UNLV | GRADUATE COLLEGE

Elimination of Grad Degree Audit & New Plan of Study Forms: Part I & II

Issue & Background

After considerable campus input, we have decided that the cost of Degree Audit for graduate students in MyUNLV far exceeds the benefits so we are shutting DA down when we go-live with DocuSign. These online e-forms will facilitate faster processing and improved accessibility and affords us the opportunity to streamline the tracking and review of student coursework and their degree requirements through a new DocuSign process. We have created the Plan of Study form (part II) which will be housed on the Degree Directory page of the UNLV.EDU website, and students will upload their part II form with a DocuSign Plan of Study signature and routing form in the Grad Rebel Gateway (part I). The new Plan of Study part I & II forms are easy and convenient for students, will help with faculty advisement on courses and credits, and will be a more effective and efficient way for the Graduate College to assess students' academic coursework as part of the degree check and conferral processes.

Key Info and Tips

- The Plan of Study part I will be an electronic signature page, and Part II will be a fillable Word document form that will be uploaded into Part I and routed electronically for signatures in our new DocuSign system within the Grad Rebel Gateway. Students will initiate this process in the Grad Rebel Gateway during the "middle" phase of their graduate student lifecycle.
- We have created Part II forms for all plans and subplans in the 2016-17, 2017-18, and 2018-19 academic catalogs. Part II forms for subsequent Graduate Catalog years will be built and launched when we publish each year's new Graduate Catalog.
- To accommodate graduate students who might fall outside of these Catalog years and ease the transition process, current students admitted prior to Summer 2016 will have the Catalog for tracking their degree requirements in MyUNLV changed to the 2016-17 Catalog year unless requested otherwise by the Graduate Coordinator for their program.

- Students who still fall outside of these catalog years will be provided with a customizable Part II form, which students may request from their RPC Coordinator for their degree program.

Action Items
- Graduate Coordinators reviewed the Plan of Study forms for their programs in each Catalog year. Changes were to be finalized and submitted to the Graduate College by August 13, 2018.
- Degree Audit Report functionality will be turned off in MyUNLV in December, 2018. Any students planning on graduating in Fall 2018 should submit outstanding Degree Audit Companion forms ASAP and no later than December 1, 2018 to ensure there are no issues for degree conferral at the end of the semester. Students who have already submitted a Proposed Degree Program form or a Degree Audit Companion form will not need to re-submit a Plan of Study form unless there are changes in their coursework that need to be documented prior to graduation.

Project Timeline & Important Dates
- Changes to the program sheets for the Plan of Study form were finalized on August 13, 2018.
- Any students planning on graduating in Fall 2018 should submit outstanding Degree Audit Companion forms by *December 1, 2018.*
- Plan of Study forms will launch for processing within DocuSign on December 10, 2018.
- Degree Audit Reports in MyUNLV will be turned off on January 2, 2019.

Who to Contact with Questions
- The Retention, Progression, & Completion (RPC) Team
- Grad.RPC@unlv.edu
- 702-895-3320