

The Graduate School Curriculum Forms

Presented by:
Jeff Ragsdale

Overview

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Meet the Team

Graduate Student Success



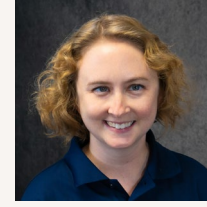
Ret & Grad Prog. Coord
Linda Dietzmann
ACOB + CAICC



Ret & Grad Prog. Coord
Jo Ann Jones
COEHD



Ret & Grad Prog. Coord
German Medina
KCEID



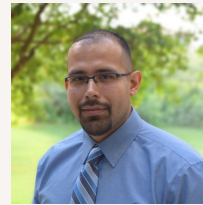
Ret & Grad Prog. Coord
Molly Miller
COLFA, HCAP + UC



Ret & Grad Prog. Coord
Elder McCants
COS + CAICC



Jeff Ragsdale
Asst. Vice Provost
Graduate Studies



Juan Alvarado
Technology Project
Manager

Contact Us: graduate.school@utsa.edu

Graduate School Forms

Overview

- Curriculum Forms vs GS Forms
- Where to access Graduate School Forms
- Curriculum Change Form
 - Concentration Change
 - Thesis/Non-Thesis Change
 - Graduate Certificate
 - MDST Certificate Change
- Change of Catalog
- Removal of Conditions
- Comprehensive Exam
- Voluntary Withdrawal for Newly Admitted Students
- Voluntary Withdrawal for Continuing Students

Curriculum Change Forms

- Catalog identifies these requests as approved degree options. A petition is not needed.
- Typically require department approval only
- Routed and approved through DocuSign
- Update the student's Program of Study in Degree Works (DW)
- Examples: Concentration Change, Thesis/Non-Thesis Option, Change in Catalog Year, Graduate Certificate (for degree-seeking students), Voluntary Withdrawal

Petitions and Other Forms

- Catalog identifies specific requirements, but the student is requesting a different option or exception.
 - Petitions WUWR (ex. Substitutions)
- Catalog identifies Graduate School approval is needed.
 - Forms (ex. Doctoral committee forms)
- Submitted by colleges through the Graduate School Documents Team folder.
 - Looking into electronic submission for all forms such as DocuSign
 - Concerns about limitations of needing reviewer levels
 - Concerns about not being able to revise forms once signed, if needed

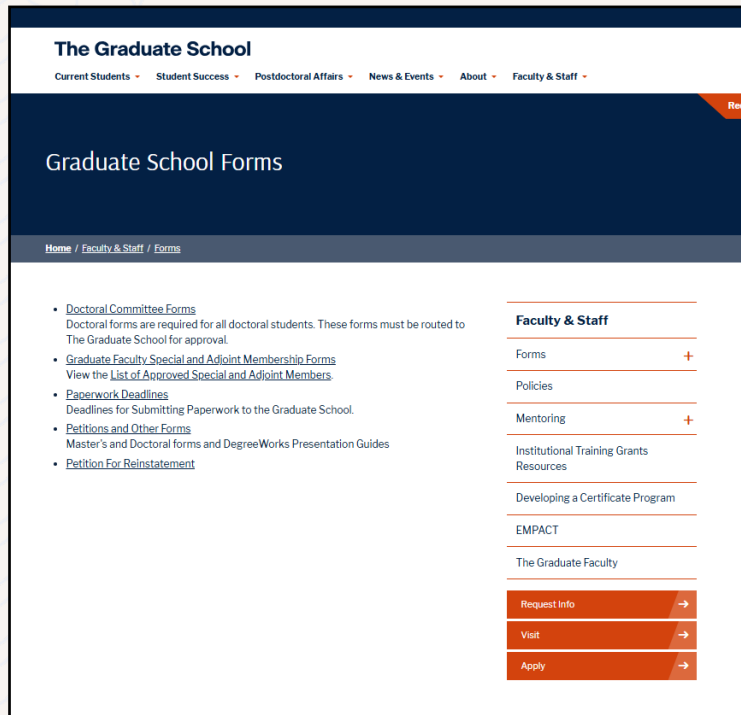
Key Differences

	Curriculum Forms	Petitions and Other Forms
Purpose	Changes follow catalog-approved options.	Catalog requirement not met, exception or other option require approval.
Approvals	Requires department approval.	Requires Graduate School approval.
Submission Method	Routed through DocuSign	Routed through the GS Document Team process.
System Impact	DegreeWorks Updated	Review before form approved and DegreeWorks updated.

Where to access Curriculum Forms?

Steps:

1. Visit The Graduate School Website
2. Select "Faculty & Staff" at the top of the webpage.
3. Select "Forms" from the drop-down menu.
4. You should be on the landing page for the "Graduate School Forms".
5. Select "Petitions and Other Forms".
6. Select "Doctoral and Master's Forms".
7. Select appropriate form from list.



Concentration Change

This is a department initiated form and must be submitted by the department for Graduate School processing. Forms received by the published deadline are guaranteed to be processed for the requested term. Forms submitted after the deadline may not be processed in time, if not completed, will be processed during the next registration period.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form is used to request a concentration change. Concentration has to be declared in Banner.

Processed Forms: this change will be reflected in DegreeWorks under the Student Header, allowing students to verify their concentration.

Level Masters-Graduate **Classification** Graduate, Master's **Major** Business (Full-time) **Program** MBA-Business (Full-Time) **Concentration** Business Analytics

College Business **Student Catalog** Fall 2026 **Academic Standing** Academic Good Standing

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

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UT San Antonio
The Graduate School

CONTACT BY EMAIL: graduate.school@utsa.edu
OR FAX: 210-224-5555
OR TELEPHONE: 210-224-5555



CONCENTRATION OR THESIS/NON-THESIS CHANGE

Students requesting a change of concentration and/or a thesis/non-thesis update will need approval from their advisor or department contact before submitting this request.

The deadlines to request the change of concentration and/or thesis/non-thesis options are:

Fall term - August 1st
Spring term - January 2nd
Summer term - May 1st

If you have any questions about this request, please email The Graduate School at graduate.school@utsa.edu

STUDENT INFORMATION

ma Student	@01234567
Student Name	Rosier, ID
MBA-Full-Time	Spring 2028
Degree Program	Expected Graduation Term
Business	
College	
Master's	
Level	

What change are you requesting?

☒ Concentration Change

☐ Thesis/Non-thesis Change (for Fall 2025 catalog and onward)

CONCENTRATION CHANGE

Finance
Current Concentration
Business Analytics
New Concentration

THESIS/NON-THESIS CHANGE

Current Status

☐ Thesis

☐ Non-Thesis

New Status

☐ Thesis

☐ Non-Thesis

Advisor, Department, or College Approver

Signature: 

9/2/2026 ☒ Approve ☐ Disapprove

Advisor, Department, or College Approver, Signature

Revised: July 2026

English (US)

Thesis or Non-Thesis Change

This is a department initiated form and must be submitted by the department once the thesis or non-thesis option has been determined, and no later than the semester of graduation for Graduate School processing.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form is used to indicate whether a student is following a thesis or non-thesis track. Beginning with the 2025-2027 catalog, students' default to non-thesis until this form is submitted. Prior catalogs combine the thesis and non-thesis options into one option and do not require this form.

Processed Forms: this change will be reflected in DegreeWorks under the Major Header, allowing students to verify whether they are in the thesis or non-thesis track.

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

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CONCENTRATION OR THESIS/NON-THESIS CHANGE

Students requesting a change of concentration and/or a thesis/non-thesis update will need approval from their advisor or department contact before submitting this request.

The deadlines to request the change of concentration and/or thesis/non-thesis options are:

Fall term - August 1st
Spring term - January 2nd
Summer term - May 1st

If you have any questions about this request, please email The Graduate School at grad@utsa.edu.

STUDENT INFORMATION

MA Student: [Text Box] ID: 012345678

Student Name: [Text Box] Advisor: [Text Box]

MS-Aerospace Engineering [Text Box] Spring 2026

Degree Program: [Text Box] Expected Graduation Term:

AI, Cyber and Computing [Dropdown]

College: [Text Box]

Master's [Dropdown]

Level: [Text Box]

What change are you requesting?

☐ Concentration Change

☒ Thesis/non-thesis Change (for Fall 2025 catalog and onward)

CONCENTRATION CHANGE

Current Concentration: [Text Box]

New Concentration: [Text Box]

THESIS/NON-THESIS CHANGE

Current Status:

☐ Thesis

☒ Non-Thesis

New Status:

☐ Thesis

☒ Non-Thesis

Advisor, Department, or College Approver

[Signature] 8/1/2026 [Approve] [Disapprove]

Advisor, Department, or College Approver Signature

Review: July 2026

Thesis or Non-Thesis Change

Major in Aerospace Engineering, MS INCOMPLETE

Credits required: 30 Credits applied: 0 Catalog year: 2026-2027 GPA: 0.00

All courses must be completed with a grade of 'C' or better with an overall GPA of 3.0 or better.

Non-thesis track requirements are shown by default. Please contact your department if you wish to declare the thesis-track as this will change the requirements needed.

☐	Hours required for program	Still needed:	30 hours are required. You currently have 0. You still need 30 more hours.
☐	GPA for program is at or above a 3.0	Still needed:	Your GPA is 0.00; a GPA of 3.0 is required in all course applied to the program
☐	Advanced Thermodynamics	Still needed:	1 Class in ME 5243
☐	Advanced Engineering Mathematics I	Still needed:	1 Class in ME 6013
☐	Advanced Fluid Mechanics	Still needed:	1 Class in ME 6613
☐	Designated Electives (non-thesis track)	Still needed:	21 Credits in ME 5013 with title = @Big Data@ or 5013 with title = @Orbital Mechanics@ or 5013 with title = @Engineering Ethics@ or 5013 with title = @Astronomical Instrumentation@ or 5033 or 5053 or 5263 or 5463 or 5483 or 5633 or 5653 or 5693 or 5753 or 6033 or 5971 or 5973 or 6043 or 6113 or 6123 or 6663 or 6683 or 6853 or 6951 or 6953 or 7993
Elective courses must be approved by your advisor			
☐	Comprehensive Examination	Still needed:	A candidate for a master's degree must pass the comprehensive examination.

Major in Aerospace Engineering, MS INCOMPLETE

Credits required: 30 Credits applied: 9 Catalog year: 2026-2027 GPA: 0.00

All courses must be completed with a grade of 'C' or better with an overall GPA of 3.0 or better.

Thesis track selected

	Course	Title	Grade	Credits	Term	Repeated
☐	Hours required for program	Still needed:	30 hours are required. You currently have 9. You still need 21 more hours.			
☐	GPA for program is at or above a 3.0	Still needed:	Your GPA is 0.00; a GPA of 3.0 is required in all course applied to the program			
☐	Advanced Thermodynamics	Still needed:	1 Class in ME 5243			
☒	Advanced Engineering Mathematics I	ME 6013	Advanced Engineering Math I	IP	(3)	Fall 2026
☒	Advanced Fluid Mechanics	ME 6613	Advanced Fluid Mechanics	IP	(3)	Fall 2026
☐	Designated Electives (thesis track)	ME 5693	Aircraft Performance	IP	(3)	Fall 2026
		Still needed:	12 Credits in ME 5013 with title = @Big Data@ or 5013 with title = @Orbital Mechanics@ or 5013 with title = @Engineering Ethics@ or 5013 with title = @Astronomical Instrumentation@ or 5033 or 5053 or 5263 or 5463 or 5483 or 5633 or 5653 or 5753 or 6033 or 6043 or 6113 or 6123 or 6663 or 6683 or 6853 or 6951 or 6953 or 7993			
		Elective courses must be approved by your advisor				
☐	Master's Thesis	Still needed:	6 Credits in ME 6981 or 6982 or 6983			

Graduate Certificate

This is a department initiated form and must be submitted by the department for Graduate School processing. Forms received by the published deadline are guaranteed to be processed for the requested term. Forms submitted after the deadline may not be processed in time, if not completed, will be processed during the next registration period.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form is used to request an addition or removal of a certificate for currently enrolled degree seeking graduate students. Applicants who are not currently enrolled at the university or are considered special graduates are required to submit an application for admission.

Processed Forms: this change will be reflected in DegreeWorks under the Student Header, allowing students to verify their certificate.

Level Masters-Graduate **Classification** Graduate, Master's **Majors** Data Science, Cert, National Security Studies Cert

Programs Cert-Data Science - GR-AI, Cert-National Security Studies-GR **Colleges** AI, Cyber and Computing, University College **Student Catalog** Fall 2026, Fall 2026, Fall 2026

Holds Graduate Admissions, Graduate Admissions, Graduate Admissions

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

Policy on Graduate Certificate Request: [Certificate Program Regulations](#)

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The Graduate School

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1000 W. 14th Ave., Suite 1000, San Antonio, TX 78207-1400
www.utasa.edu



UTSA Graduate Certificate Form

STUDENT INFORMATION

ma Student	@01234567
Student Name	Banner ID
MS-Applied Demography	Fall 2027
Degree Program	Expected Graduation Term
Health, Community and Policy	
College	
Master's	
Level	

CERTIFICATE INFORMATION

Are you adding or removing a Certificate?

☒ Adding Certificate

☐ Removing Certificate

University College
Certificate College
National Security Studies
Certificate

Advisor, Department, or College Approver

	9/2/2026	☒ Approve ☐ Disapprove
Advisor, Department, or College Approver, Signature		

MA/MS MDST Certificate Change

This form is only used and initiated by University College and must be submitted by the department for Graduate School processing. Forms received by the published deadline are guaranteed to be processed for the requested term. Forms submitted after the deadline may not be processed in time, if not completed, will be processed during the next registration period.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form is used to request a change of certificate for currently enrolled MDST students. Applicants who are not currently enrolled at the university are required to submit an application for admission to the MDST program.

Processed Form: this change will be reflected in DegreeWorks under the Certificate tab, then the Student Header, allowing students to verify their certificate(s). The certificate(s) can also be viewed under the Degree tab, then the Major Header reflecting the full POS.

Level Masters-Graduate **Classification** Graduate, Master's **Majors** Data Science, Cert, National Security Studies Cert

Programs Cert-Data Science - GR-AI, Cert-National Security Studies-GR **Colleges** AI, Cyber and Computing, University College **Student Catalog** Fall 2026, Fall 2026, Fall 2026

Holds Graduate Admissions, Graduate Admissions, Graduate Admissions

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

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www.utexas.edu

Multidisciplinary Studies Certificate(s) Change Form

Multidisciplinary Studies students requesting a change of certificate update will require approval from their advisor or department contact before submission of this request.

The deadlines to request the change of certificates are:

Fall term - August 1st
Spring term - January 2nd
Summer term - May 1st

If you have any questions about this request, please email The Graduate School at graduate.school@utsa.edu.

STUDENT INFORMATION

Ima Student	ig012334567
Student Name	Student ID
MDST	Spring 2028
Degree Program	Expected Graduation Term
University College	
College	
Masters	
Level	

How many certificates are you changing?

☒ 1 Certificate
☐ 2 Certificate

CERTIFICATE #1

Cert-Data Science	Cert-Data Science
Current Certificate	New Certificate

CERTIFICATE #2

Current Certificate	New Certificate

Advisor, Department, or College Approver

Signature: *Jeff Engels* 9/18/2026 ☒ Approve ☐ Disapprove

Advisor, Department, or College Approver Signature

Revised: July 2026

Multidisciplinary Studies Certificate(s) Change.docx

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GAR Approval Form

This is a department initiated form and must be submitted by the department for Graduate School processing. Forms received by the published deadline are guaranteed to be processed for the requested term. Forms submitted after the deadline may not be processed in time, if not completed, will be processed during the next registration period.

Special Note* This form can be submitted at anytime during a semester. If CPOS requirements apply, please follow the deadlines below.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form is used to request an exception in DegreeWorks for the "As Approved by GAR" section.

Processed Forms: this change will be reflected in DegreeWorks under the Major Header, allowing students to verify the exception.

Still needed: 6 hours of additional electives, as approved by the Graduate Advisor of Record, are required. You Currently have 0, you still need 6 more hours.

Exception by: Ragsdale, Jeffrey **On:** 10/01/2026 **Also Allow:** GAR Approved: SOC XXXX



Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

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www.utexas.edu



GAR Approval Form

STUDENT INFORMATION

Student ID	ig01234567
Student Name	Banner ID
MS-CCJ	Master's
Degree Program	Level
Health, Community and Policy	
College	

Courses Approved by Graduate Advisor of Record

List the approved course(s) to be added to the student's degree plan and indicate where each course will apply within the plan.

I approve SOC XXXX as an outside the discipline elective for section B.2.

Graduate Advisor of Record Approval

 Jeff Ragsdale	10/1/2026
Graduate Advisor of Record Approver, Signature	Date Signed

The Graduate School's Approver

Retention & Graduation Program Coordinator Approver, Signature	Date Signed
☐ Approve ☐ Disapprove	

Created: September 2026

Change of Catalog

This is a department initiated form and must be submitted by the department for Graduate School processing. Forms received by the published deadline are guaranteed to be processed for the requested term. Forms submitted after the deadline may not be processed in time, if not completed, will be processed during the next registration period.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form is used to request a change to their current catalog. Catalog changes may only be approved for a subsequent catalog year and are subject to university policies and program requirements.

Processed Forms: this change will be reflected in DegreeWorks under the Student Header, allowing students to verify their catalog.

Level Doctoral-Graduate **Classification** Doctoral **Major** Electrical Engineering **Program** PHD-Electrical Engineering-EI **College** Engineering & Integr Design

Student Catalog Fall 2026 **Academic Standing** Academic Good Standing

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

Policy on Change of Catalog: [Catalog of Graduation](#)

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The Graduate School



Change of Catalog Form

STUDENT INFORMATION

ma Student

Student Name

PHD-EE

Degree Program

Engineering/Integrated Design

College

@01234567

Banner ID

Doctoral

Level

Catalog Information

2023-2025

Current Catalog

2025-2027

New Catalog

Advisor, Department, or College Approver

Signature



Advisor, Department, or College Approver, Signature

09/18/2026 | 11:19 AM CDT

Date Signed

Created: September 2026

Removal of Admission Conditions

This is a department initiated form and must be submitted by the department once conditions have been met, and no later than the semester of graduation for Graduate School processing.

Deadlines:

- Fall: December 1st
- Spring: May 1st
- Summer: August 1st

This form is used to indicate that conditions placed at the time of admissions have been successfully satisfied. If conditions have not been met, follow the established guidelines and procedures set by your department. This change will be reflected in SGASADD under student attribute.

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

STUDENT ATTRIBUTE	
From Term	202510
Attribute Code *	Description
GC03	Consult Graduate Advisor
STUDENT ATTRIBUTE	
From Term	202610
Attribute Code *	Description

1 of 1 Per Page

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Removal of Admission Conditions

STUDENT INFORMATION

MA Student	001234567
Student Name	Samuel D
MA-ENG	Fall 2027
Degree Program	Expected Graduation Term
Liberal and Fine Arts	
College	
Master's	
Level	

CONDITIONAL INFORMATION

The above student was granted admission under the following conditions:

Student must earn a GPA of at least 3.0 in the first 12 hours of graduate coursework.

Select One:

☒ This student has satisfied these conditions.

☐ The Graduate Program Committee has reviewed this student's credentials and has recommended removal of the conditions.

Provide an explanation of approval without meeting conditions?

Advisor, Department, or College Approver

Signature: Jeff Engle 9/1/2025 ☒ Approve ☐ Disapprove

Advisor, Department, or College Approver, Signature

Comprehensive Exam for Non-Thesis

This is a department initiated form and must be submitted by the department for Graduate School processing.

Deadlines:

- Fall: December 1st
- Spring: May 1st
- Summer: August 1st

This form is used to indicate that a non-thesis master's degree student has successfully completed the comprehensive exam. Thesis students will complete the Certification of Thesis Requirements for Master's Degree to fulfill this requirement. Departments can continue to submit the forms they currently use.

Students who complete a capstone course and meet the Master's Degree Requirements do not need to complete this form.

Processed Forms: this change will be reflected in DegreeWorks under the Major Header, allowing students to verify comprehensive exam check-off.

✓	Comprehensive Examination	Comprehensive Exam	AP
✓	COMPREHENSIVE EXAMINATION	Exception by: Saucedo, Susie	On: 08/11/2026 Force Complete:

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

Policy on Comprehensive Exam: [Master's Degree Requirements](#)

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Comprehensive Exam Form

STUDENT INFORMATION

ma Student

Student Name

MA-ENG

Degree Program

Liberal and Fine Arts

College

@01234567

Banner ID

Master's

Level

Comprehensive Exam Requirement Completion Verification

How was the Comprehensive Exam Requirement met?

Written and oral exam

Advisor, Department, or College Approver

Signature

9/18/2026

Advisor, Department, or College Approver, Signature

Date Signed

The Graduate School's Approver

Retention & Graduation Program Coordinator Approver, Signature

Date Signed

☐ Approve ☐ Disapprove

Voluntary Withdrawal for Newly Admitted Students

This is a student initiated form and must be submitted by the student for Graduate School processing. Forms received by the published deadline are guaranteed to be processed for the requested term. Forms submitted after the deadline may not be processed in time, if not completed, will be processed during the next registration period.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form allows new incoming graduate students to withdraw completely from the university. Submission of this form is final. Once processed, the student must **reapply** for admission to the university if they wish to return and continue their studies. This form does not drop students from courses. If a student is currently enrolled, please have them follow One-Stop procedures using their Withdrawal form.

This change can be viewed in Banner under the SGASTDN and SZAREGS screens.

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

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UT San Antonio
The Graduate School

UT SAN ANTONIO
THE GRADUATE SCHOOL
100 West Broadway
San Antonio, TX 78205
www.utexas.edu/graduate

VOLUNTARY WITHDRAWAL FROM A GRADUATE DEGREE PROGRAM – ONLY FOR NEWLY ADMITTED STUDENTS

This form should be completed only if student has been newly admitted and wish to decline admission. Once this request is approved, student must reapply and be readmitted to the University of Texas at San Antonio if student wish to enroll in a graduate program in the future.

Please note: This form does not withdraw the student from their course(s) for this or any semester. If they wish to withdraw from their courses for this semester only, please contact One Stop.

This request is permanent. Should student wish to pursue a graduate program after this requested has been approved, they will need to reapply to the program.

STUDENT INFORMATION

ma Student @01234567
Student Name Banner ID

International Student? ☐ Yes ☐ No

NOTE: International students must contact the Office of International Programs. Withdrawal may affect visa status.

VOLUNTARY WITHDRAWAL FROM GRADUATE DEGREE PROGRAM

College: AI, Cyber and Computing Degree: Master's

Program: MA-AI

Effective Semester and Year: Fall 2026

Reason for Withdrawal:

New job and need time to learn my position.

Revised Aug 2026

New Admit - Voluntary Withdrawal.docx

Voluntary Withdrawal for Continuing Students

This is a department initiated form and must be submitted by the department for Graduate School processing. Forms received by the published deadline are guaranteed to be processed for the requested term. Forms submitted after the deadline may not be processed in time, if not completed, will be processed during the next registration period.

Deadlines:

- Fall: August 1st
- Spring: January 2nd
- Summer: May 1st

This form allows continuing graduate student to withdraw completely from the university. Submission of this form is final. Once processed, the student must **reapply** for admission to the university if they wish to return and continue their studies. This form does not drop students from courses. If a student is currently enrolled, please have them follow One-Stop procedures using their Withdrawal form.

This change can be viewed in Banner under the SGASTDN and SZAREGS screens.

Graduate School Follow-Up: Once the process is complete, an R&G will email the student that the requested changes have been completed.

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**UT San Antonio**
The Graduate School

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UT SAN ANTONIO
UNIVERSITY OF TEXAS AT SAN ANTONIO

VOLUNTARY WITHDRAWAL FROM A GRADUATE DEGREE PROGRAM - ONLY FOR CONTINUING STUDENTS

This form should be completed only if the student wish to withdraw permanently from a graduate degree program. Once this request is approved, student must reapply and be readmitted to the University of Texas at San Antonio if they wish to enroll in a graduate program in the future.

Please note: This form does not withdraw the student from their course(s) for this or any semester. If they wish to withdraw from their courses for this semester only, please contact One Stop.

This request is permanent. Should the student wish to pursue a graduate program after this requested has been approved, they will need to reapply to the program.

STUDENT INFORMATION

MA Student:

Banner ID:

Student Name:

International Student? ☐ Yes ☒ No

NOTE: International students must contact the Office of International Programs. Withdrawal may affect visa status.

VOLUNTARY WITHDRAWAL FROM GRADUATE DEGREE PROGRAM

College:

Degree:

Program:

Effective Semester and Year:

Reason for Withdrawal:

Change in work schedule I will be traveling for work conferences.

Advisor, Department, or College Approver

Signature: 

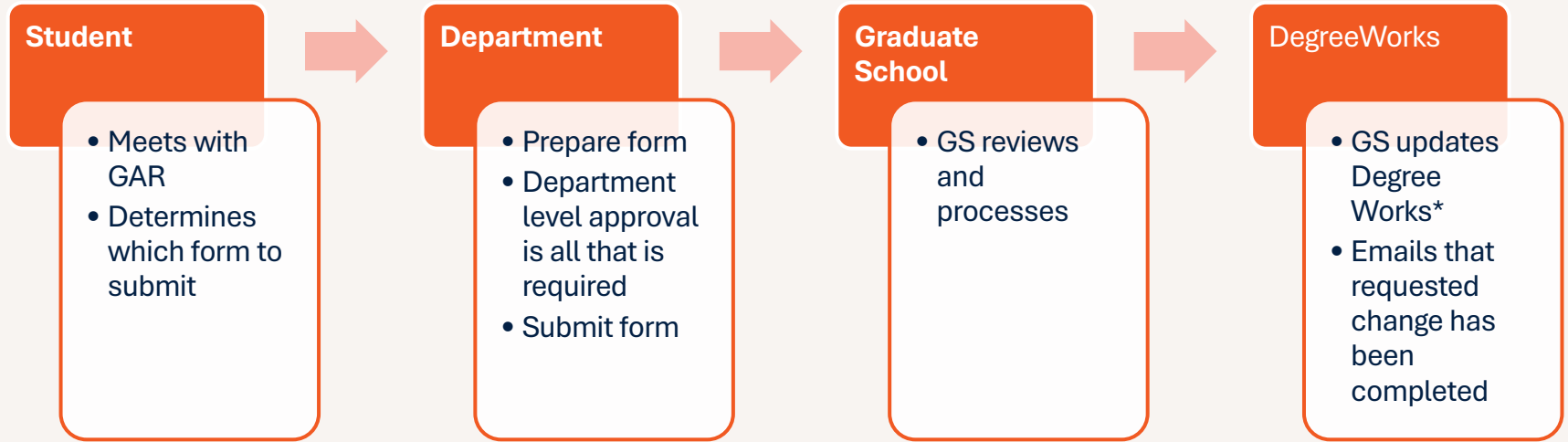
Advisor, Department, or College Approver: Signature

Date:

Date Signed

Revised Aug 2026

Curriculum Forms Approval Process



*Please keep in mind we receive forms daily from 8 colleges. Please allow time for review and updating of DegreeWorks.

Forms Deadlines

- Each form has a **priority deadline** to ensure petitions/forms are processed in a timely manner and reflected in DegreeWorks for accurate degree audits. Forms submitted by the priority deadline are guaranteed to be processed for the applicable term. While we will make every effort to process forms received after the priority deadline, processing cannot be guaranteed.
- Curriculum Forms are subject to **firm** deadlines, as updates need to be completed prior to Census Date. Forms received after the deadline, or are submitted after Census, will be processed for the next available academic term.
- Ensure forms are submitted in a **timely manner**.
 - Review DegreeWorks to ensure all courses are applying where needed and submit petition/form if necessary
 - Delays will slow the process of the updates to student academic records in Degree Works
 - Curriculum forms effects a student's academic progress in DegreeWorks
- All **deadlines** available for review [online](#)

Degree Audits Workflow

Colleges/Departments

- Advise students on degree requirements
- Review student records and verify completion of program requirements
- Prepare degree audits and submit supporting petitions/forms when required

Graduate School

- Review submitted petitions/forms
- Process approved updates in DW and/or Banner

Graduation Coordination (GCO)

- Review completed degree audits for graduation
- Approve degree audits and certify students for degree conferral

Final Takeaways

- Forms submitted after the priority deadline can cause stress to all involved due end of semester priorities.
- When forms are not submitted in a timely manner, students may become concerned about the progress they see in DegreeWorks.
- Copy of approved forms are indexed in AppEnhancer (formally Xtender).
- It's essential that we all work together to ensure that every necessary form is submitted and approved in a timely manner.
- Your attention to detail and commitment to this process are vital. By collaborating effectively and supporting one another, we can ensure DegreeWorks is accurately tracking student progress.

Resources

Resources

MATERIALS

- Best tips for understanding DegreeWorks, please view the DegreeWorks 101 training
- Best tips for understanding Petition and Other Forms, please view the Petition and Other Forms training
- This presentation will be available online.
- Questions: contact your college R&G

