

## Graduate Academic Advisement Report (Graduate AAR) Overview

### Contents

- Transition from POS to Graduate AAR
- How the Graduate AAR Works
- Requesting and Processing Graduate AAR Exceptions
- Applying for Graduation

### Transition from POS to Graduate AAR

- Current practice:
  - [Programs of Study \(POS\)](#) are used by students and advisors to track progress towards graduation.
  - The POS is also used by OGPS to verify that all graduation requirements have been met before degree awarding.
- New practice:
  - OGPS has begun a multi-year project to replace the use of POS with automated Graduate Academic Advisement Reports (Graduate AARs).
  - For students graduating in **Fall 2024** and beyond for **first-wave programs only**, the Graduate AAR will be used as their official record for graduation, in place of their POS.
  - Other programs will follow suit in later semesters; more details to come.
- Benefits of the Graduate AAR:
  - Ensures students and advisors have a shared understanding of the students' degree requirements and progress towards graduation.
  - Provides automatic tracking, allowing instantaneous access to up-to-date information.
  - Expedites awarding of degrees by up to 4-6 weeks.
- See also:
  - ***"Graduate Academic Advisement Reports: First-Wave Programs"***
  - ***"Guide to Accessing Graduate Academic Advisement Reports"***
  - [NAU's Graduate Academic Advisement Reports Webpage](#)

### How the Graduate AAR Works

- The Graduate AAR consists of three types of components: Requirement Groups, Rows, and Lines.
  - **Requirement Groups** are the largest sections found in the AAR and appear in **BROWN, BOLDED, ALL CAPS FONT**.
  - In this example, there are three Requirement Groups:

▶ UNIVERSITY GRADUATE DEGREE REQUIREMENTS [9387]	Requirement Group
▶ GRADUATE REQUIREMENTS [9788]	Requirement Group
▶ COURSEWORK NOT SATISFYING A DEGREE REQUIREMENT [8084]	Requirement Group

- Now, we will open up one Requirement Group by clicking on the triangle.

▶ GRADUATE REQUIREMENTS [9788]
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- Each Requirement Group is comprised of one or more **Rows**, which appear in **BROWN, NON-BOLDED, ALL CAPS FONT**.
- Each Row is comprised of one or more **Lines**, which appear in **blue title case font**.
- In this example, a single Requirement Group is comprised of two Rows, with the first Row comprising of five Lines and the second Row comprising of one Line.

GRADUATE REQUIREMENTS [9788]	Requirement Group
Satisfied: English - Professional Writing, Master of Arts	
<b>REQUIREMENT [6358]</b>	Row
Satisfied: -	
▶ Select one of the following courses (3 units)	Line
▶ Select one of the following courses (3 units)	Line
▶ Select one of the following courses (3 units)	Line
▶ ENG 526	Line
▶ Complete an additional 21 units of electives	Line
<b>GPA REQUIREMENT [6360]</b>	Row
Satisfied: -	
▶ * Verify minimum 3.0 GPA in degree requirements	Line

- The Graduate AAR for a brand-new student will be fully open.
  - Every Requirement Group, Row, and Line will be expanded, showing the requirements the student needs to complete, along with a “**Not Satisfied: -**” notation.
- The Requirement Groups, Rows, and Lines of the AAR will automatically collapse as the student enrolls in and completes courses, with a “**Satisfied: -**” notation.
  - A green circle with a checkmark indicates the student has completed the course with a satisfactory grade.
 
  - A yellow diamond indicates the student is enrolled in the course but has not yet completed the course. If the student does not receive a satisfactory grade, the Requirement Group/Row/Line will automatically expand again with the “**Not Satisfied: -**” notation, and the course will move to the “Coursework Not Satisfying a Degree Requirement” Requirement Group.
 
- To graduate, the student’s Graduate AAR must be fully collapsed by end of their graduation term, showing that all degree requirements have been met.

### Requesting and Processing Graduate AAR Exceptions

- At times, you may find that a component of a student’s Graduate AAR will not collapse on its own, although the department would like it to, such as in cases where a course substitution has been made. Exceptions are used to manually update the Graduate AAR for a single student.
  - This process is intended only for exceptions to department-owned requirements. Contact [GradGraduation@nau.edu](mailto:GradGraduation@nau.edu) for exceptions to OGPS-owned requirements, as they will require OGPS Vice Provost approval.

- For cases where the same types of department-owned exceptions are commonly made (such as a course substitution that is routinely done within a program), departments can avoid the manual process of entering an exception for each individual student by contacting [Registrar.AdvisementReport@nau.edu](mailto:Registrar.AdvisementReport@nau.edu) to have the Graduate AAR automatically recognize the exception for all students in the program.
  - This is especially useful for broad requirements, such as electives. If the department does not identify commonly accepted electives, an exception may need to be entered for every elective course for every student in the program.
- Each academic unit must identify the following:
  - The staff/faculty who will serve as Exception Requestors.
  - The staff/faculty who will serve as Exception Processors.
  - The number of Requestors and Processors needed for each program.
- Requestors submit exception requests to change a requirement on a student's Graduate AAR.
  - Requires a brief 15 to 30-minute training, provided by [GradGraduation@nau.edu](mailto:GradGraduation@nau.edu).
  - Every advisor for the program can be a Requestor, if desired.
  - As part of each exception request, the Requestor will be required to enter the name of the individual who approved the request (a person within the unit with the official authority to approve exceptions, such as a department chair). Therefore, Requestors should check to make sure the exception is appropriate before actually submitting the exception request.
- Processors process exception requests so that the requested change is implemented on the student's Graduate AAR.
  - Requires a more nuanced 1.5 to 2-hour training, provided by [Registrar.AdvisementReport@nau.edu](mailto:Registrar.AdvisementReport@nau.edu).
  - Recommended for only select staff/faculty. Examples may include the department chair, program director, graduate coordinator, advising manager, etc.
  - Processors do NOT need to be the individuals with the official authority to approve exceptions. For example, a department chair can assign a graduate coordinator to serve as a Processor.
  - Processors review each exception request to make sure information was entered correctly and checks that the request seems appropriate. If there are any concerns on whether the exception is appropriate, the Processor may check with the person entered on the exception request as the individual who approved the request.
  - Processors can also hold the Requestor role. Therefore, it is possible for an individual holding both roles to submit an exception request and then process the same exception.
  - **If needed**, OGPS can serve as the Processor for any academic unit that does not currently have capacity to process exceptions for the first few years of the Graduate AAR transition. To request this, contact [GradGraduation@nau.edu](mailto:GradGraduation@nau.edu). If this method is chosen, please be sure to thoroughly vet your exception requests (i.e., making sure course substitution requests are appropriate, etc.)

### Applying for Graduation

- For students applying to graduate from a program not included in the first-wave programs:

- Continue same process with using POS (obtaining signatures and uploading to milestone to access graduation application link).
- Students and advisors should ignore the Graduate AAR – although it may be visible, it has not been properly built and/or tested yet.
- For students applying to graduate from a first-wave program for Spring or Summer 2024:
  - Continue same process with using POS (obtaining signatures and uploading to milestone to access graduation application link).
  - Students and advisors can check the Graduate AAR to make sure everything matches the POS, and exceptions can be completed if desired (this is a good way to practice using the Graduate AAR). However, the Graduate AAR will not be used to award degrees for these students.
- For students applying to graduate from a first-wave program for Fall 2024 and beyond:
  - At this time, the only way to access the graduation application link for all students is by uploading a POS. Therefore, continue same process with using POS (obtaining signatures and uploading to milestone to access graduation application link). The POS will be used by OGPS to cross-reference with the Graduate AAR to test important nuances that may need to be refined in the Graduate AAR, so please make sure the POS continues to be filled out correctly.
  - When advisors receive the student's POS for review, advisors should compare it with the student's Graduate AAR, and exceptions should be completed if needed. The Graduate AAR will be used to award degrees for these students, so it is imperative for all components to be collapsed by the end of the graduation term.
  - After submitting a Fall 2024 graduation application, students in the first-wave programs will receive an email reminder to check their Graduate AAR and work with their advisors to satisfy any missing requirements, if needed.
  - Throughout Fall 2024, OGPS will run periodic reports to identify students in first-wave programs who have applied to for Fall 2024 graduation, but continue to have Graduate AARs with missing requirements. Students included in the reports will receive periodic email reminders to work on their Graduate AARs. Advisors and departments for the first-wave programs will also receive the reports for their own follow-up with students.

Thank you for your attention to this important endeavor! Please contact [GradGraduation@nau.edu](mailto:GradGraduation@nau.edu) with any questions.