



DegreeWorks 101

Graduate School

Why DegreeWorks?

DEGREEWORKS (DW) IS A TOOL FOR EVALUATING ACADEMIC PROGRESS AND DEGREE COMPLETION

- Centralized degree auditing tool
- Provides real-time progress toward degree completion
- Supports student advising and graduation review processes
- Helps identify missing requirements
- Course Program of Study (CPOS)
- Visual representation of catalog degree requirements

Understanding the DegreeWorks Worksheet

Student Information Block

Student ID
[REDACTED] X

Select Student
[REDACTED] V

Degree
[REDACTED]

[Advanced search](#)

Level Doctoral-Graduate **Classification** Doctoral **Major** Applied Demography **Program** PHD-Applied Demography **College** Health, Community, and Policy

Student Catalog Fall 2025

Holds Graduate Admissions, Graduate Admissions, Graduate Admissions, Graduate Admissions, Graduate Admissions, HS - Tuberculosis Screening, International Programs

- Banner dictates what is reflected here
- All programs have a DW including Certificates
- Curriculum forms training – will provide information on process of submitting forms that impact this area and reflect what is shown on a student's DW.
 - Catalog, concentration, thesis/non-thesis
- Student Catalog – lists their first term.

Student Information Block

Are the correct
program, major,
catalog
reflected?

Student ID
[REDACTED] X

Name
[REDACTED]

Degree
Doctor of Philosophy

[Advanced search](#)

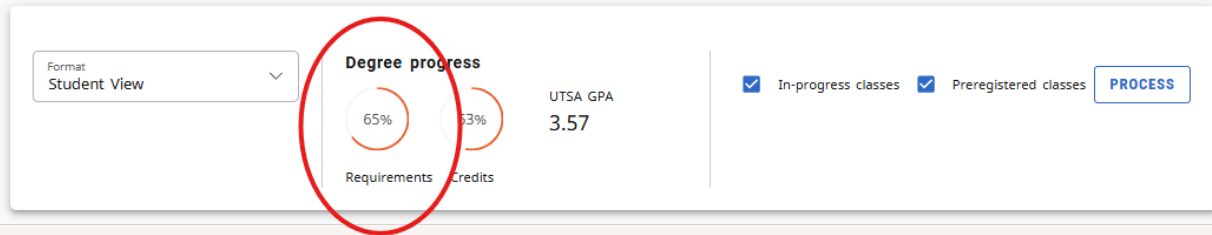
Level Doctoral-Graduate **Classification** Doctoral **Major** Neuroscience **Program** PHD-Neuroscience-SC **College** Sciences **Student Catalog** Fall 2024

Academic Standing Academic Good Standing **Graduate Advisor** Marina Silveira | marina.silveira@utsa.edu [REDACTED]

Courses Not In Program of Study Fall 2026: NDRB 6483, Fall 2026: NDRB 7314

- CPOS ineligible courses are also listed in this area
- In-Progress section
- Extra Courses section

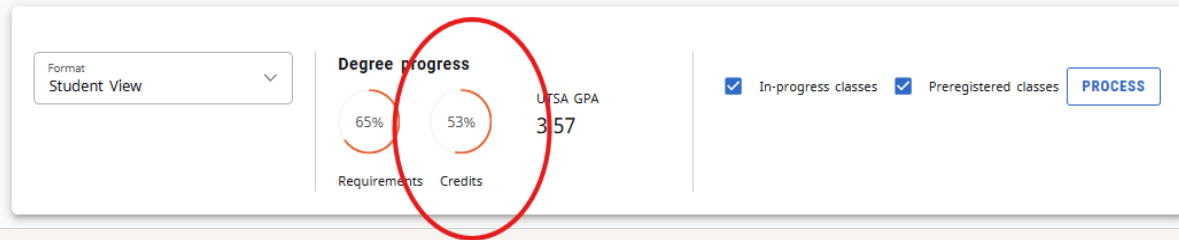
Degree Progress Indicators - Requirements



Keep in mind: A student can have a lower percentage because they are missing their COMP exam, have RP grades, missing a doctoral milestone etc... because of the weight of each requirement a students DW may look lower in percentage compared to actual missing requirements.

- It measures the percentage of requirements that have been satisfied
- As requirements are completed the percentage increases
 - Degree hours
 - Major hours
 - Concentration hours
 - Courses completed/in progress
 - Comprehensive Exam
 - Doctoral Milestones
 - GPA/Grades: RP
 - Expired courses
- Will vary across students in different programs and sometimes within same program

Degree Progress Indicators - Credits



- Measures the percentage of required degree hours completed
- Based on degree-applicable credit hours, not individual requirements.
 - Earned credits/ completed courses
 - Credits remaining
 - Transfer credits
 - In Progress Coursework
- Can vary across students
 - thesis non-thesis will affect credits required
- One Degree Progress Indicator can be higher than the other

Catalog

TERM VS YEARLY FORMAT

- Shown in two ways
- Information block: lists the catalog term as it is listed in Banner
 - Example: 202410 in Banner, Fall 2023 in DW
- Degree Block: lists in a yearly format
- Not in 2 year graduate catalog format

Level Masters-Graduate **Major** Psychology **Program** MS-Psychology HC **College** Health, Community, and Policy **Student Catalog** Fall 2023
Academic Standing Academic Good Standing **Graduate Advisor** Alan Meca | alan.meca@utsa.edu **Advisor** Earned Degree Advising |

Degree in Master of Science INCOMPLETE

Credits required: 36 Credits applied: 27 Catalog year: 2023-2024

Degree Block

BIG PICTURE

- Provides a summary of a student's overall degree requirements
- Tells us whether a student is meeting overall requirements for their degree
- Total credit hours for degree
- Credits applied
- Catalog
- Unmet conditions
- Credits/hours still needed

Degree Block

BIG PICTURE

Thesis/Non-Thesis may affect the hours listed. Sometimes a range is listed in older catalogs.

Compare still needed hours to actual still needed requirements

Degree in Doctor of Philosophy INCOMPLETE

Credits required: 79 Credits applied: 42 Catalog year: 2024-2025

Unmet conditions for this set of requirements: 79 hours are required. You currently have 45, you still need 34 more hours.

Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress. You are required to be enrolled in doctoral level classes each Fall and Spring semester until the time of graduation.

✓ You meet the minimum GPA requirement

○ Major Requirements **Still needed:** See [Major in Neuroscience, PH D section](#)

Major (Program) Requirements Block

DETAILS OF PROGRAM

- Most reviewed section
- Lists program requirements per the catalog
- Includes all sections of a program
 - Core, support work, cognates, prescribed electives, electives, concentrations
- Can vary what is shown depending on
 - Thesis vs non-thesis
 - Older catalogs will list both thesis and non-thesis-requirements
 - Curriculum Forms training
 - Concentration
- Comprehensive Exam Requirement
- Doctoral Milestones

Major Requirements Block

Major in Electrical Engineering, MS INCOMPLETE

Credits required: 33 Credits applied: 18 Catalog year: 2025-2026 GPA: 3.83

All courses must be completed with a grade of "C" 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.

	Course	Title	Grade	Credits	Term	Repeated
○	Hours required for program	Still needed:	33 hours are required. You currently have 18. You still need 15 more hours.			
✓	Required GPA is a 3.0 or better					
✓	Choose a Concentration:	3 hours of core course, must be taken from courses in the student's concentration area. The concentrations are Computer Engineering, Systems and Control, Digital Signal, Communications, and Electronic Materials and Devices. You currently have <APPLIED>, you still need <NEEDED> more hours.				
✓	Signal Processing and Learning Concentration	EE 5163	Digital Signal Processing	A	3	Spring 2026
○	ADDITIONAL GRADUATE ELECTIVES	EE 5243	Nuclear Engr & Applications	IP	(3)	Fall 2026
		Still needed:	12 Credits more Except EE 6981 and 6982 and 6983 and MATE 6981 and 6982 and 6983 and CPE 6981 and 6982 and 6983 of which a minimum of 1 Class in EE 6991			
		Up to 6 hours may be taken from outside electrical engineering with approval of the Electrical Engineering Graduate Program Committee. No more than 3 hours of independent study (EE 6951-3) should be included.				
✓	Concentration Courses	EE 5243	Analysis of Power Systems	A-	3	Fall 2025
		EE 5243	TOP: Power Electronics	A	3	Spring 2026
①	Outside Concentration Courses	EE 5143	Linear Systems and Control	A-	3	Fall 2025
		EE 5263	Natural Language Processing	IP	(3)	Fall 2026
○	MASTER'S PROJECT OPTION:	Still needed:	3 Credits in EE 6941 or 6942 or 6943			
○	COMPREHENSIVE EXAMINATION	Still needed:	Comprehensive Exam			
		Students who earned a Grade of 'B' or better in EE 6943 will satisfy the comprehensive examination requirement. Students who receives a grade of 'B-', 'C+', or 'C' may still satisfy the requirement by successfully passing a comprehensive examination as a set out in the catalog.				

Look for green checks, IP, grades, unmet requirements...

Legend



Complete



Complete (with classes in-progress or preregistered)



Prerequisite

(Repeat/Repeated class)



Not complete



One or more unmet conditions - See Advisor



Any course number

Major in Mechanical Engineering, PH D

INCOMPLETE

Credits required: 63 Credits applied: 48 Catalog year: 2022-2023 GPA: 3.97

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

	Course	Title	Grade	Credits	Term	Repeated
☐	Hours required for major	Still needed:	63 hours are required.You currently have 48, you still need 15 more hours.			
☐	CORE COURSES					
☐	Experimental Techniques in Engineering	Still needed:	1 Class in ME 6113			
☒	Advanced Engineering Mathematics and Linear and Mixed Interger Optimization	ME 6033	Linear & Mixed Integer Optimiz	A	3	Spring 2023
☒	CHOOSE 1 MAJOR AREA TECHNICAL CORE					
☒	Thermal and Fluid Systems	ME 5483	Finite Element Methods	A	3	Fall 2025
		ME 6543	Machine Learn & Data Analytics	A	3	Fall 2023
☒	TECHNICAL ELECTIVES	ME 5233	Advanced Quality Control	A+	3	Fall 2024
		ME 5493	Fundamentals of Robotics	A	3	Spring 2025
		ME 5503	Lean Mfg and Lean Enterprises	IP	(3)	Fall 2026
		ME 5583	Proc Imprv & Variab Reduction	A+	3	Spring 2024
		ME 5603	Adv Mfg Systems Engineering	A+	3	Spring 2023
		ME 5733	Adv Mod Device Dsgn & Commer	A	3	Spring 2023
		ME 5773	High Performance Computing	A-	3	Spring 2024
		ME 7943	Independent Doctoral Study	A	3	Fall 2024
		ME 5013	5S: Viscous Flow	A	3	Fall 2024
☒	RESEARCH SEMINAR	ME 7993	Research Seminar	CR	3	Fall 2023
☒	DOCTORAL RESEARCH	ME 7953	Doctoral Research	A	3	Spring 2025
		ME 7953	Doctoral Research	A	3	Spring 2025
		ME 7953	Doctoral Research	A	3	Summer 2025
☐	DOCTORAL DISSERTATION	Still needed:	12 Credits in ME 7981 or 7982 or 7983			
☐	DOCTORAL MILESTONES	If you have completed any of the Doctoral Milestones and they are not checked, please contact your advisor or department and make sure they have submitted the appropriate Doctoral Committee forms to the Graduate School. If you have any questions email us at Graduate.School@utsa.edu .				
☒	Complete Qualifying Exam	Completion of Qualifying Exam		AP		
☒	Form your Dissertation Committee	Appt of Doctoral Dissert Comm		AP		
☒	Defend your Dissertation Proposal	Dissert Proposal Approval Form		AP		
☒	Advance to Candidacy	App for Candidacy for Doct Deg		AP		
☐	Defend your Dissertation	Still needed:	Submit Certification of Completion of Dissertation Requirements for a Doctoral Degree Form			
☐	Complete Final Submission of Documentation to the Graduate School	Still needed:	Complete Proquest Submission			

Major Requirements Block



UT San Antonio

Electives

Alphabetical and
numerical order



TECHNICAL ELECTIVES

ME 5233	Advanced Quality Control	A+	3	Fall 2024
ME 5493	Fundamentals of Robotics	A	3	Spring 2025
ME 5503	Lean Mfg and Lean Enterprises	IP	(3)	Fall 2026
ME 5583	Proc Imprv & Variab Reduction	A+	3	Spring 2024
ME 5603	Adv Mfg Systems Engineering	A+	3	Spring 2023
ME 5733	Adv Med Device Dsgn & Commer	A	3	Spring 2023
ME 5773	High Performance Computing	A-	3	Spring 2024
ME 7943	Independent Doctoral Study	A	3	Fall 2024
ME 5013	SS: Viscous Flow	A	3	Fall 2024

Catalog verbiage
affects process.
GAR email vs
Petition

Additional Key Areas to Review

Extra Courses

WHAT ISN'T BEING USED

- Contains courses that do not currently apply toward any specific degree requirement on the student's DW
- These courses have been completed successfully but are not being used to satisfy their listed degree requirements
- Affects percentages if degree applicable
- Can only apply the minimum credits toward a degree program in DW & for CPOS, so even though a student may "need" a course that doesn't mean it can count on DW (or for CPOS)

Why did this student take this course?

Are they pursuing a certificate?

Should this course be satisfying a requirement?

Did the student change their catalog, program, concentration?

Is there a missing substitution or exception?

CPOS

Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 12 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
EGR 6283	Mentored Teaching Engineering	A+	3	Fall 2023	
ME 7953	Doctoral Research	A	3	Summer 2024	
ME 7953	Doctoral Research	IP	(3)	Fall 2026	
ME 7953	Doctoral Research	IP	(3)	Fall 2026	

Insufficient

ATTEMPTED BUT NOT ELIGIBLE

- Contains courses that were attempted but for some reasons did not meet the requirements needed so they can apply towards the students degree.
- Highlights coursework that was attempted but cannot satisfy degree requirements.
- Affects percentages if courses listed are needed, such as RPs in Dissertation, thesis, special project courses

Are there courses here that would have satisfied a degree requirement?

Courses with grades below the minimum required grade.
EX: Earned a D requires a C.

RP grades

Insufficient

Credits applied: 0 Classes applied: 8

Course	Title	Grade	Credits	Term	Repeated
ME 7953	Doctoral Research	RP	0	Summer 2023	
ME 7953	Doctoral Research	RP	0	Spring 2024	
ME 7983	Doctoral Dissertation	RP	0	Fall 2025	
ME 7983	Doctoral Dissertation	RP	0	Fall 2025	
ME 7983	Doctoral Dissertation	RP	0	Spring 2026	
ME 7983	Doctoral Dissertation	RP	0	Spring 2026	
ME 7983	Doctoral Dissertation	RP	0	Spring 2026	
ME 7983	Doctoral Dissertation	RP	0	Summer 2026	

In-progress

COURSES CURRENTLY BEING TAKEN OR REGISTERED FOR

- Make sure IP courses are applying to degree requirements
 - If not, then
 - course is not needed
 - degree requirement it would satisfy has been fulfilled
 - registered for incorrect course
 - Need a petition, GAR email, etc...
- Affects percentages
- DW prioritizes completed courses over IP courses
 - Cannot remove a completed course to "make room" for an in-progress course.

Are they registered for courses that are satisfying degree requirements on DW?

In-progress

Credits applied: 9 Classes applied: 3

Course	Title	Grade	Credits	Term	Repeated
ME 5503	Lean Mfg and Lean Enterprises	IP	(3)	Fall 2026	
ME 7953	Doctoral Research	IP	(3)	Fall 2026	
ME 7953	Doctoral Research	IP	(3)	Fall 2026	

Not Counted

COURSES NOT APPLIED & EXCLUDED DUE TO POLICIES

- Expired courses
 - Petitions & Other Forms Training
 - TIME
- Exceeded hours allowed
 - Can only take a max of 6hrs of a specific course
- Excess hours not needed: took 36 hours but only 30 hours are required
- Not counting towards percentages

Not Counted

Credits applied: 9 Classes applied: 3

Course	Title	Reason	Grade	Credits	Term	Repeated
ENG 5613	19th-Cent Am Lit: Dystopias	Maximum number of classes exceeded	A	3	Fall 2017	
ENG 6013	Theoretical & Research Methods	Coursework must be completed within 8 years	A	3	Fall 2016	
ENG 7053	Sem: Feminism in the Americas	Coursework must be completed within 8 years -	A+	3	Spring 2018	

Exceptions

MANUAL ADJUSTMENTS TO DEGREE REQUIREMENTS

- Shows approved changes to a student's degree requirements that differ from what is outlined in the catalog
- There is documentation supporting this change
 - Petitions, Transfer, GAR email, etc...

Are they registered for courses that are satisfying degree requirements on DW?



CORE COURSES

✓ Experimental Techniques in Engineering	ME 5583	Proc Imprv & Variab Reduction	A+	3	Spring 2024
Exception by:		Medina, German	On: 09/21/2026	Apply Here:	Petition Approved: Substitute ME 5583 for ME 6113

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Apply Here	Petition Approved: Substitute ME 5583 for ME 6113	09/21/2026	Medina, German	Major in Mechanical Engineering, PH D	Yes

Contacts

HAVE QUESTIONS OR CONCERNS

We are here to help you!

Petitions & Forms

Angela
Clarissa

Curriculum Forms

Jeff email

DegreeWorks

Molly
Jo Ann
Linda

DegreeWorks

Elder
German

Graduate School

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