

Transitioning to the Graduate AAR Transcript

Welcome to the Graduate Academic Advisement Report video series.

In this video, we will outline how the Graduate Academic Advisement Report, also known as the Graduate AAR, will replace the use of Programs of Study for degree tracking and graduation, the benefits of this transition, and how this transition will roll out for NAU's graduate programs.

NAU's current practice for tracking degree completion for students in Graduate Certificate, Master's and Doctoral programs involve the use of documents called "Programs of Study."

This process involves downloading the applicable Program of Study from the Office of Graduate & Professional Studies (OGPS) webpage at the beginning of a student's program, and updating the Program of Study with the student's course enrollment and grades each semester, making sure the student is taking the correct required courses for their program and receiving satisfactory grades for graduation.

A semester before graduation, students begin the graduation application process by submitting their Program of Study to their advisor and department for final review. Their signatures indicate that the student is on track to graduate at their anticipated graduation term.

Upon receiving their returned, signed Program of Study, students upload the Program of Study to their LOUIE milestone and submit their online graduation application.

Finally, the Program of Study is utilized by OGPS as part of graduation application review to confirm the student has indeed met all degree requirements.

This manual process is not only time and labor intensive for all parties, but also includes the potential for human error in each step of the process.

At the completion of this transition, all graduate programs at NAU will utilize the Graduate AAR in place of the Program of Study.

The Graduate AAR is an advising tool available on LOUIE that automatically tracks students' progress towards graduation.

Requirements that have not yet been completed are labeled as "Not Satisfied" and remain open.

Requirements that have been completed are labeled as "Satisfied" and are automatically collapsed.

Near the completion of their program, the student will submit an online graduation application. A Program of Study will not be needed, as the Graduate AAR will provide the same information.

The timeline for degree awarding will be drastically improved, as students with fully collapsed Graduate AARs will be automatically cleared for degree awarding soon after grades have finalized for the semester. This is a significant advantage of the Graduate AAR, as the current degree posting timeframe can take up to 4-6 weeks due to the manual review of Programs of Study.

The transition from using Programs of Study to the Graduate AAR for graduation will roll out in waves.

On the OGPS Graduate AAR webpage, programs selected for each wave can be viewed.

To ensure the Graduate AAR is functioning as expected, and to help departments become accustomed to the use of the Graduate AAR, each wave will go through a transitional period in which both the Program of Study and the Graduate AAR will be used for graduation review.

This transitional period, shown in orange, is necessary to prevent errors that may negatively impact NAU's ability to accurately confirm degree fulfillment.

During the transitional period, students will be required to continue the current practice of using signed Programs of Study to apply for graduation. However, when submitting their graduation application, they must complete an additional step to review their Graduate AAR for any discrepancies that do not match their Program of Study. If any discrepancies are found, they must work with their advisor to correct their Graduate AAR to match their Program of Study, or correct their Program of Study to match their Graduate AAR. In other words, the Program of Study and Graduate AAR must be in alignment for these students to graduate.

Prior to the transitional period, graduating students should ignore the Graduate AAR, even if their Graduate AAR is visible on their LOUIE accounts. For these terms, shown in light grey, students should continue the normal process of only using their signed Programs of Study to apply for graduation.

Following the transitional period, the Graduate AAR will be cleared to fully replace the Program of Study, shown in light blue.

OGPS understands the tremendous efforts that will be needed from each program during the transitional periods, as students, faculty, and staff must learn to utilize the Graduate AAR, while also continuing the use of the Program of Study.

However, we are confident that the end result will be well worth the dedication, as the Graduate AAR will significantly reduce faculty and staff workload, allowing time and resources to be spent on other priorities moving forward.

Please continue to the next video, for information on how to access and read the Graduate AAR.

We look forward to collaborating with you in this important endeavor. Thank you for viewing this video.

For questions, please contact GradGraduation@nau.edu.