

NOTES: EXIT OPTIONS PROCESS

DEGREE WORKS – GRADUATE PROGRAM COORDINATORS

UTRGVTM

.....
*Degree Audit Systems
& Support*

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Degree Works Exit Option Process

Graduate Program Coordinators (GPC) will be able to enter a note in Degree Works to notify Graduate Auditors that a student has declared and/or completing an Exit Option Requirement.

Approved Codes for Exit Options

| MASTERS | | | |
|--|----------------|------|--------|
| TYPE | DESCRIPTION | CODE | STATUS |
| Declaration | Thesis | THSS | RE |
| | Non-Thesis | NT | RE |
| | Project | PRJS | RE |
| | Research Paper | RPRS | RE |
| | Research Grant | RGRS | RE |
| Completion | Thesis | THSC | AP |
| | Project | PROJ | AP |
| | Research Paper | RPPR | AP |
| | Research Grant | RPPR | AP |
| <i>Exit Option Codes below DO NOT require a declaration code</i> | | | |
| Oral Comp Exam Completion | | CMPO | AP |
| Written Comp Exam Completion | | CMPW | AP |
| Counselor Prep Exam Completion | | CPCE | AP |
| Portfolio Completion | | EPRT | AP |
| Exit Exam Completion | | EXEX | AP |
| Exit Survey/Interview Completion | | RXSI | AP |
| Midpoint Assessment Completion | | MASE | AP |
| Practicum Completion | | PRAC | AP |
| PRAXIS Completion | | PRAX | AP |

| DOCTORAL | | | |
|--|--|------|-------|
| <i>Exit Option Codes DO NOT require a declaration code</i> | | | |
| Dissertation Completion | | DCDC | AP/WV |
| Oral Comp Exam Completion | | DCMO | AP/WV |
| Written Comp Exam Completion | | DCMW | AP/WV |
| Dissertation Committee Completion | | DDCM | AP/WV |
| Dissertation Final Paper Published Completion | | DFDP | AP/WV |

Approved Codes for Exit Options Used by Major

On the next page, it shows what potential codes can be used per (master's) major. This is based on the current degree plan on file.

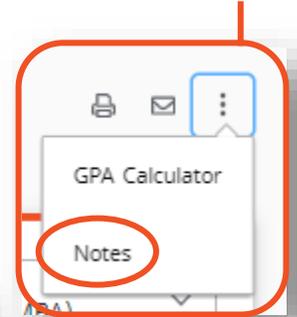
| MAJOR | EXIT OPTION CODES | | | | | | |
|--|-------------------|------|------|------|------|------|------|
| RAES - Agri, Environ, and Sust Studies (RAES) | THSS | THSC | NT | | | | |
| RASD - Applied Statistics & Data Science (RASD) | THSS | THSC | NT | PRJS | PROJ | CMPW | CMPO |
| RART - Art (RART) | THSS | THSC | NT | | | | |
| REEB - Bilingual Education (REEB) | THSS | THSC | NT | CMPW | | | |
| RBMB - Biochemistry & Molecular Biol (RBMB) | THSS | THSC | NT | | | | |
| RBIO - Biology (RBIO) | THSS | THSC | NT | CMPW | | | |
| RBUS - Business Administration (RBUS) | THSS | THSC | NT | | | | |
| RCHE - Chemistry (RCHE) | THSS | THSC | NT | | | | |
| RCEM - Civil Engineering (RCEM) | THSS | THSC | NT | CMPW | | | |
| RCLP - Clinical Psychology (RCLP) | THSS | THSC | NT | CMPW | | | |
| RRCO - Clinical Rehab Counseling (RRCO) | CMPW | | | | | | |
| RCOM - Communication (RCOM) | THSS | THSC | NT | PRJS | PROJ | CMPW | CMPO |
| RCOS - Comm Sciences & Disorders (RCOS) | THSS | THSC | NT | PRAC | PRAX | CMPW | |
| RCSC - Computer Science (RCSC) | THSS | THSC | NT | CMPW | | | |
| RCO2 - Counseling (RCO2) | CPCE | | | | | | |
| RCRE - Creative Writing (RCRE) | THSS | THSC | NT | | | | |
| RCRI - Criminal Justice (RCRI) | THSS | THSC | NT | EXEX | EXSI | PRJS | PROJ |
| RDIS - Disaster Studies (RDIS) | THSS | THSC | NT | | | | |
| RACH - Early Childhood (RACH) | THSS | THSC | NT | CMPW | MASE | | |
| REDL - Educational Leadership (REDL) | EPRT | | | | | | |
| REDU - Educational Technology (REDU) | EPRT | | | | | | |
| RELE - Electrical Engineering (RELE) | THSS | THSC | NT | CMPW | | | |
| RENM - Engineering Management (RENM) | THSS | THSC | NT | PRJS | PROJ | | |
| RENG - English (RENG) | THSS | THSC | NT | CMPW | | | |
| RESL - English as a Second Language (RESL) | THSS | THSC | NT | CMPW | EPRT | EXEX | EXSI |
| REXS - Exercise Science (REXS) | THSS | THSC | NT | CMPW | | | |
| REXP - Experimental Psychology (REXP) | THSS | THSC | NT | | | | |
| RFAN - Family Nurse Practitioner (RFAN) | THSS | THSC | NT | | | | |
| RHIS - History (RHIS) | THSS | THSC | NT | CMPW | | | |
| RIFC - Informatics (RIFC) | THSS | THSC | NT | CMPW | | | |
| RINT - Inter Studies (RINT) - Mexcn Amer Studies | THSS | THSC | NT | PRAX | RPRS | RPPR | CMPO |
| RINT - Inter Studies (RINT) - Anthropology | THSS | THSC | NT | PRAX | RPRS | RPPR | |
| RINT - Inter Studies (RINT) - Art History | THSS | THSC | NT | CMPW | | | |
| RINT - Inter Studies (RINT) - English | THSS | THSC | | | | | |
| RINT - Inter Studies (RINT) - History | THSS | THSC | NT | CMPW | | | |
| RINT - Inter Studies (RINT) - Science & Tech | THSS | THSC | NT | CMPW | | | |
| RMAN - Manufacturing Engineering (RMAN) | THSS | THSC | NT | PRJS | PROJ | | |
| RMUS - Music MM (RMUS) | THSS | THSC | NT | CMPO | CMPW | | |
| RMAT - Mathematics (RMAT) | THSS | THSC | NT | PRJS | PROJ | CMPO | CMPW |
| RMEC - Mechanical Engineering (RMEC) | THSS | THSC | NT | CMPO | CMPW | | |
| ROCE - Ocean, Coastal & Earth Science (ROCE) | THSS | THSC | | | | | |
| RPHA - Physician Assistant Studies (RPHA) | CMPO | CMPW | RPRS | RPPR | | | |
| RPHY - Physics (RPHY) | THSS | THSC | NT | CMPO | | | |
| RPSI - Political Science (RPSI) | THSS | THSC | NT | | | | |
| RPAF - Public Affairs (RPAF) | THSS | THSC | NT | | | | |
| RRLI - Reading and Literacy (RRLI) | THSS | THSC | NT | EPRT | | | |
| RSCH - School Psychology (RSCH) | PRAX | | | | | | |
| RSOW - Social Work (RSOW) | PRAC | | | | | | |
| RSOC - Sociology (RSOC) | THSS | THSC | NT | PRJS | PROJ | | |
| RSPA - Spanish (RSPA) | THSS | THSC | NT | CMPW | | | |
| RSPT - Spanish Trans & Interp (RSPT) | RPRS | RPPR | | | | | |
| RTCL - Teacher Leadership (RTCL) | EPRT | | | | | | |

How to Enter a Note for Exit Options

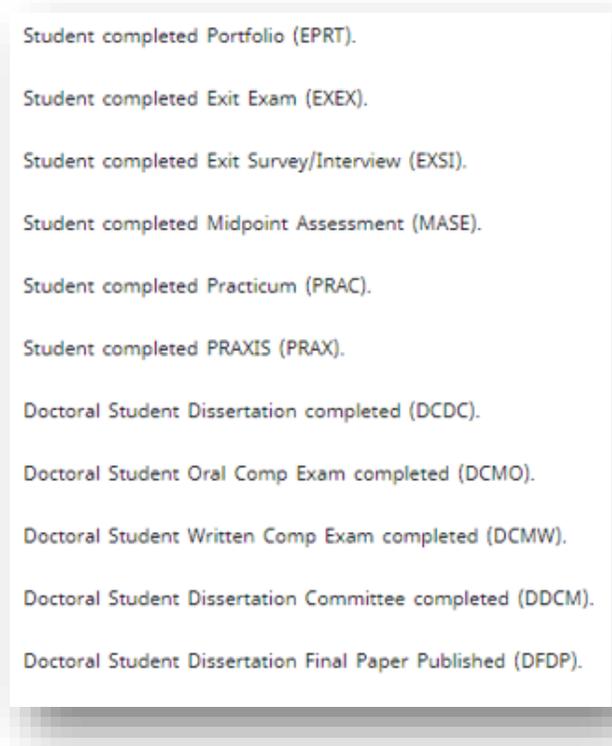
The GPC will notify the Graduate Auditor by entering a note in a student's degree audit indicating a student has declared or completed an exit option requirement.

The process is as follows:

1. Go to Student's audit
2. Click on 3 dots (ellipsis) found on the right-hand side of student's audit
3. Click on Notes, a pop-up will appear. If there are no previous notes on the student's audit you will see "There are no notes for this student". If a note has already been added it will show the previous notes.
4. Click on "Add A New Note"



5. GPC will choose from the "Predefined notes", as shown below.



6. GPC will click on the appropriate predefined note, which will appear in the “Add description” field.
7. Click on “Save Note”. The note will refresh and state “Note added to audit”.
8. Click on the X to exit out of the note

9. The note will now appear at the bottom of the student’s audit above the Legend and Disclaimer.

| Status | Description | Created on | Created by |
|--------|---------------------------------|------------|---------------------|
| | Student declared Thesis (THSS). | 06/16/2022 | Test System, User M |

If the type of exit option requires a declaration and completion code, then the GPC will need to enter at least **TWO** notes on the student’s audit.

| | |
|---|----------------------------------|
| <p>Created on 06/22/2022</p> <p>By Rather, Summer</p> <p>Student completed Thesis (THSC).</p> | <p>2 COMPLETION NOTE</p> |
| <p>Created on 06/16/2022</p> <p>By Test System, User M</p> <p>Student declared Thesis (THSS).</p> | <p>1 DECLARATION NOTE</p> |

Newest note will always show first.

If the type of exit option requires only a completion code, then the GPC will need to enter at least **ONE** note on the student's audit.

Notes

| | |
|---|---|
| Created on 06/22/2022 | ⋮ |
| By Rather, Summer | |
| Student completed Written Comp Exam (CMPW). | |

Depending on the major requirements you may see up to **SIX** notes possibly for a student.

Notes

| | | |
|---|-------------------|---|
| Created on 06/22/2022 | ADDITIONAL | ⋮ |
| By Rather, Summer | NOTE | |
| Student completed Exit Survey/Interview (EXSI). | | |

| | | |
|-------------------------------------|-------------------|---|
| Created on 06/22/2022 | COMPLETION | ⋮ |
| By Rather, Summer | NOTE | |
| Student completed Exit Exam (EXEX). | | |

| | | |
|-----------------------------------|--------------------|---|
| Created on 06/22/2022 | DECLARATION | ⋮ |
| By Rather, Summer | NOTE | |
| Student declared Non-Thesis (NT). | | |

Additional Details

If the note requires additional details and/or requires attachments, email gradcertification@utrgv.edu and notify the Graduate Auditor of the student you entered the note for and that additional information including the attachment is needed to process.

Review and Processing Notes

Once the exit option note has been entered, Graduate Auditors will review notes and make updates so that the student's audit reflects the most up to date information. The Auditor's steps are as follows.

1. Auditors will review the Notes Report (coming soon)
2. Based on the note, auditors will enter the exit option code in Banner - SHANCRS
3. If an Auditor determines that the GPC entered an exit option request in error. The note will be deleted, and auditor will email the GPC, notifying them that the exit option requested was not required and was deleted.

Contacts

If you have inquiries, questions, or need additional training, contact:
degreeauditsystems@utrgv.edu

- Deborah Guillen
Assistant Director Degree Audit System
- Summer Rather
Coordinator Degree Audit System