Graduate Program of Study Update Request Portal

Faculty/Staff Manual

Table of Contents

What is the Graduate Program of Study Update Request Portal?……3

Student view……4

Graduate Program Coordinator view……7

Department Chair view……10

Office of the University Registrar view……13

What is the Graduate Program of Study Update Request Portal?

This portal will help students submit their request to update catalog years and/or declare a new concentration/specialization (if applicable).

Students will be able to select a catalog year within the 7-year (master's degrees) or 10-year (doctoral degrees) time limit rule, but they cannot select to move backwards into an older catalog year. For the concentrations/specializations, if a student wants to declare a new one but it is not under their current catalog year, the student will have to request a new catalog year and declare the new concentration/specialization.

This process will be initiated by the student. From there it will then go to three areas of review in this order:

1. Graduate Program Coordinator (GPC)
2. Department Chair
3. Office of the University Registrar

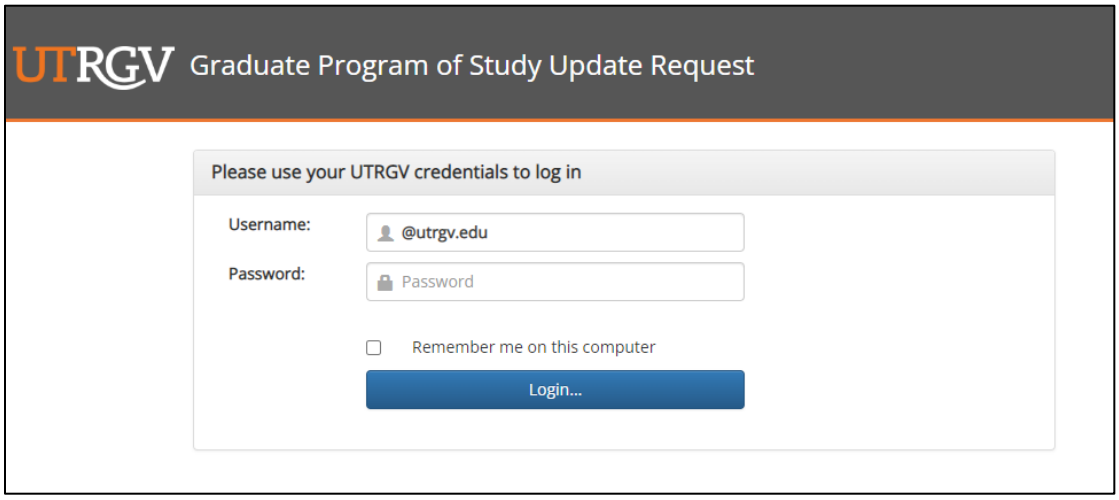
After all areas have completed their review, the student will be notified via email if their request has either been approved or denied.

Any requests to update the catalog year for certificates will be handled outside of the portal. Please contact the Office of the University Registrar at registrar@utrgv.edu for additional information regarding the process for certificates.

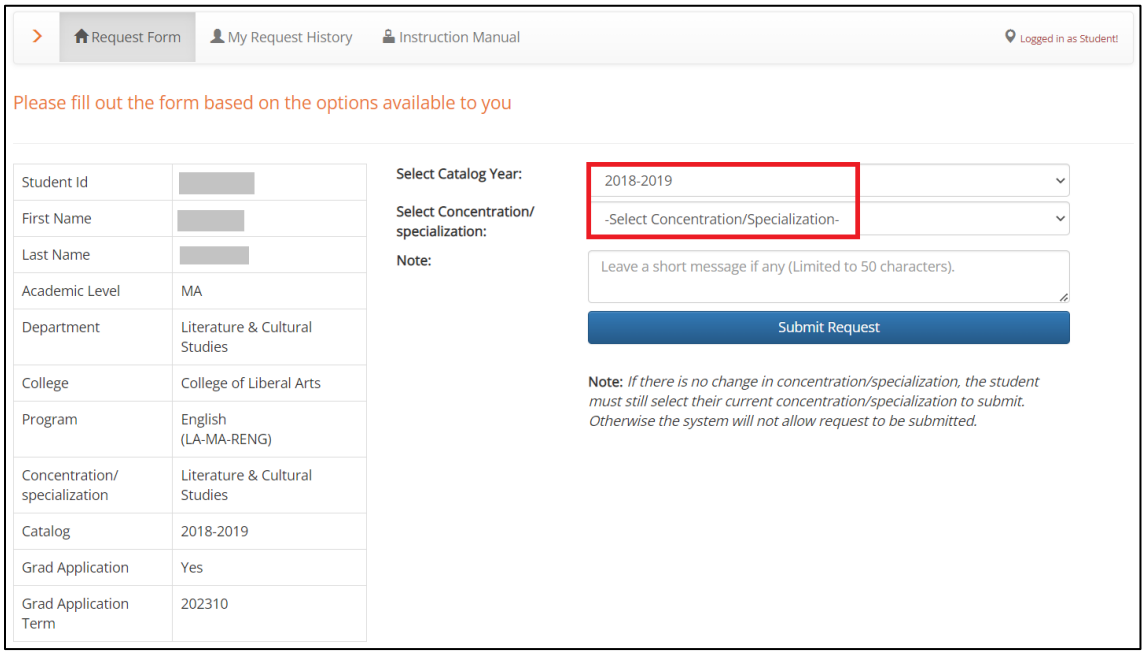
Disclaimer: All student data has been removed to comply with FERPA.

Student:

The student initiates request by going to link: https://enrollment.utrgv.edu/gradprogramupdate

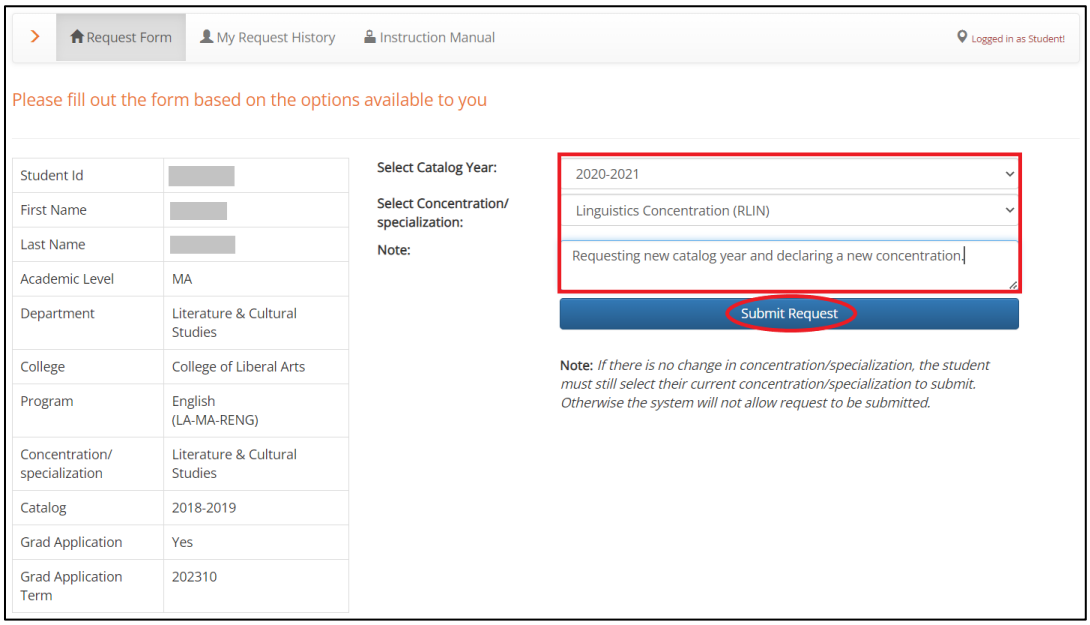


The student's data will be displayed on the left side. It should reflect program, concentration/specialization (if applicable), catalog year, etc…

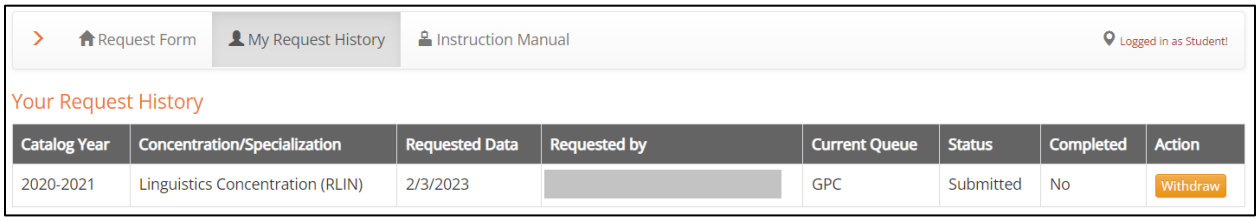


On the right side, the student will be able to choose a new catalog year, declare a new concentration/specialization (if applicable), and write a note (optional). After the desired options are chosen, click on "Submit Request."

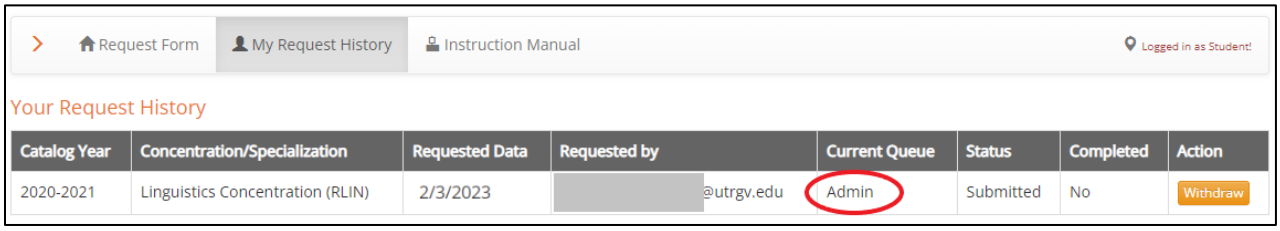
Note: *If there is no change in concentration/specialization, the student must still select their current concentration/specialization to submit. Otherwise the system will not allow request to be submitted.*



The request will now be under the "My Request History" tab in the student view and moved to the GPC queue. The student will also be able to withdraw the request at any time (if necessary) by clicking on the “Withdraw” button.



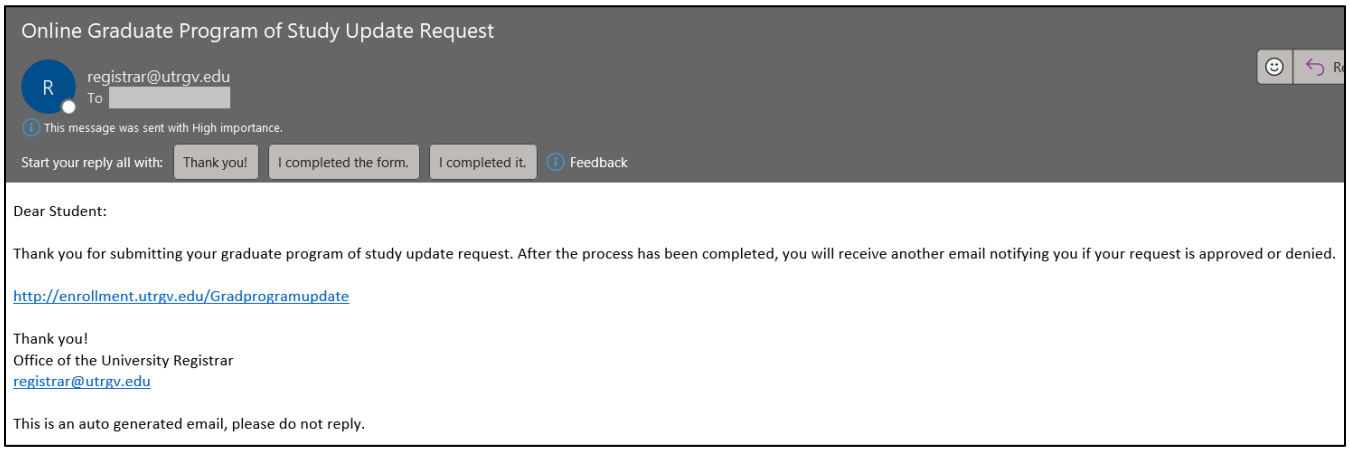
After the student submits, the designated Graduate Program Coordinator will receive an email informing them that a new request is under their queue and is pending to review. Once in the GPC queue, this will begin the approval workflow. As the request is being processed, the student will be able to view under the “Current Queue” column which step of the workflow their submission is at.



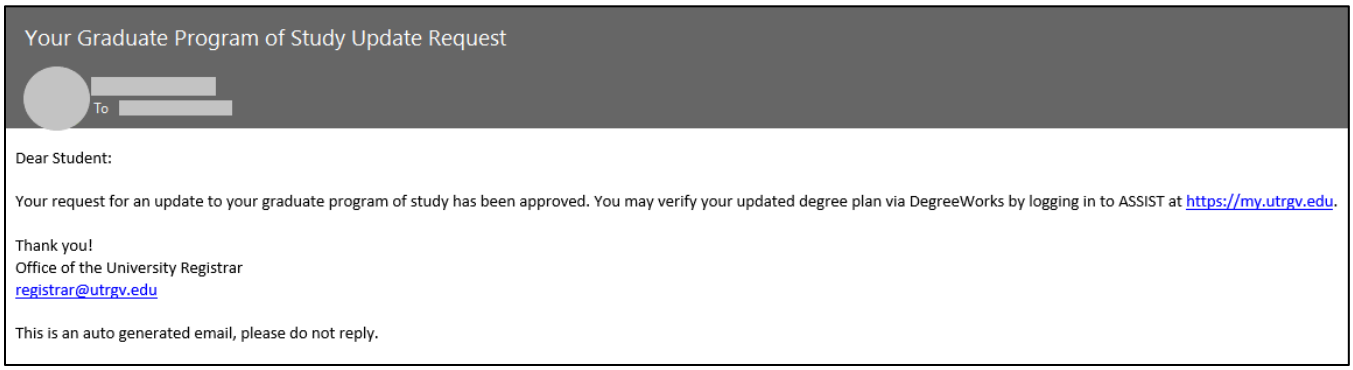
The three steps of the workflow are as follows:

1. Graduate Program Coordinator
2. Department Chair
3. Office of the University Registrar

The student will receive a confirmation email after submitting their request.

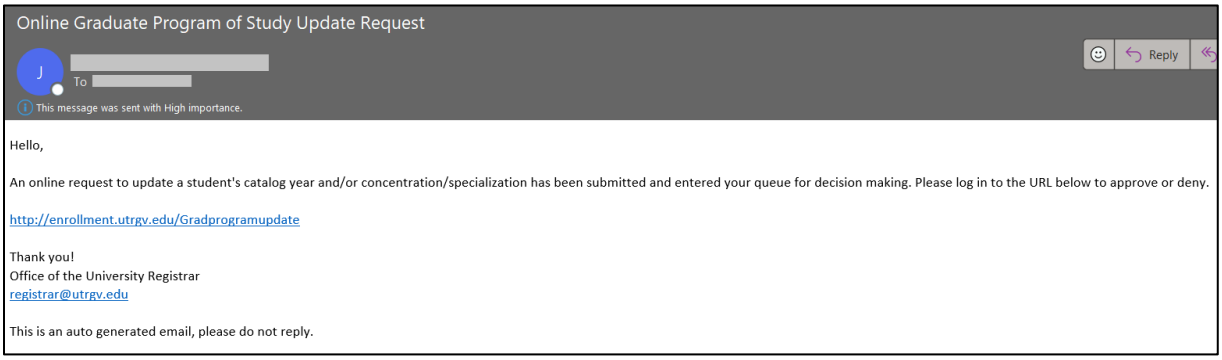


Once the workflow has been completed, the student will receive an email informing them if their request has been approved or denied. Sample email below of an approved request.

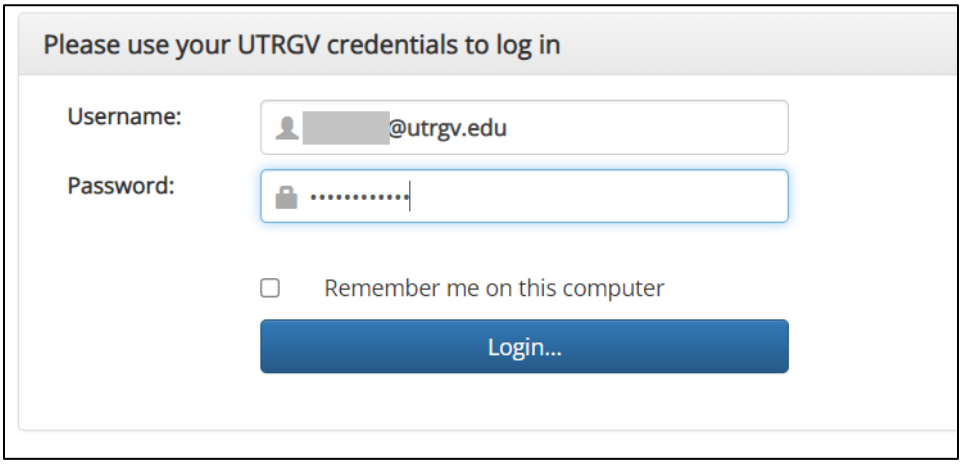


Graduate Program Coordinator:

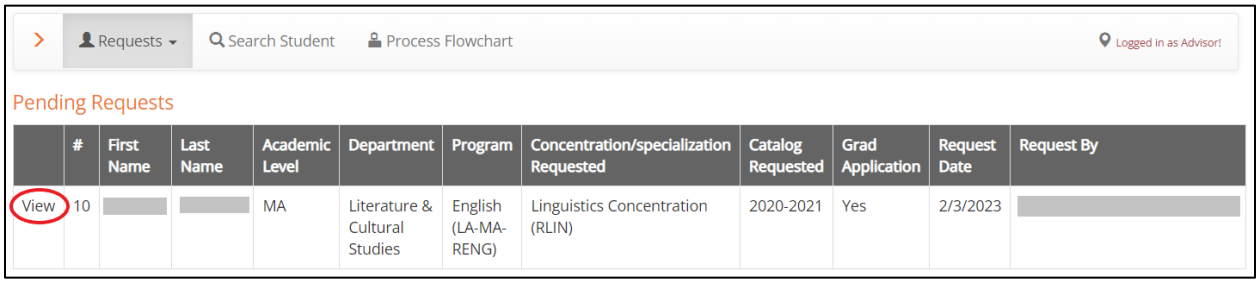
The Graduate Program Coordinator (GPC) will receive an email after the student submits the request.



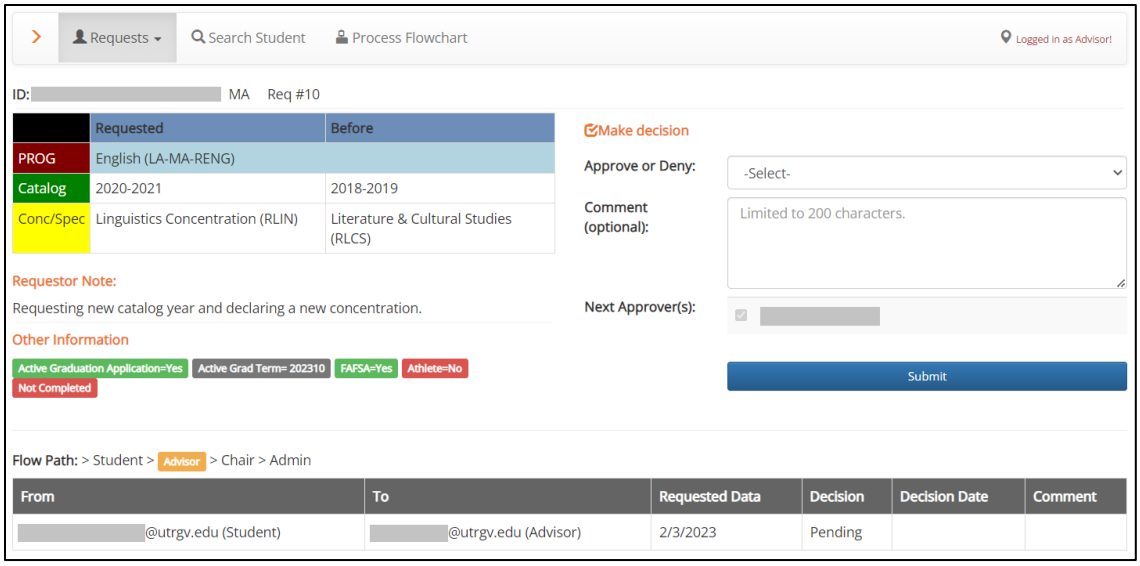
The GPC will then have to log in to portal with their UTRGV credentials.



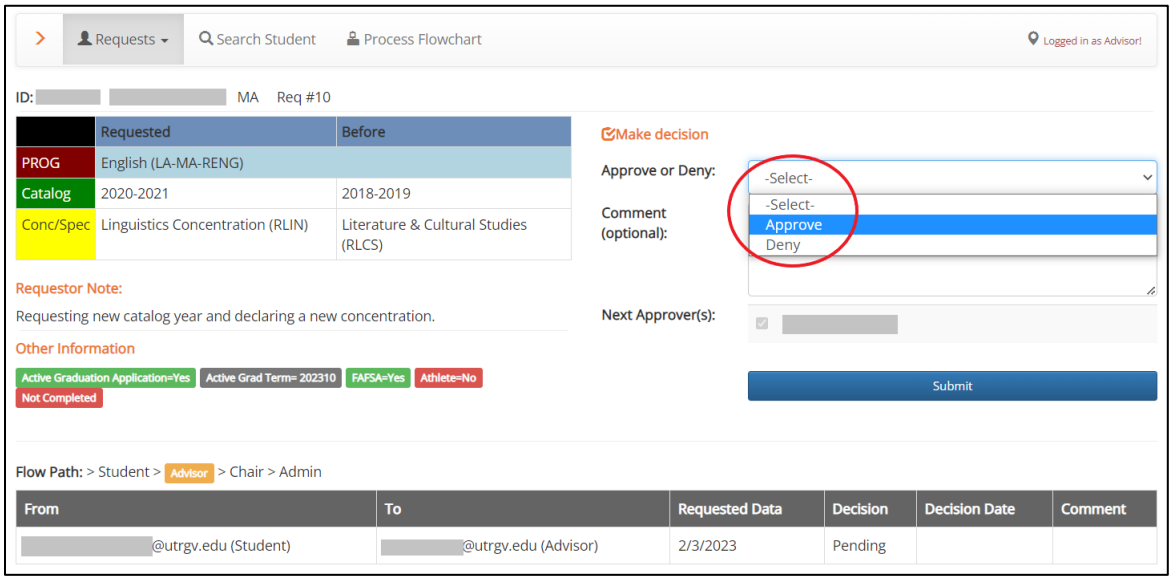
After logging in, they can see the requests under their queue. To review a specific request, click on "View."



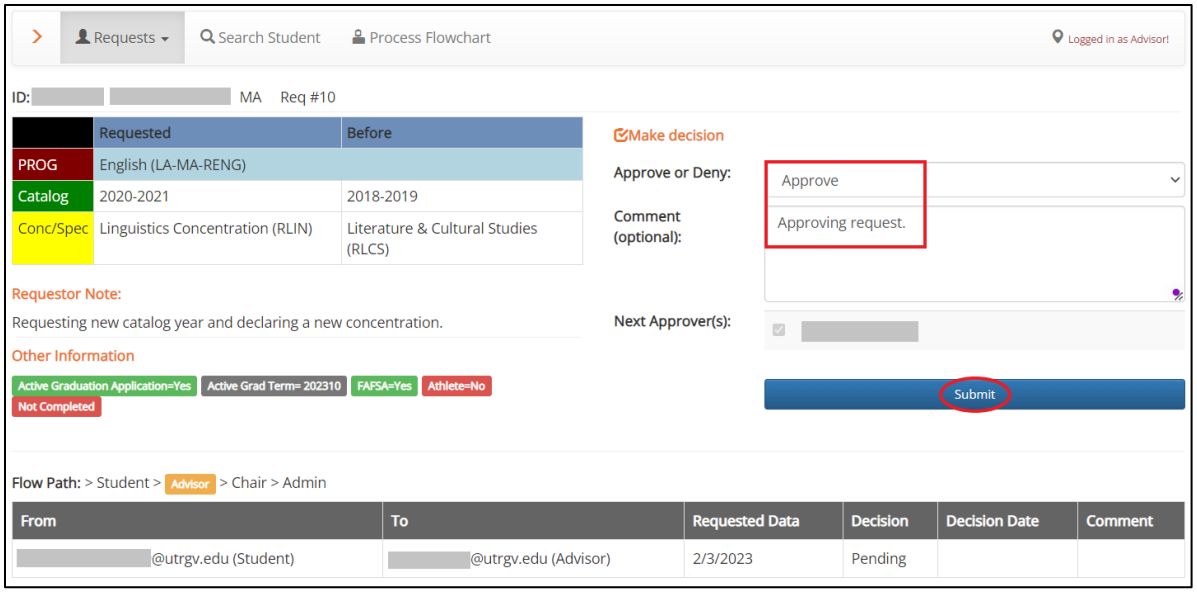
Once opened, the GPC will be able to view all the student's information with their new requested catalog year and/or new declared concentration/specialization.



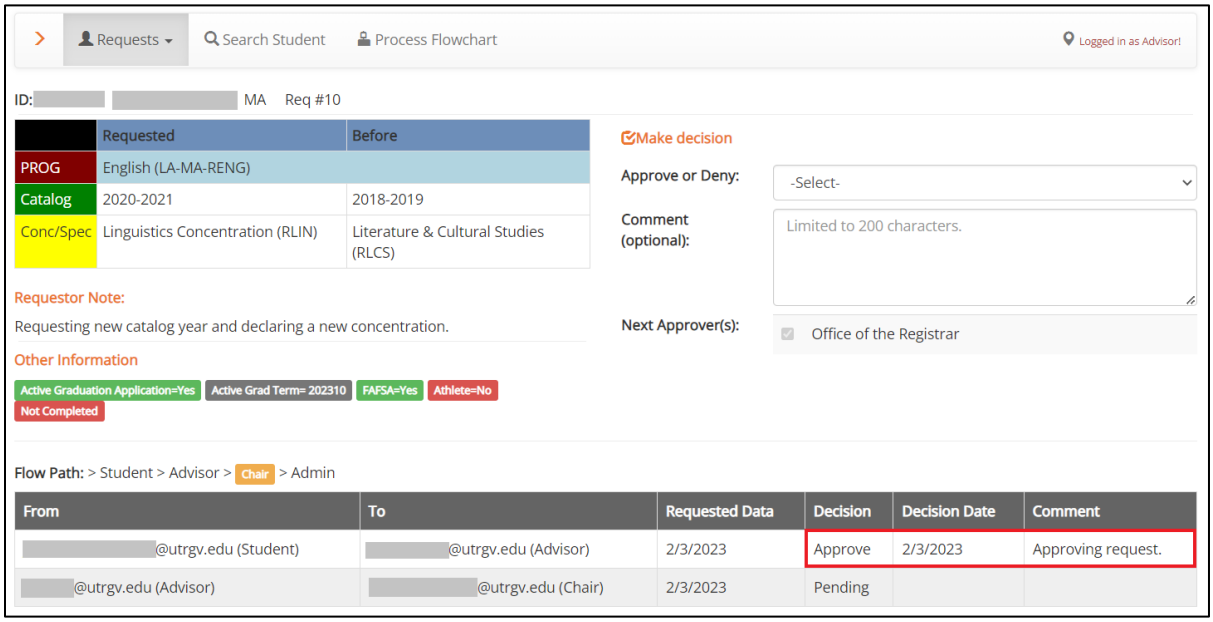
The GPC can either approve or deny depending on their criteria and program/department policies.



Once a decision has been chosen and a comment (optional) has been added, click on “Submit.”



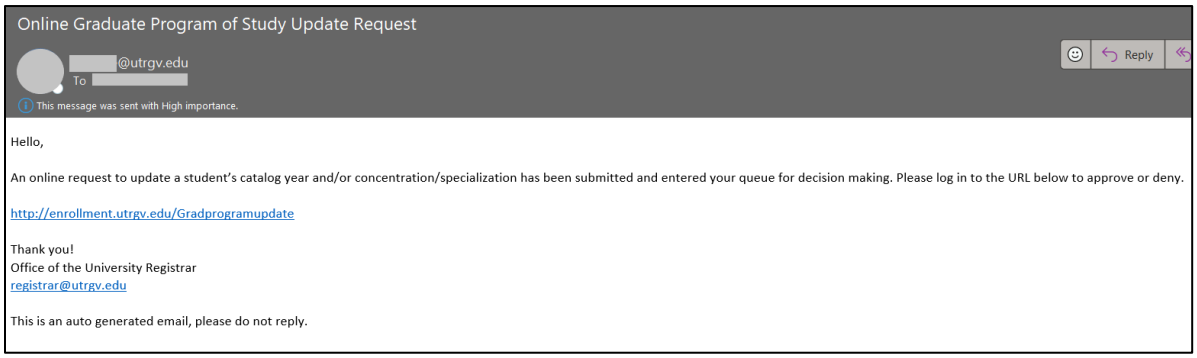
After submitting, the chosen decision will reflect on the table below, keeping track of everyone in this particular workflow with the decisions and comments that have been made.



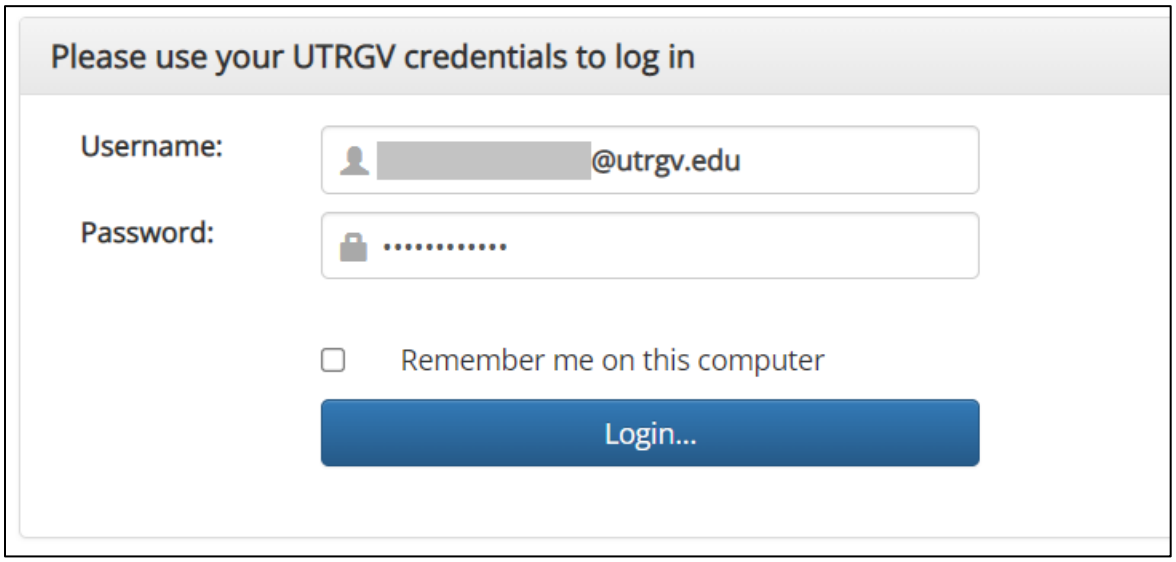
When the GPC has made a decision, the department chair will receive an email informing them a new request has entered their queue.

Department Chair:

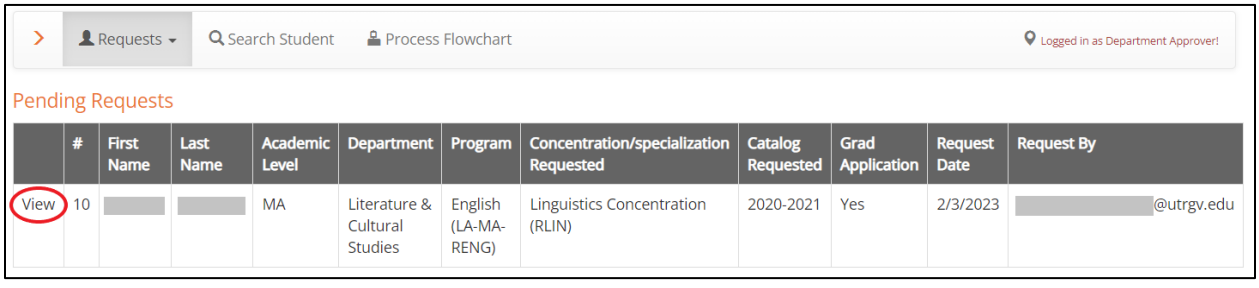
The department chair will receive an email after the GPC makes a decision.



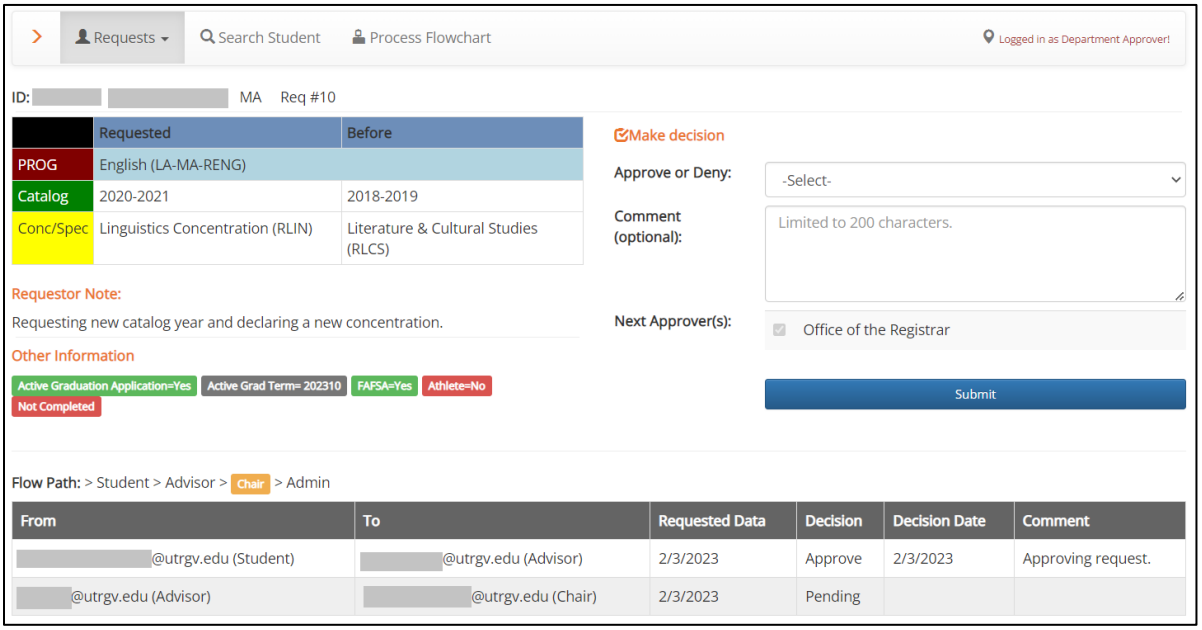
The department chair will have to log in to the portal with their UTRGV credentials.



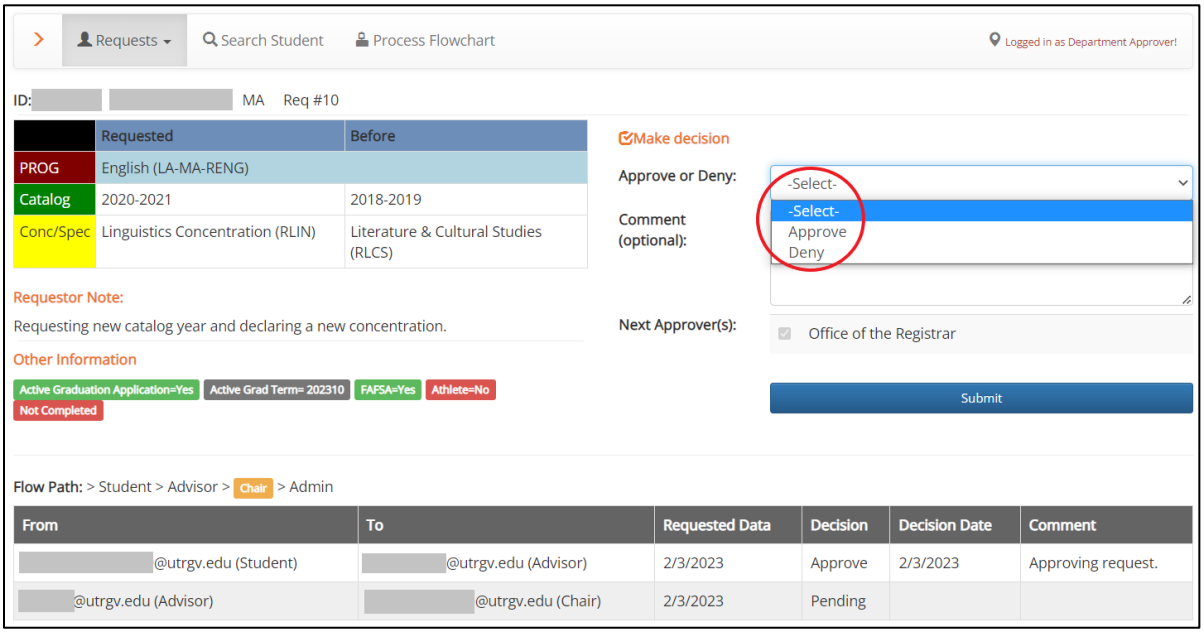
Once logged in, the department chair should see the request under their "Pending Requests" tab. Click on "View" to review.



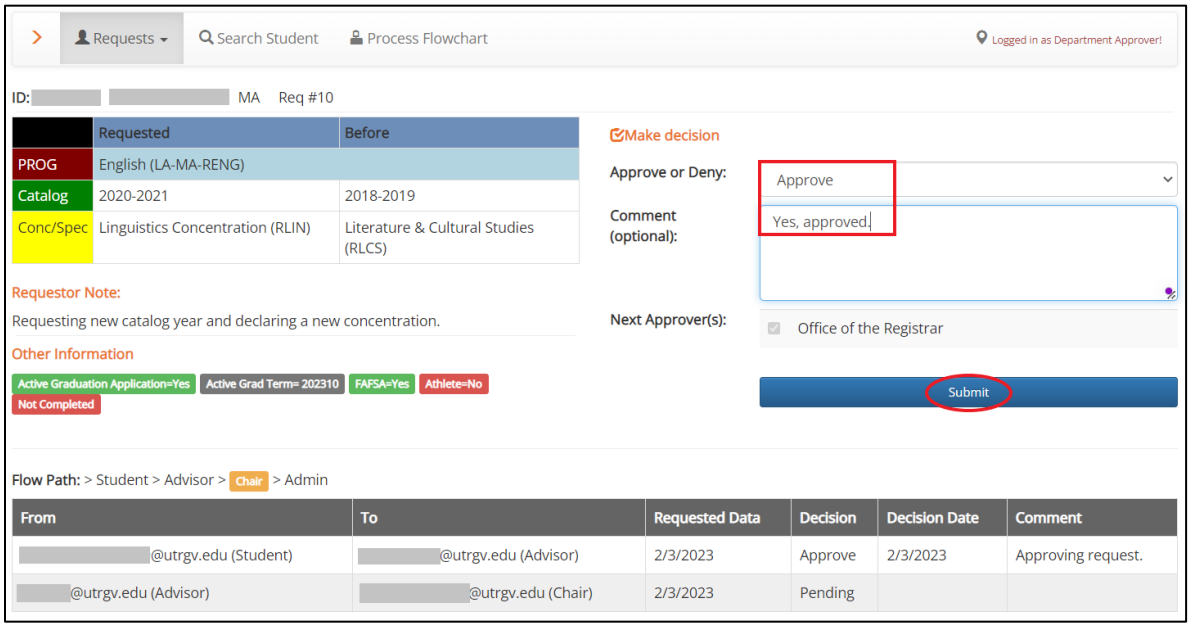
Same as the GPC, the department chair should see the student's information along with the requested information.



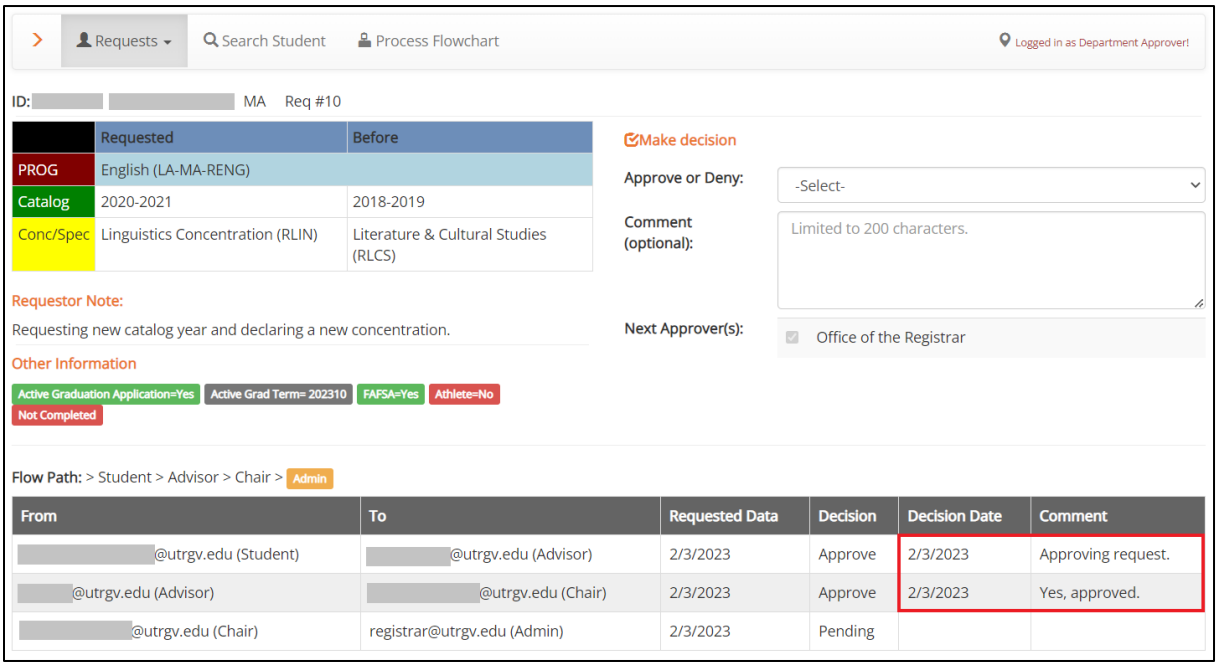
The department chair can choose to either approve or deny the request based on their criteria and department policies.



After choosing their response and typing a comment (optional), click on “Submit.”



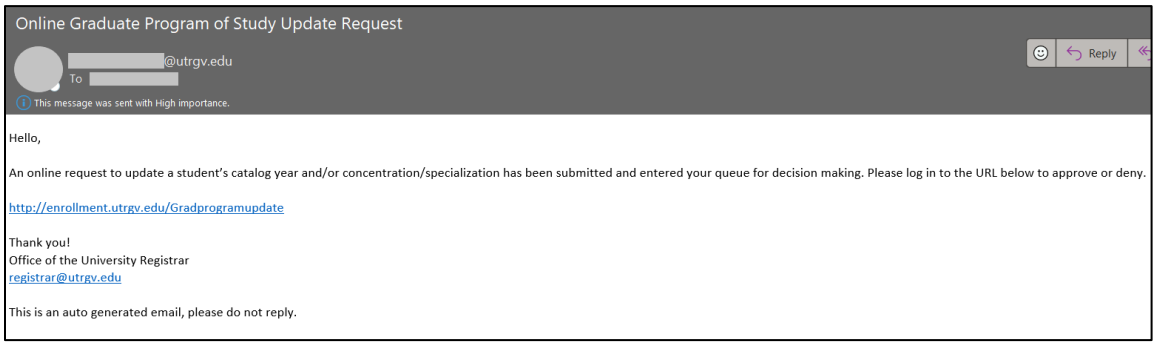
When the decision has been submitted, the department chair should see their response on the table below.



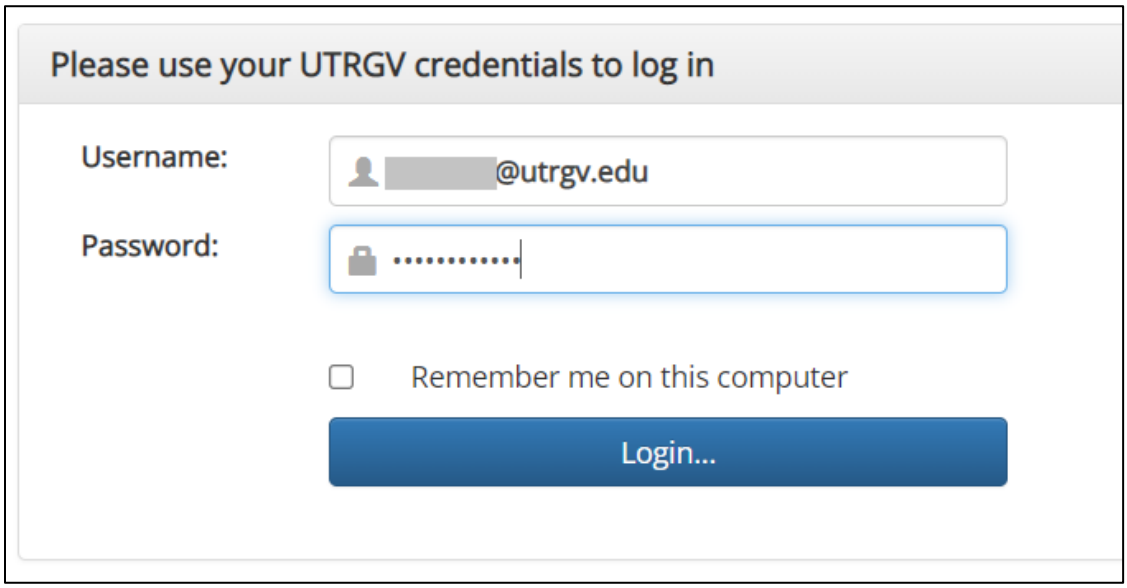
The Office of the University Registrar will now receive an email notifiying them that a new request is under their queue.

Office of the University Registrar:

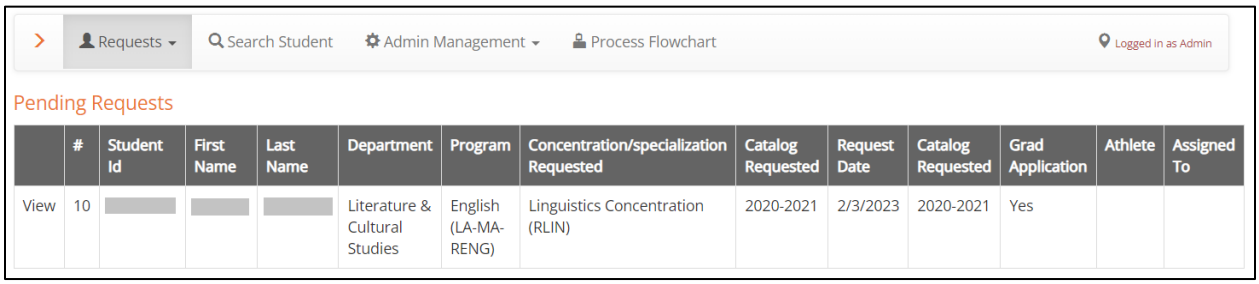
The Office of the University Registrar (OUR) staff member will receive an email after the department chair makes a decision.



A staff member of the OUR will log in with their UTRGV credentials.



They will be able to view the submitted request and click on "View" to review it.

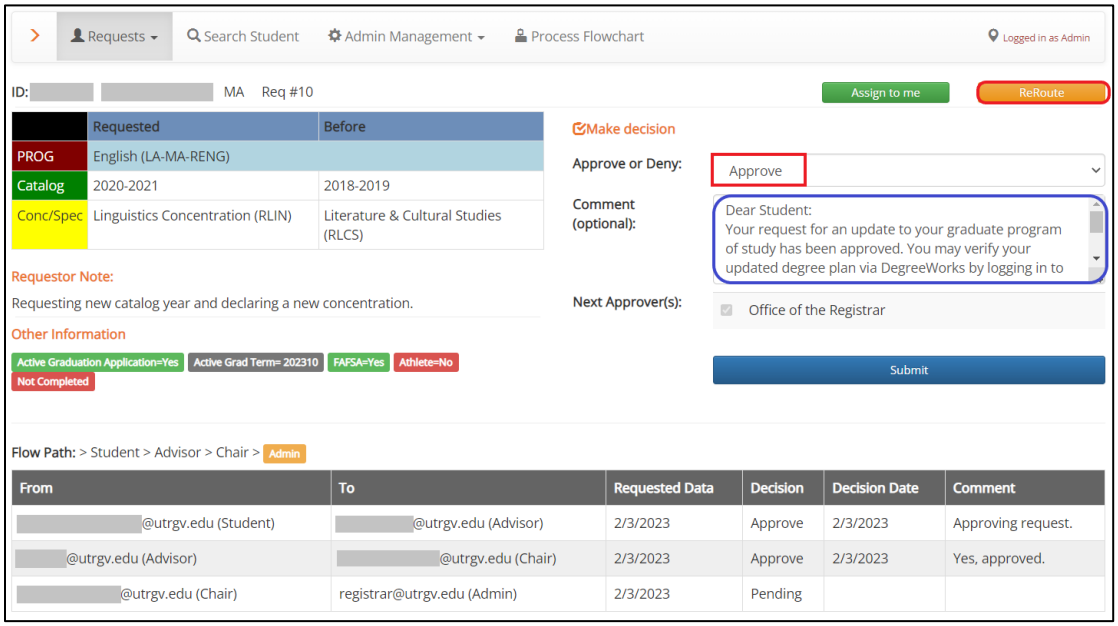


	#	Student Id	First Name	Last Name	Department	Program	Concentration/specialization Requested	Catalog Requested	Request Date	Catalog Requested	Grad Application	Athlete	Assigned To
View	10	[redacted]	[redacted]	[redacted]	Literature & Cultural Studies	English (LA-MA-RENG)	Linguistics Concentration (RLIN)	2020-2021	2/3/2023	2020-2021	Yes		

Same as previous steps, the student's information will display along with the decisions already made by the GPC and the department chair. The action to be taken by the OUR staff member will be defaulted based on the department chair's decision however this may be updated as needed.

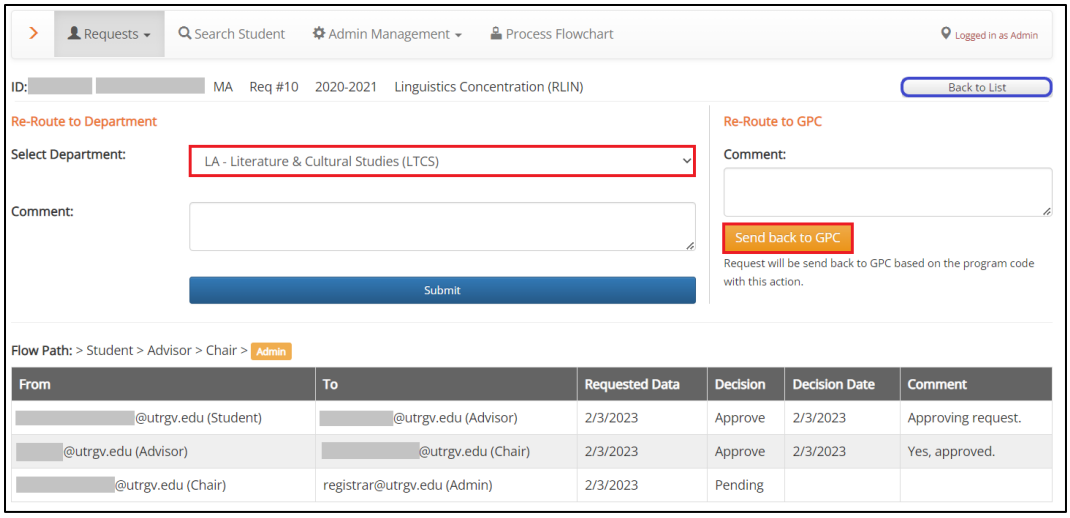
***Note:** OUR **will only** process requests that have been approved.*

The OUR also has the option to "ReRoute" requests according to their judgement.

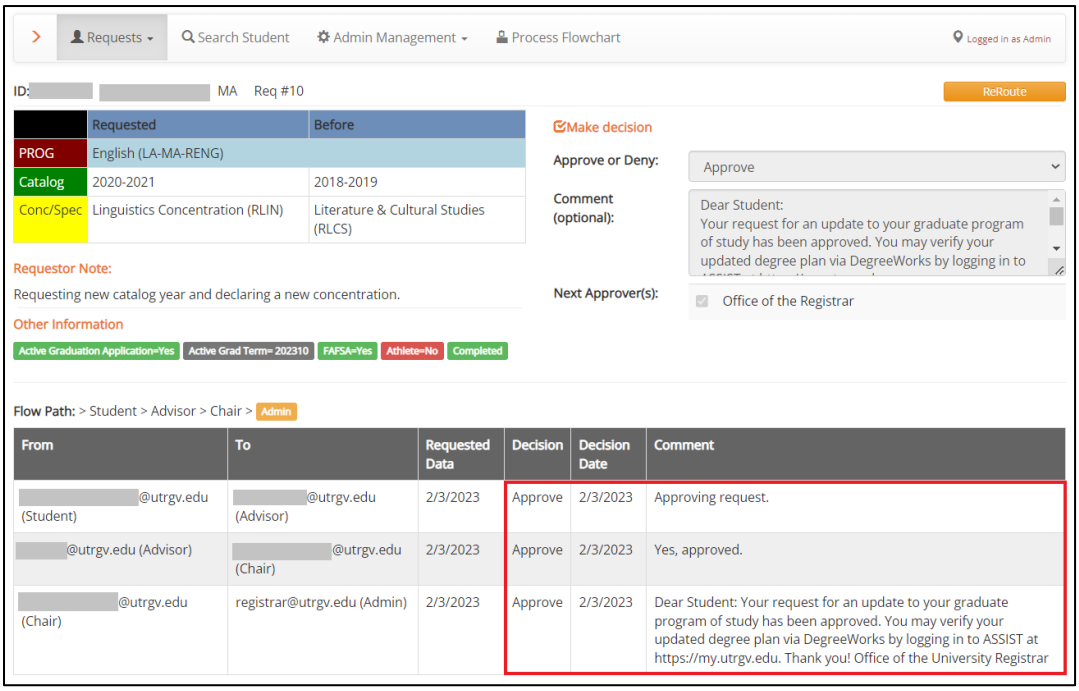


If they choose to "Reroute," the OUR staff member can send it back to the chair of the chosen department from the dropdown list or send it back to the GPC. By doing so, the department chair or the GPC will receive an email informing them about the request being sent back to their queue.

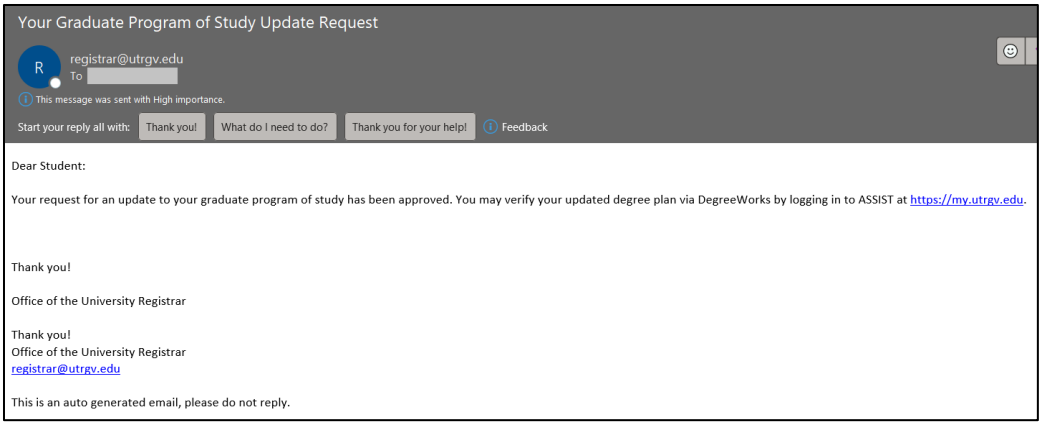
***Note:** The department selection is always defaulting to the department where the previous decision was made; only update to a different department <u>if necessary</u>.*



If no ReRoute is required, the defaulted comment can be edited or left as is. After everything is done being reviewed, click on “Submit” to complete workflow. The answer will be recorded on the table below and an email will be sent out to the student informing them that their request has been completed.



The student will receive an email communicating the final decision. Sample email below of an approved request.



Things to Know

- Requests submitted after the census date as indicated on the academic calendar and accelerated program calendars are effective for the next term.

- Students in the Master of Arts in Interdisciplinary Studies program that want to change their concentration will not be able to do so through the portal and will need to submit a new admissions application.

If you have additional questions regarding the Graduate Program of Study Update Request portal, please contact the Office of the University Registrar at registrar@utrgv.edu.