Viewing a student’s program/plan stack when the student has been approved/denied for graduation

The purpose of this document is to:

- See how to navigate and view a Program/Plan Stack after the Certifying Officers have reviewed and finalized a student’s graduation status and the registrar’s office has ran the Graduation Processing Batch of final reviews.

**Step One**

Navigate to the Student Program/Plan page by using the following breadcrumb:

**Step Two**

On the search criteria page enter search criteria for the student you have been assigned.

Be sure to have the “Include History” checkbox selected. You may need to see the historical entries on the student’s CPP stack in order to make correct business decisions.

![Search Criteria](image)

NOTE: The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#.
Step Three

Click Search.

Step Four

If the student has only one CPP stack, the system will take you directly into that record. However, if the student has multiple stacks, the system will display each stack and you will select your intended stack you want to view.

Step Five

Student Program tab shows the following information:

- **Status**: The status indicates the student’s status on this particular CPP stack.
  - **Completed Program**: If student was certified for graduation and the Registrar’s Office ran their batch process.
  - **Active in Program**: If student was denied certification for graduation and the Registrar’s Office ran their batch process.

- **Effective Date**: The effective date indicates when the action became effective.

- **Program Action**: This indicates what type of update was made.
  - **COMP**: This status is informing users that the student has completed their program.
  - **DATA**: This status is informing users that information on the student’s CPP stack has changed from their previous row.

- **Action Reason**: Details the reason for the select action.
  - **Degree Posted**: Informing users that the student’s degree has been posted on the student’s record for this particular program/plan.
  - **DENY**: Informing users that the student’s has been denied for graduation.

- **Academic Program**: The student’s program is displayed (College nbr + degree awarded)

- **Admit Term**: This indicates when the student began the Academic Program identified.

- **Requirement Term**: This is the Degree Catalog Year requirement term. On the Plan tab, the Req Term is the requirement term for the specific plan (major, minor, etc.).
Expected Grad Term: Informs users when the student was expected to graduate.

- Students Awarded: This field populated after the student had applied for graduation.

- Student Denied: This field will be blank if the student has been denied for graduation so they can reapply again.

Step Six

- Click on the Student Plan tab to view information about the student’s academic plan. On the student plan tab here are the following fields you should pay attention to:

  - Plan Sequence: The plan sequence assists in giving primary to the double majors. The lowest plan sequence is the “primary” major. The second blue header will allow users to see if a student is pursuing a second major.

  - Declare Date: This date reflects when this particular plan was initiated.

  - Requirement Term: This field was first viewable on the Student Program tab. On the Student Plan tab, the Requirement Term is the requirement term for the specific plan identified.

Step Seven

- Click on the Student Sub-Plan tab to view information about the student’s sub-plan. Remember not all academic plans have a sub-plan. On the student sub plan tab here are the following fields you should pay attention to:

  - Academic Sub-Plan: Will display the sub-plan within the student’s plan if applicable.

  - Academic Sub-Plan type: Will display what type of sub-plan it is (e.g. concentration, distance learning)

  - Declare Date: This date reflects when this particular sub-plan was initiated.
Step Eight

Select the Student Degrees tab where you can view the status of the student’s application for graduation in the Degree Checkout Stat field.

If student was approved for graduation:

The Degree Checkout Stat field should list Awarded degree checkout status along with the Completion Term.

If student was denied for graduation:

The Student Degrees page will reflect a blank degree checkout status.

You have now completed the steps for viewing a student’s program/plan stack after the Registrar’s Office’s Graduation Batch process