2020	4.0	3.00	
EC 340	Survey of Interntl Economics	Fall Semester 2019	2.0	3.00	
EC 402	Advanced Macroeconomics	Spring Semester 2021	3.0	3.00	
EC 420	Intro to Econometric Methods	Fall Semester 2020	3.0	3.00	
EC 425	Law and Economics (W)	Spring Semester 2020	S	3.00	

A. **Course:** Course code.
B. **Description:** Course title/description.
C. **Term:** Semester.
D. **Grade:** Grade or Grade Code.
E. **Units:** Credits received.
F. **Status:** Taken, transferred or in progress (See key on top of Course History).

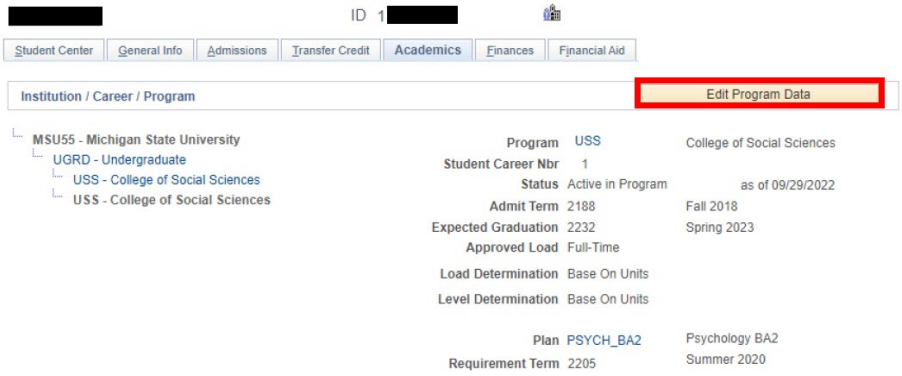
HOW TO: MAKE A STUDENT ELIGIBLE TO APPLY FOR GRADUATION

In some cases, a student may need to be made eligible to apply for graduation manually:

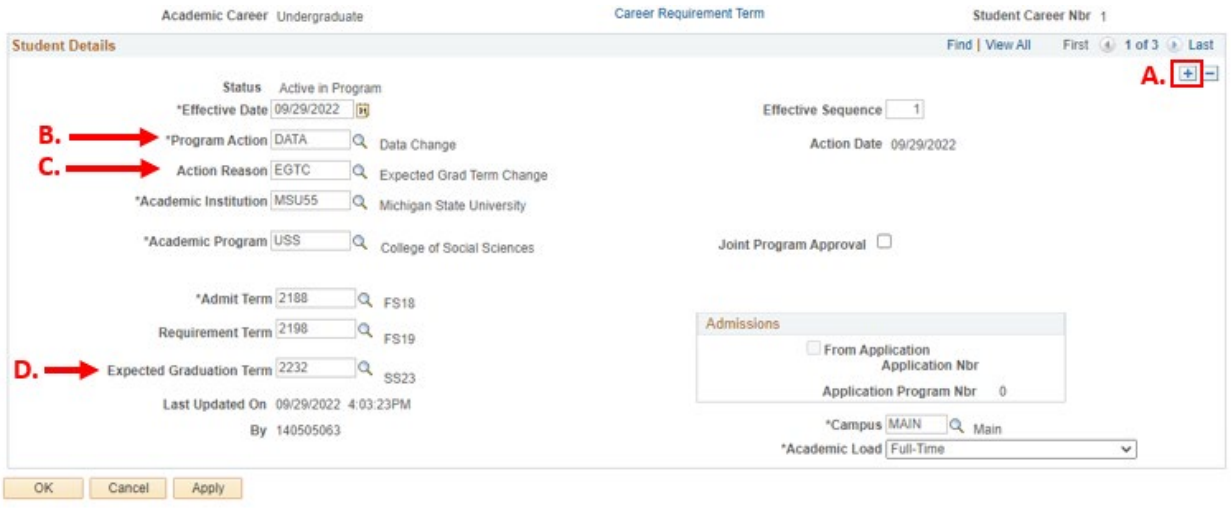
1. Go to the student's Student Services Center in Campus Solutions.
2. Navigate to the Academics tab.



3. Select Edit Program Data in the Academics tab.

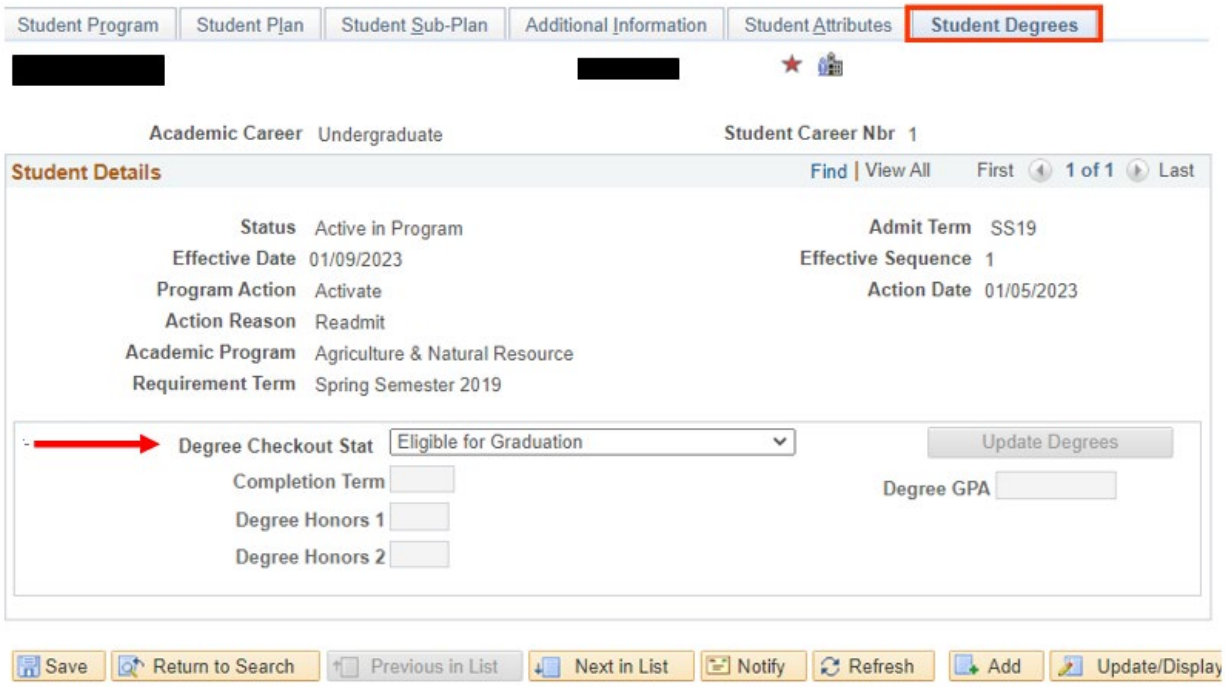


4. Create a new row to update the expected graduation term.



A. Select the plus sign to add a new row.
B. Indicate a Data Change in the program action (DATA).
C. Indicate Expected Grad Term Change in the action reason (EGTC).
D. Add the term in which the student is expected to graduate in this field.

5. *IMPORTANT* Navigate to the Student Degrees tab and set the Degree Checkout Status to Eligible for Graduation. **This is <u>required</u> for the student to be able to apply for graduation.**

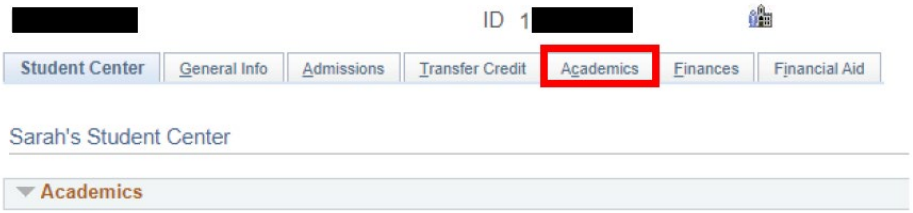


HOW TO: MOVE A STUDENT'S EXPECTED GRADUATION TERM/APPLICATION

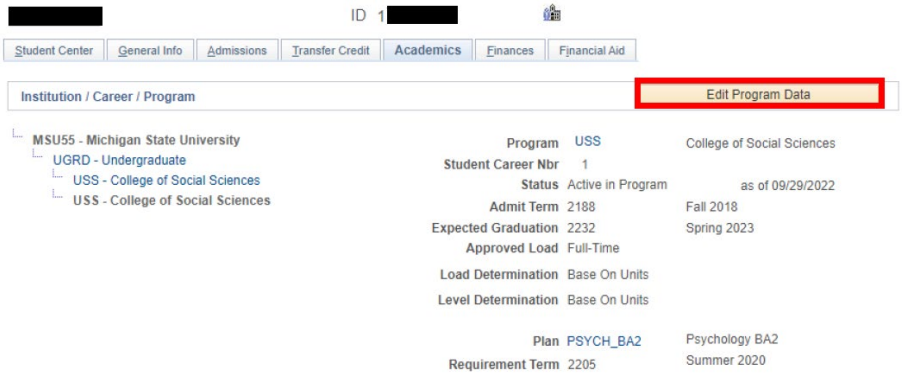
When a student is not going to graduate during the semester for which they applied, they should be moved by the department/college advisor.

1. Go to the student's Student Services Center in Campus Solutions (through Degree Clearance or Student Advising).

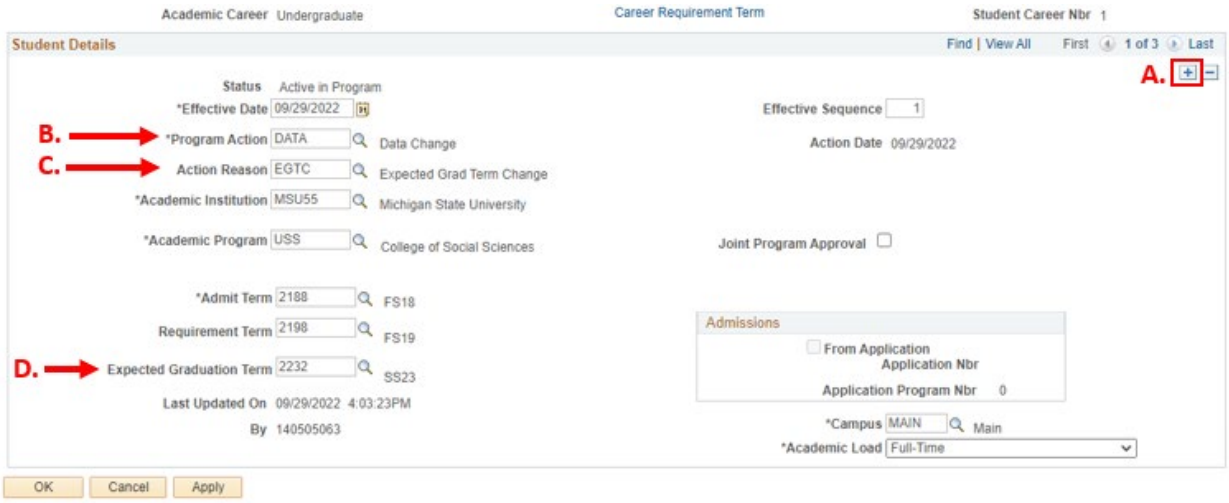
2. Navigate to the Academics tab.



3. Select Edit Program Data in the Academics tab.



4. Create a new row to update the expected graduation term.



E. Select the plus sign to add a new row.
F. Indicate a Data Change in the program action (DATA).
G. Indicate Expected Grad Term Change in the action reason (EGTC).
H. Add the new Expected Graduation Term.

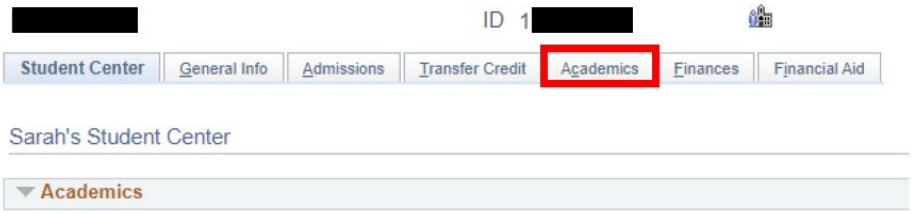
NOTE: If a student has applied to graduate, moving their expected grad term will also move their graduation application

HOW TO: REMOVE A STUDENT'S GRADUATION APPLICATION

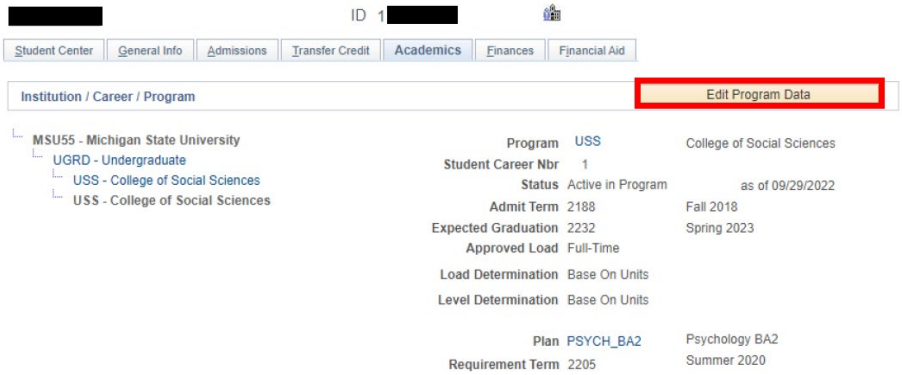
When a student has been denied (DENY) conferral or is not going to graduate in the next few semesters, the students application to graduate should be removed.

1. Go to the student's Student Services Center in Campus Solutions (through Degree Clearance or Student Advising).

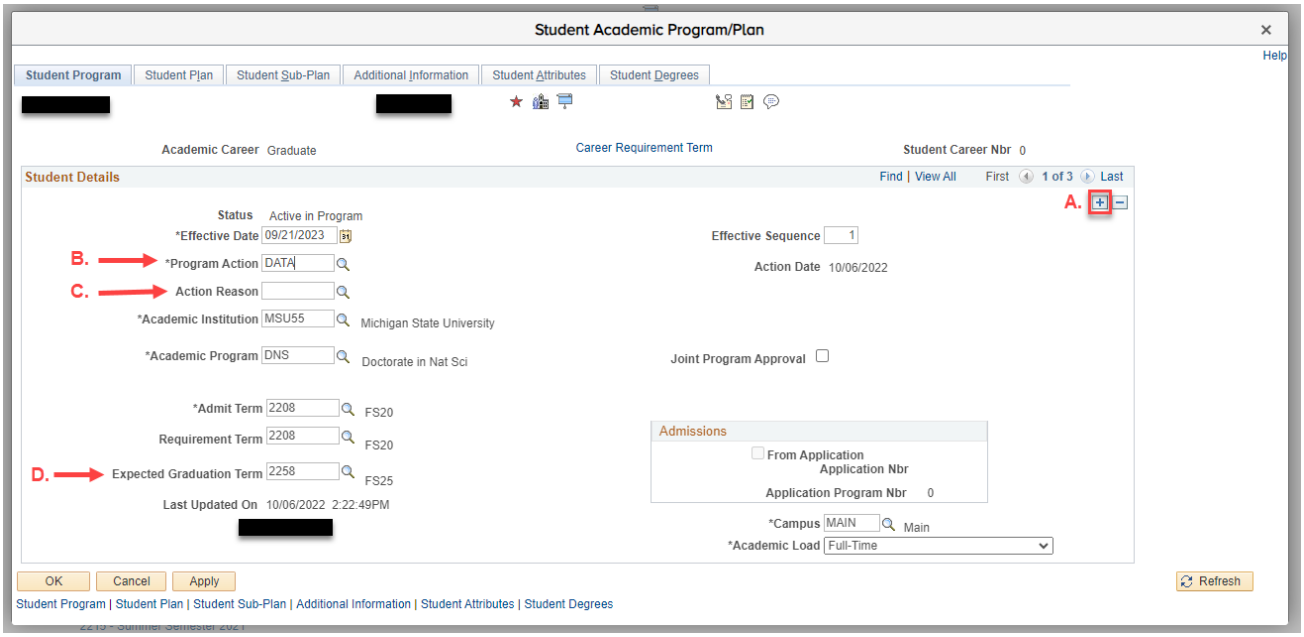
2. Navigate to the Academics tab.



3. Select Edit Program Data in the Academics tab.

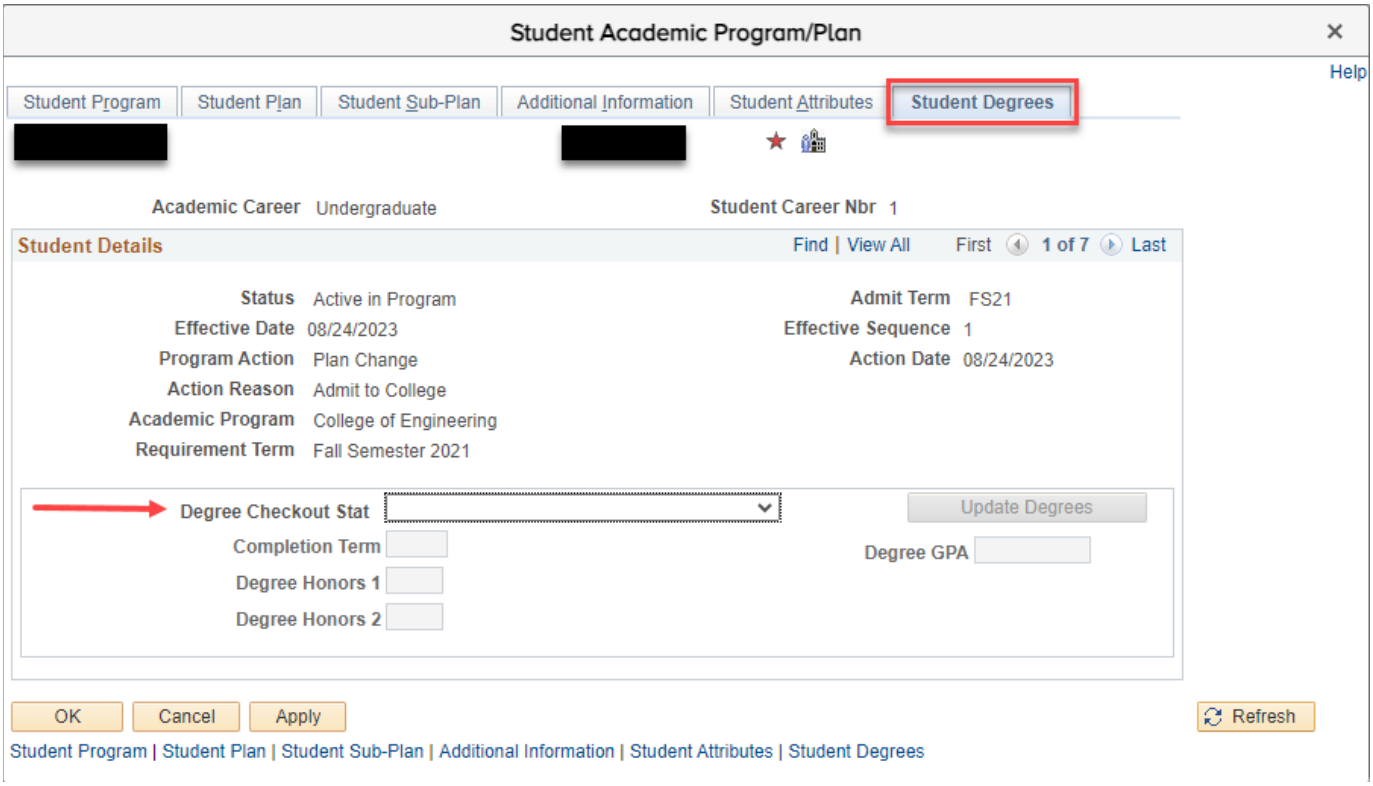


4. Create a new row to remove the graduation application.



A. Select the plus sign to add a new row.
B. Program Action: Indicate a Data Change in the program action (DATA).
C. Action Reason: Leave blank
D. Add the new Expected Graduation Term

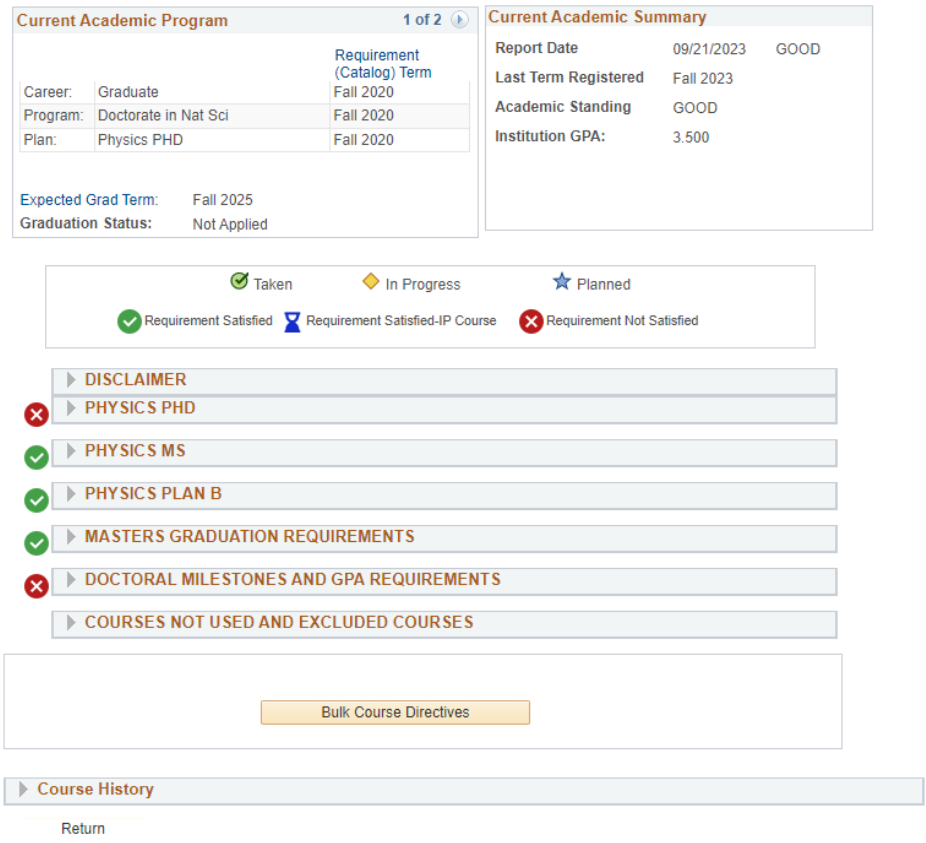
5. *IMPORTANT* Navigate to the Student Degrees tab and set the Degree Checkout Status from “Applied for Graduation” to blank. **<u>This is the action that will remove the graduation application.</u>**



HOW TO: HIDE DEGREE REQUIREMENTS TO CONFER ANOTHER DEGREE

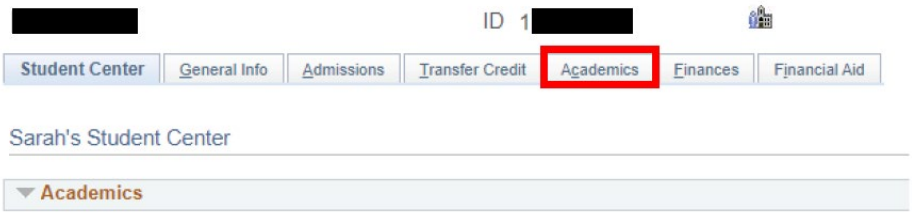
When a student has multiple in-progress degrees on their record, it may be necessary to hide the requirements of one degree in the degree audit so that the other can be conferred.

Ex: Trying to confer a Masters degree while student is also working on a PhD, but PhD requirements are not complete. A conferral decision cannot be entered when there are red checks in the audit. If we 'turn off' the PhD requirements, leaving only green checks on the Masters, a decision can be entered for conferral.

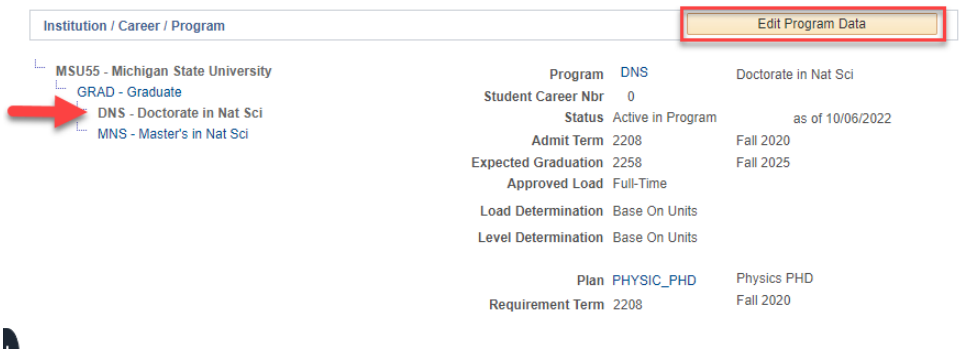


1. Go to the student's Student Services Center in Campus Solutions (through Degree Clearance or Student Advising).

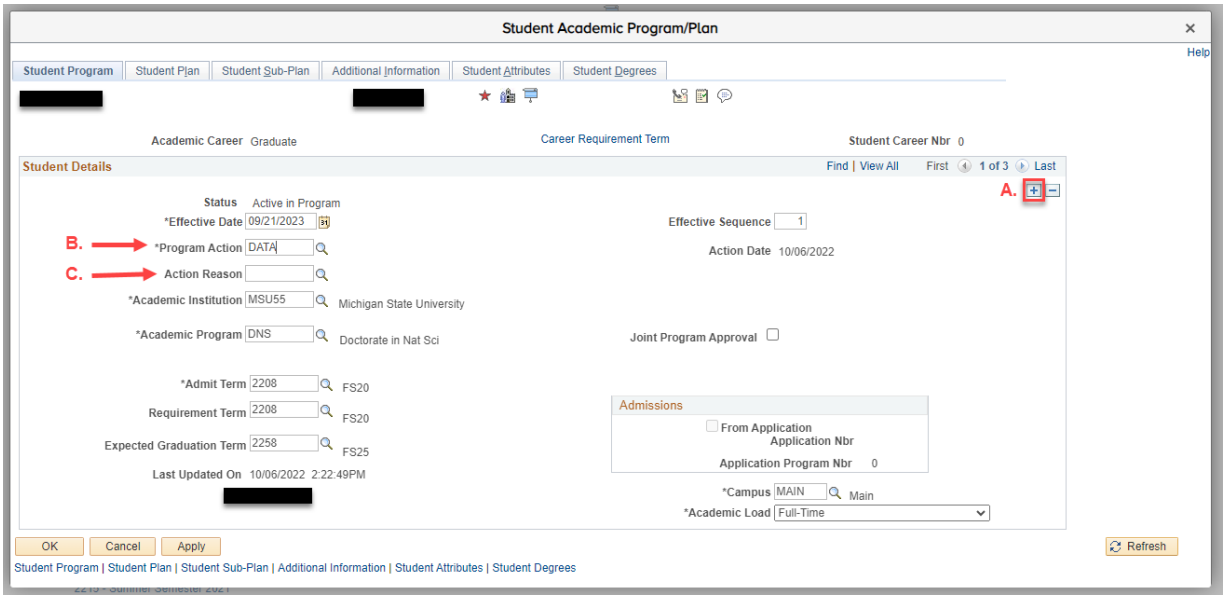
2. Navigate to the Academics tab.



3. Select the degree for which the requirements should be 'turned off', then click "Edit Program Data" in the Academics tab.

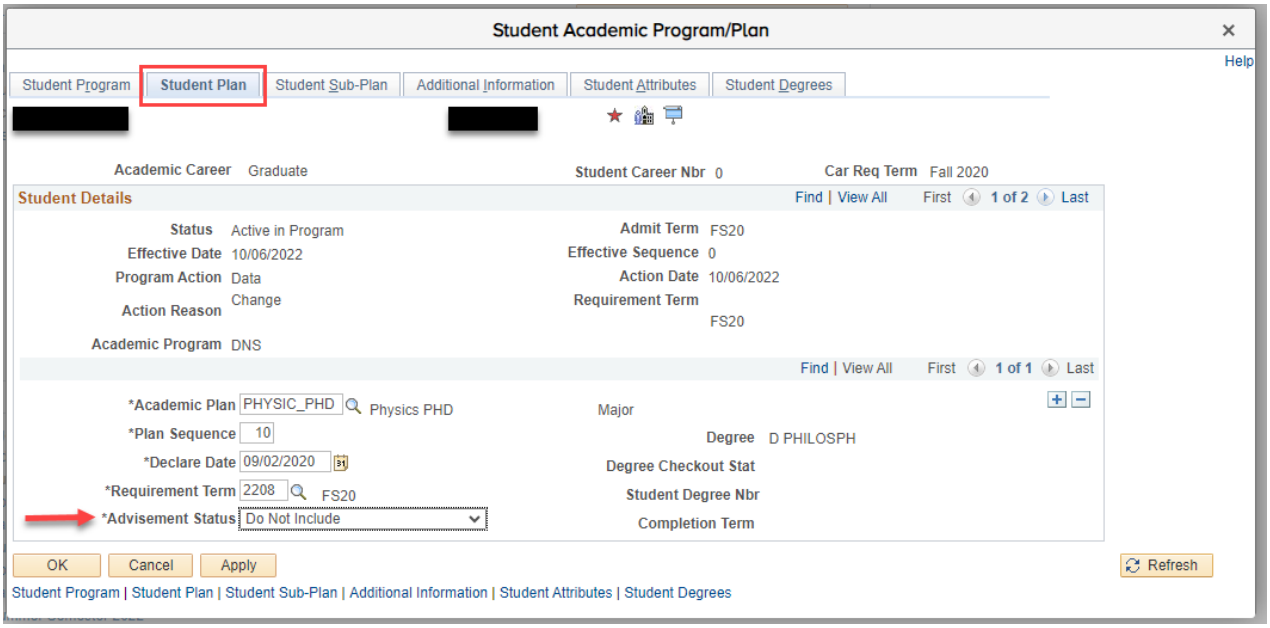


4. Create a new row



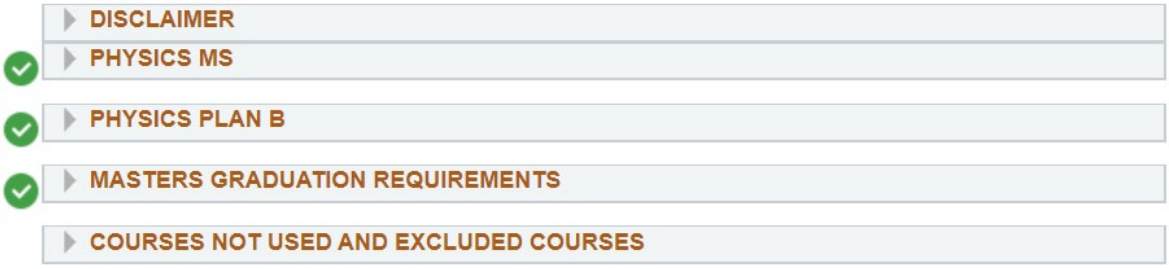
A. Select the plus sign to add a new row.
B. Program Action: Indicate a Data Change in the program action (DATA).
C. Action Reason: Leave blank

5. Turn off requirements.



A. Navigate to the Student Plan tab
B. Change advisement status to “Do Not Include”
C. Click “OK”

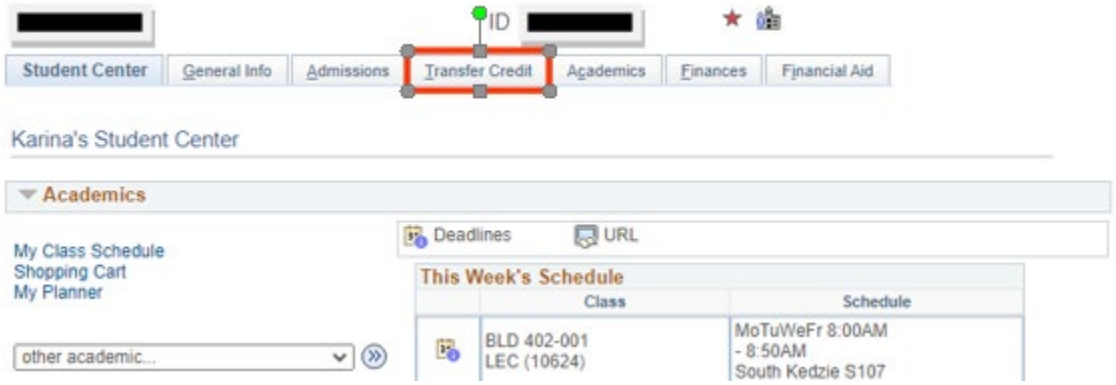
6. Rerun the degree audit to apply changes. The degree audit should be all green checks:



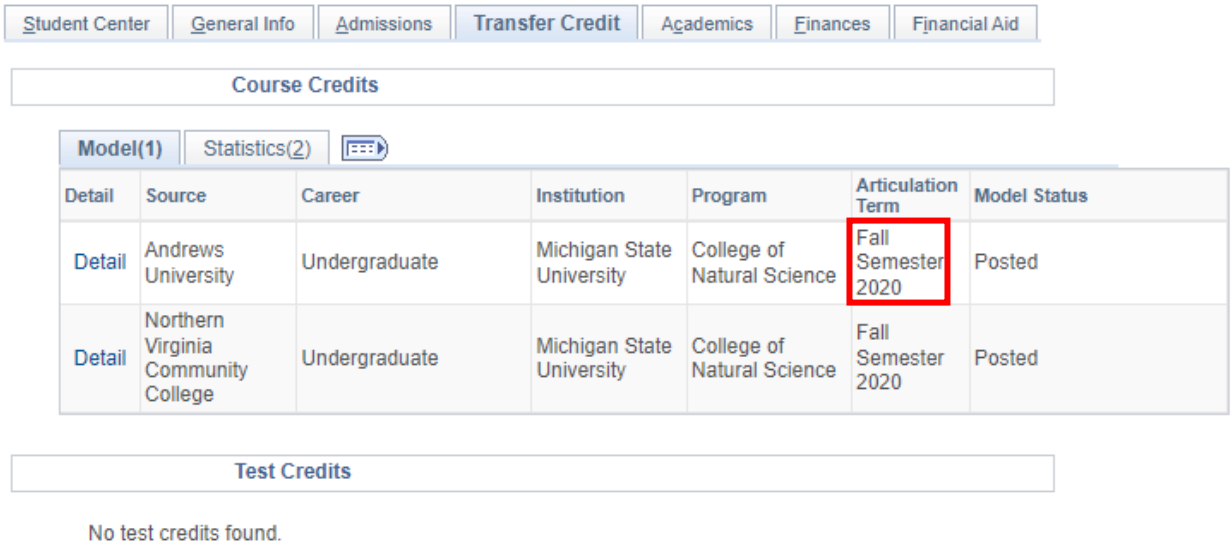
7. Add your decisions to the Degree Clearance page.
8. *****Once the degree is conferred, you need to manually turn the requirements for the hidden degree back on to “Include” (steps 4 and 5).**

HOW TO: FIND OUT IF TRANSFER COURSES ARE POSTED

1. Navigate to the Student Center and select “Transfer Credit.”

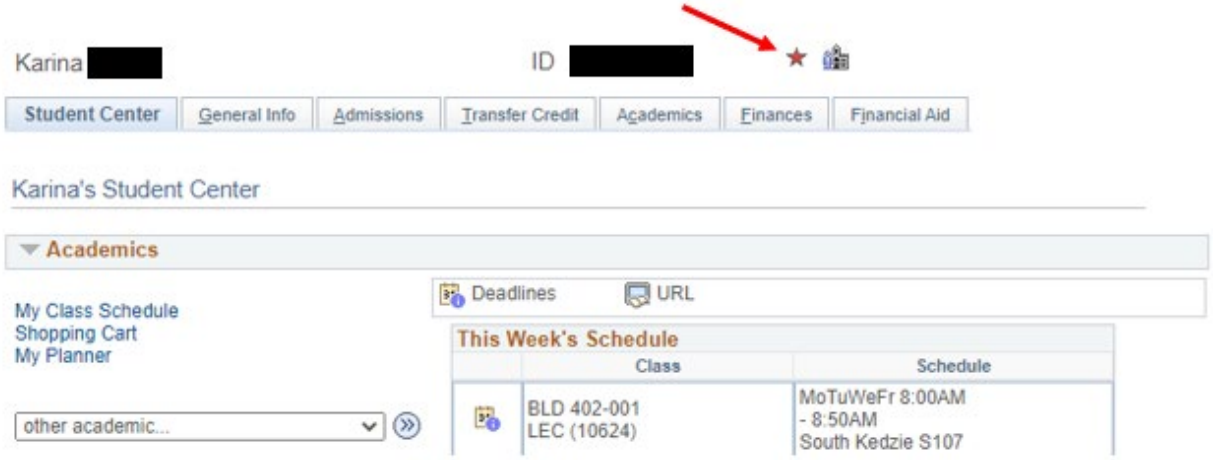


2. The student’s transfers need to have a “Posted” model status. If the model status is listed as “Completed” it is not in a final state and therefore will hold up a degree audit. If this happens, contact the transfer team at the Office of the Registrar at traneval@msu.edu.



HOW TO: CHECK FOR TRANSFER CREDITS ADJUSTMENT (TCA)

1. Navigate to the Student Services Center. Click the red star at the top right of the page (if you cannot see one, there is no TCA).



2. A TCA will look as follows. Any other service indicator would not hold up a degree conferral.