

# Graduate Student Plans Training

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DegreeWorks is a web-based tool to help students and advisors monitor a student's progress toward degree completion. DegreeWorks may be accessed at <https://degreeworks.uga.edu>.

Graduate students are required to create a Program of Study as part of their graduation requirements.

DegreeWorks has a feature that allows users to create a Program of Study using the Plans tool.

## Outline

This document will outline:

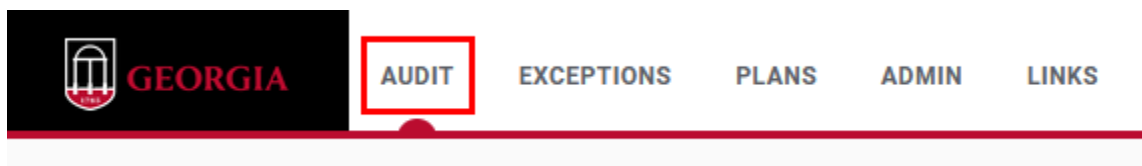
1. How to interpret a DegreeWorks Audit.
2. How to create and modify a Program of Study.
3. How an Audit will change once a student's Program of Study has been approved.

*Note:* Both advisors and students can create Plans (Programs of Study) in DegreeWorks. It is at the discretion of the program if students are allowed to complete their own Plans or if advisors will complete this process for students.

## Review Existing Plans

Complete the following steps to review an existing Program of Study by using the Plans tool:

1. When you first log into DegreeWorks, you will be on the **Audit** tab.



2. Review the requirements and course options in the student's Audit.

*Note:* Students with a Bulletin Term prior to Fall 2025 will see one of the following statements when they log in.

- Students with Bulletin Terms older than Fall 2025 who HAVE NOT submitted a Program of Study with the Graduate School will have an Audit containing a block stating that no requirements are available and to submit a Program of Study.

## Program Requirements INCOMPLETE



You have 0 completed or in-progress credits applied toward this program. Completion of this audit does not guarantee completion of your degree program. Please contact your Graduate Coordinator or Major Professor for more information.

- Program of Study Required      **Still needed:** Graduate program requirements are not available prior to Fall 2025. Please consult with your Graduate Coordinator or major professor. Students are required to complete an individualized program of study approved by their major professor.

- Students with Bulletin Term Fall 2025 to present who Have NOT submitted a Program of Study with the Graduate School will have an Audit containing requirements and course options.

## Agricultural Leadership, Education & Comm, PHD INCOMPLETE



Credits Required: 45    Credits Applied: 0    Bulletin Term: Fall 2025 - Bulletin    GPA: 0.00

- Minimum Credit Requirement      **Still needed:** 45 credits are required. You currently have 0 applied or in-progress, you still need 45 more.
- Final Program of Study Required      **Still needed:** Below are the requirements as stated in the Graduate Bulletin. Students are required to complete an individual program of study approved by their major professor.
- ALEC Core      **Still needed:** 12 Credits in [AGCM 8710](#) or [8100](#) or [8510](#) or [8890](#)
- Research Methodology      **Still needed:** Choose 12 Credit Hours in Quantitative or Qualitative Methods
- Doctoral Dissertation      **Still needed:** 6 Credits in [ALDR 9300](#)
- Elective Courses      **Still needed:** Select 15 hours of elective courses from various options.
- ADDITIONAL REQUIREMENTS      ALDR 7770E is required for students who are selected for teaching assistantships
- GradFIRST Seminar      **Still needed:** 1 Class in [GRSC 7001](#)
- Additional Courses      **Still needed:** Select additional courses, as needed, in consultation with an advisor to meet the minimum number of required credit hours for this program.
- MILESTONE REQUIREMENTS
- Final Program of Study      **Still needed:** Submit Final Program of Study

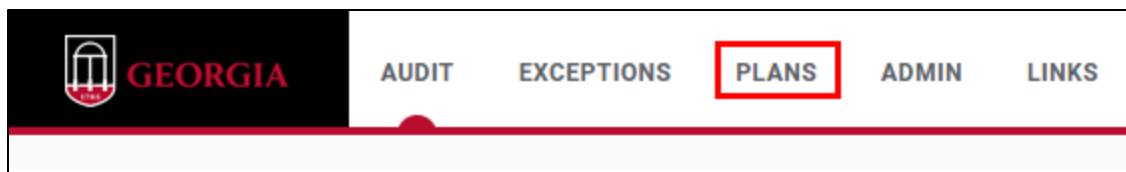
- Students who HAVE already submitted a Program of Study through the Graduate School will have an imported Program of Study in the Plans tool and will have a corresponding Audit with their planned courses in DegreeWorks.

Graduate Program of Study <span style="border: 1px solid red; padding: 2px;">INCOMPLETE</span>						
	Course	Title	Grade	Credits	Term	Repeated
✓ Spring 2023						
✓	Qualitative Research Methods	ALDR 8600	Qualitative Research Methods	A-	3	Spring 2023
✓	Leadership in a Global Society	ALDR 8510	Leadership in a Global Society	A	3	Spring 2023
✓ Summer 2023						
✓	Ag and App Econ Topic	AAEC 8020	Ag and App Econ Topic	A	3	Summer 2023
✓	International Ag Development	ALDR 6710E	International Ag Development	A	3	Summer 2023
✓ Fall 2023						
✓	Leading Volunteers	ALDR 8310	Leading Volunteers	A	3	Fall 2023
✓	Applied Statistical Methods Ed	ERSH 6300E	Applied Statistical Methods Ed	A	3	Fall 2023
✓ Spring 2024						
✓	Community Research Methods	ALDR 8080S	Community Research Methods	A	3	Spring 2024
✓	Teaching and	ALDR 8100	Teaching and	A	3	Spring

3. If you have determined that the Program of Study in the Audit is correct, no further steps are needed. If you have determined that you need to create or edit a Program of Study, please proceed to the next steps.

### Creating a Plan from an Existing Plan

1. Click on the **Plans Tab** at the top of the Audit.



A Plan will exist in the **Plan List** card.

2. Select the Plan that corresponds with the student's Audit.

Plan List								NEW PLAN
Description	Active	Modified ↓	Who	Degree	Level	Status		
Agricultural Leadership, Education and Communication, PHD - Leadership	Yes	10/19/2023	Manager, Degree Works	PHD_ALEC	DR	Locked		
Nonprofit Organizations, MA	No	01/15/2019	Manager, Degree Works	MA	GM	Locked		

Total results: 2

Page 1 of 1

**Note:** If the error message below is displayed when selecting a Plan, it cannot be edited. The saved Plan program does not match your current Audit. Users should select a different Plan if they encounter this error.

This plan degree and school combination does not match the student's curriculum. Please ensure the correct plan has been chosen before updating.

3. Click **Save as Copy**. This will create a new copy of the current plan. Please refer to Additional Features for more information about Save as Copy.

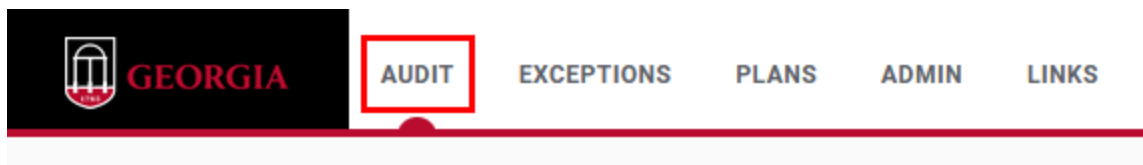
Save as copy

4. Begin editing this new copy. Please see the **Editing a Plan** section for more information about updating a Plan.

## Creating a New Plan

Complete the following steps to create a Program of Study by using the Plans tool:

1. When you first log into DegreeWorks, you will be on the **Audit** tab.



GEORGIA

**AUDIT** EXCEPTIONS PLANS ADMIN LINKS

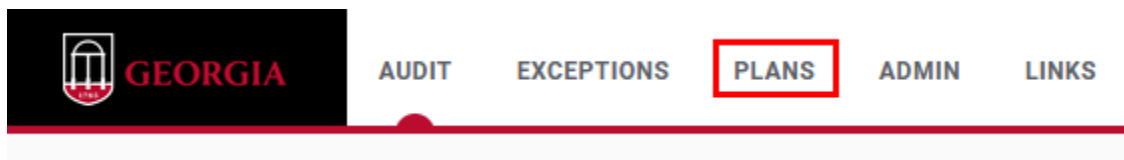
2. Review the requirements and course options in the Audit. Advisors can use these courses as a resource for what courses to recommend to students.

### Agricultural Leadership, Education & Comm, PHD INCOMPLETE

Credits Required: 45   Credits Applied: 0   Bulletin Term: Fall 2025 - Bulletin   GPA: 0.00

<input type="radio"/> Minimum Credit Requirement	<b>Still needed:</b>	45 credits are required. You currently have 0 applied or in-progress, you still need 45 more.
<input type="radio"/> Final Program of Study Required	<b>Still needed:</b>	Below are the requirements as stated in the Graduate Bulletin. Students are required to complete an individual program of study approved by their major professor.
<input type="radio"/> ALEC Core	<b>Still needed:</b>	12 Credits in <a href="#">AGCM 8710</a> or <a href="#">8100</a> or <a href="#">8510</a> or <a href="#">8890</a>
<input type="radio"/> Research Methodology	<b>Still needed:</b>	Choose 12 Credit Hours in Quantitative or Qualitative Methods
<input type="radio"/> Doctoral Dissertation	<b>Still needed:</b>	6 Credits in <a href="#">ALDR 9300</a>
<input type="radio"/> Elective Courses	<b>Still needed:</b>	Select 15 hours of elective courses from various options.
<input type="radio"/> ADDITIONAL REQUIREMENTS	ALDR 7770E is required for students who are selected for teaching assistantships	
<input type="radio"/> GradFIRST Seminar	<b>Still needed:</b>	1 Class in <a href="#">GRSC 7001</a>
<input type="radio"/> Additional Courses	<b>Still needed:</b>	Select additional courses, as needed, in consultation with an advisor to meet the minimum number of required credit hours for this program.
<input type="radio"/> MILESTONE REQUIREMENTS		
<input type="radio"/> Final Program of Study	<b>Still needed:</b>	Submit Final Program of Study

3. Click on the Plans tab at the top of the Audit page.



GEORGIA

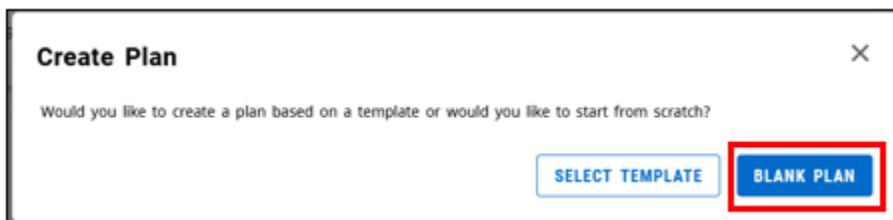
AUDIT EXCEPTIONS **PLANS** ADMIN LINKS

- Click **New Plan** on the Plans List card.

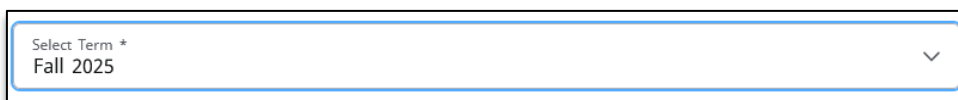
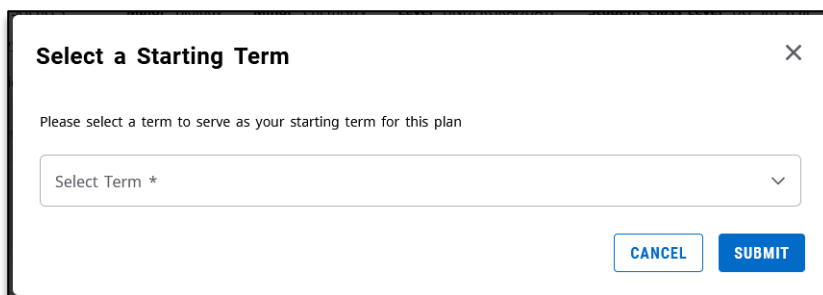


- The **Create Plan** box is displayed. Click **Blank Plan**.

*Note:* At this time, graduate students cannot create Plans from templates.



- Select a **Starting Term** from the dropdown and click **Submit**.



- Enter a **Description** for the Plan. The Plan **Description** is free-form text entered when the Plan is created.

*Note:* Users can use any description they choose, but the best practice is to use the degree type and degree title.

### Edit Plan ✕

Description \*  
 PHD - Ag Leadership, Education & Communication

Program of Study Status (Graduate Only) ▼

Active

CANCEL
SAVE

Description \*  
 PHD\_Agricultural Leadership, Education & Communication

*Note:* Until the Plan is ready for submission, users should leave the Active check box unchecked. The Active checkbox is the trigger that sends the Program of Study to the Graduate School. Please make sure you want to submit before you click the Active checkbox and hit Save. More information can be found in the **Submitting Plan** section.

*Note:* Users should wait until they are ready to submit the Plan to choose the Program of Study Status. It is important that the correct Plan Type is chosen to ensure your Plan is routed to the correct staff and committees once your Plan is submitted and goes through the approval process.

### Edit Plan ✕

Description \*  
 PHD - Ag Leadership, Education & Communication

Program of Study Status (Graduate Only) ▼

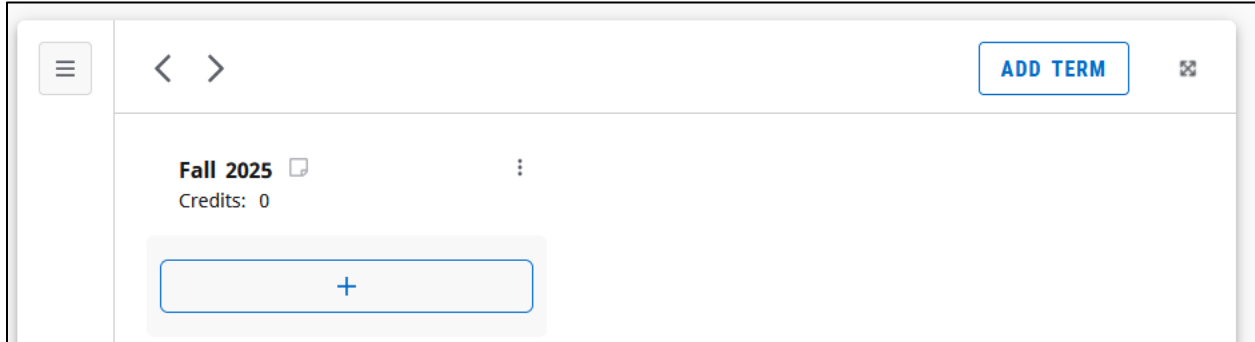
Active

CANCEL
SAVE

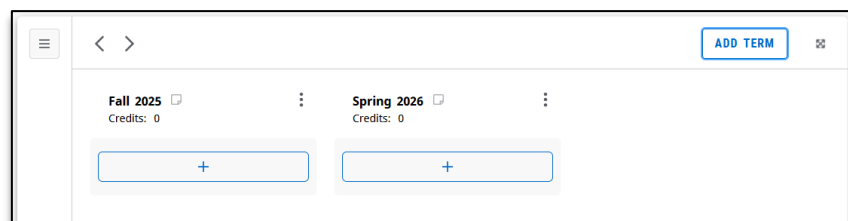
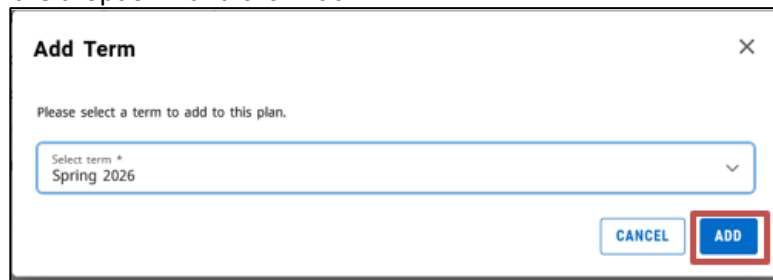
- Click **Save** when all edits to the header are complete.



Next, users can begin adding terms and courses to the Plan.



- To add terms to the Plan, click the **Add Term** button. Select an additional term from the dropdown and click **Add**.



There are several ways to add requirements.

### Term Requirements

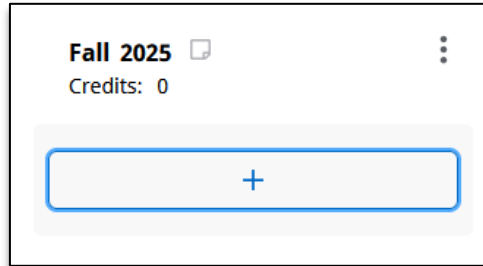
The following requirement types can be added to a term:

- Course
- Placeholder

*[Add a Course Requirement to a Term](#)*

Complete one of the following methods to add a Course requirement to a term:

**Method 1:** Use the plus sign under the term.



1. This will display **Still Needed** courses. Select the courses by clicking the appropriate checkboxes. Multiple courses can be chosen before selecting **Add to Plan**.

Subjects			
Courses		<b>Still needed</b>	
Agricultural Leadership, Education & Comm, PHD			
ALEC Core - 9 Credits in			
<input checked="" type="checkbox"/>	Course AGCM 8100	Title Commun Engagement and Comm Dev	Credits 3.0
<input type="checkbox"/>	Course AGCM 8510	Title	Credits
<input type="checkbox"/>	Course AGCM 8890	Title	Credits
Doctoral Dissertation - 6 Credits in			
<input type="checkbox"/>	Course ALDR 9300	Title Doctoral Dissertation	Credits 9.0
ADDITIONAL REQUIREMENTS			
GradFIRST Seminar - 1 Class in			
<input type="checkbox"/>	Course GRSC 7001	Title GradFIRST Seminar	Credits 1.0

- Alternatively, users can click on the **Courses** tab. Search for a course using the dropdown, Search bar, or by using the results pages at the bottom. Select the courses by clicking the appropriate checkboxes. Multiple courses can be chosen before selecting **Add to Plan**. All selected courses will appear at the bottom of the screen.

**Add requirements to Fall 2025** ✕

**Courses** Still needed

Subjects ▼ Search by title 🔍

**AGR & APPLIED ECONOMICS (AAEC)**

<input type="checkbox"/>	Course	Title	Credits
<input type="checkbox"/>	AAEC 4150	Energy Economics	3.0
<input checked="" type="checkbox"/>	AAEC 4200	Advanced Agricultural Selling	3.0
<input type="checkbox"/>	AAEC 4210	Production Econ	3.0
<input type="checkbox"/>	AAEC 4250H	Env Pub Hlth Law	3.0
<input type="checkbox"/>	AAEC 4510	Land Economics	3.0
<input type="checkbox"/>	AAEC 4610	Applied Econometrics	4.0
<input type="checkbox"/>	AAEC 4610L	Applied Econometrics Lab	0.0
<input type="checkbox"/>	AAEC 4710	Rural Econ Develop and Growth	3.0
<input type="checkbox"/>	AAEC 4720	Applied Intl Develop Econ	3.0
<input type="checkbox"/>	AAEC 4730	World Food Economy	3.0

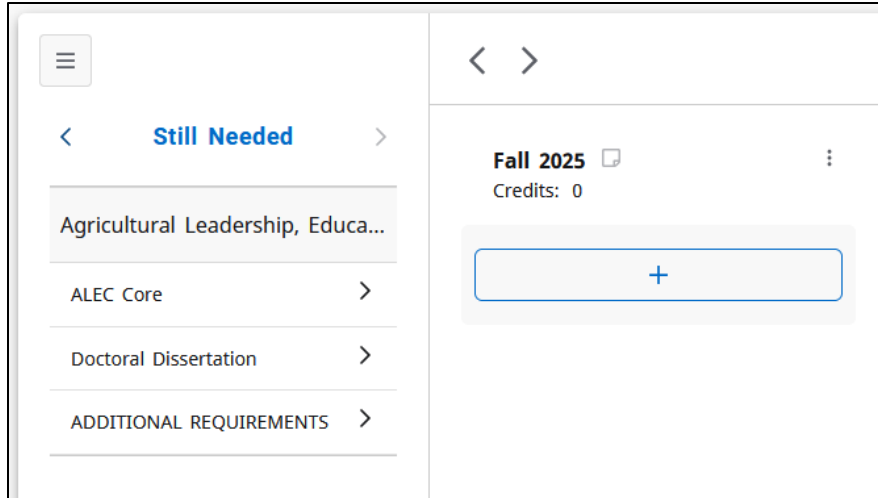
Total results: 25487 ⏪ < Page 5 of 2549 > ⏩

CANCEL ADD TO PLAN

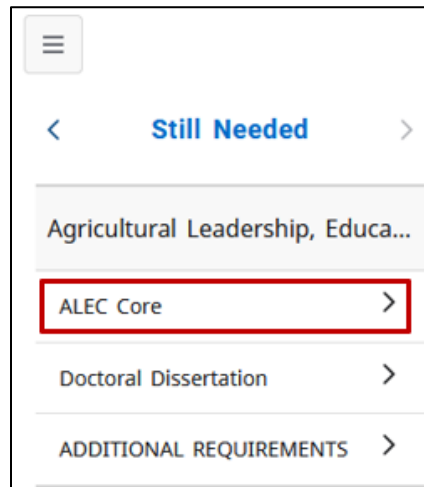
**Method 2:** Drag and drop from the side bar.

- Expand the sidebar. This will pull up **Still Needed** courses.





2. Select one of the needed requirements.



3. Drag and drop one of the course options into the preferred term.

< **Still Needed** >

Agricultural Leadership, Educa...

[All](#) / ALEC Core

9 Credits in

- AGCM 8100 Commun ... ⓘ
- AGCM 8510 ⓘ
- AGCM 8890 ⓘ

**Fall 2025** ⓘ

Credits: 3

+ ⓘ

AGCM 8100  
Credits: 3.0 ⓘ

ⓘ

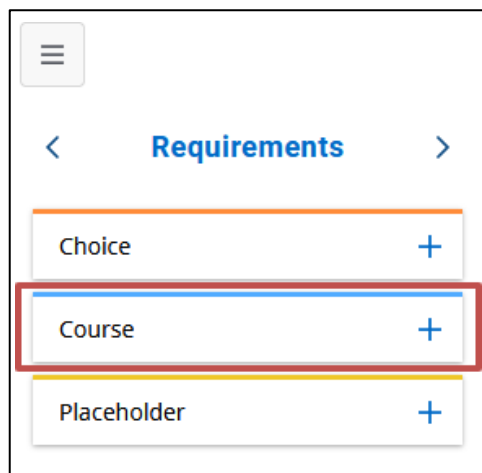
+ ⓘ

**Method 3:** Drag and drop Course options from the Requirements sidebar.

1. Click the left arrow in the **Still Needed** sidebar. This will take you to the Requirements sidebar.



2. Drag and drop the Course option into a Term. A pop-up window will open.



### New Requirement ✕

Requirement type  
Course

Term \*  
Fall 2025 ▾

Critical  Honors

Course requirement \* 🔍

Credits

Minimum grade ▾

CANCEL SAVE

3. Type a course number and prefix into the search bar. This will display suggested options. **A course must be chosen from the suggested options before saving.** An error message will pop up if Save is selected before one of the suggested options is chosen.

### New Requirement ✕

Requirement type  
Course

Term \*  
Fall 2025 ▼

Critical    Honors

Course requirement \*  
GRSC 7001|GradFIRST Seminar ✕

GRSC 7001 GradFIRST Seminar

GRSC 7001E GradFIRST Seminar

Minimum grade ▼

CANCEL SAVE

Course requirement \*  
GRSC 7001|GradFIRST Seminar ✕

GRSC 7001 GradFIRST Seminar

GRSC 7001E GradFIRST Seminar

4. Once a course is chosen, standard credit hours appear grayed out and cannot be changed. For courses with variable credits, the highest credit value will display by default, but the field is editable. If necessary, change the expected number of Credits to be earned for the Course requirement.

Course requirement \*  
GRSC 7001 ✕

Credits  
1.0

Course requirement \*  
HIST 9000

Credits  
9.0

5. If applicable, select a grade from the **Minimum Grade** drop-down list. **This is optional.**

Course requirement \*  
HIST 9000

Credits  
3.0

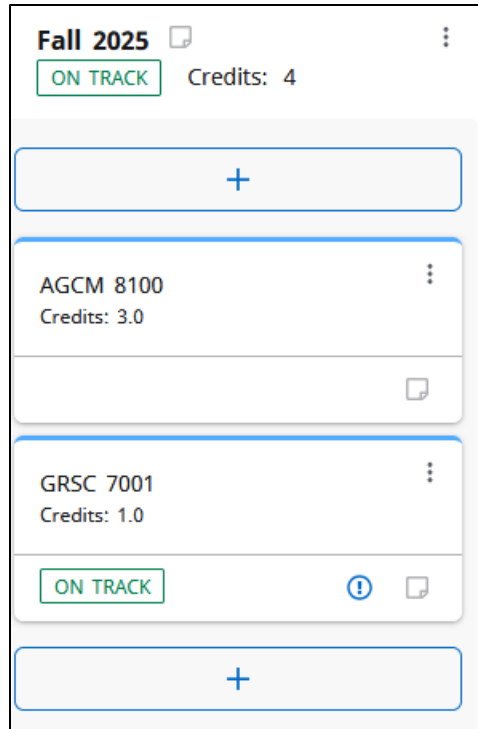
Minimum grade

6. If this is a critical requirement for the term, select the **Critical** checkbox. The Critical checkbox denotes that a course must be taken that term.

*Note:* Critical should not be overused. This is primarily for “showstopper” prerequisite courses. In the current term, Critical marks will be green for on-track or red for off-track. If the student is off-track for two or more terms, the Plan itself is considered off-track. The student must have an active and locked Plan for tracking to apply.

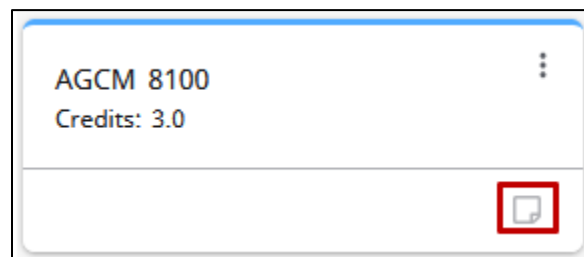
Critical  Honors

Course requirement \*  
GRSC 7001

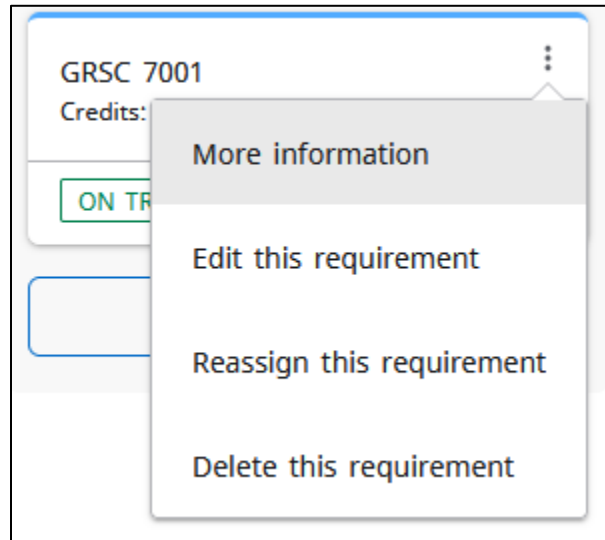
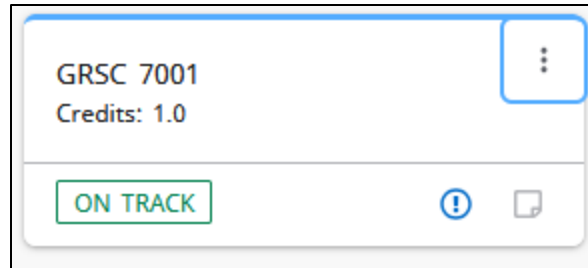


Nightly IT jobs will update tracking for the current term only.

To add a Note to the requirement, click the **Notes** icon.



7. To see additional information, click the ellipsis (:) beside the term or individual course.



**More Information** displays course information that includes the course name, title, minimum credits, and sections for the course in real time.

### Course Information ✕

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**GRSC 7001 - 1 Credit - GradFIRST Seminar**

Provides opportunities for professional development and transdisciplinary training for first-year graduate students in areas key to academic success and encourages engagement with graduate program faculty and graduate students. Topics include the ethical conduct of research and scholarship, the development of scholarly writing and communication skills, getting the most out of graduate mentoring, and resources available to support students with grievances and other interpersonal concerns. Non-traditional format: Additional topics will be explored based on faculty expertise and disciplinary focus. Students meet with faculty members on a regular basis.

**Sections:**

Term	CRN	Section	Seats open	Meeting times	Campus
Fall 2025	55359	0	-1 (out of 0)	To be announced	Athens
Fall 2025	55412	0	0 (out of 0)	To be announced	Athens
Fall 2025	55413	0	-1 (out of 15)	Th 09:30am - 10:45am	Athens
Fall 2025	55414	0	8 (out of 15)	F 04:00pm - 07:00pm F 04:00pm - 07:00pm F 04:00pm - 07:00pm F 04:00pm - 07:00pm	Athens
Fall 2025	55416	0	0 (out of 15)	W 09:10am - 10:00am	Athens
Fall 2025	55420	0	0 (out of 16)	Th 12:45pm - 02:00pm	Athens

#### Add a Choice to a Term

**Note:** Choice options are for Undergraduate Plans only.

#### Add a Placeholder to a Term

The Placeholder requirement type can be used to add requirements that cannot be categorized under the other available requirement types. They are used to add a comment or a non-course requirement to a term.

Complete the following steps to add a Placeholder requirement to a term:

1. Expand the sidebar. This will pull up the **Still Needed** courses.

☰

< >

ADD TERM

Fall 2025

Credits: 0

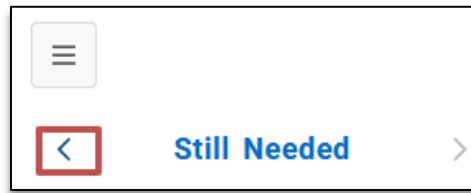
+

Spring 2026

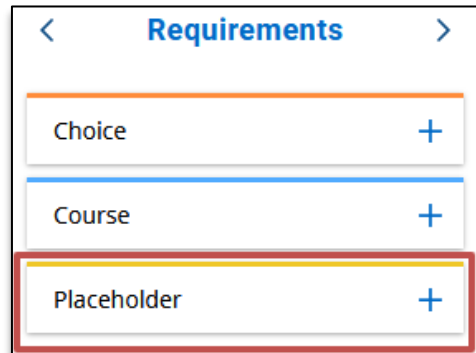
Credits: 0

+

2. Click the left arrow in the **Still Needed** sidebar.



3. **Drag and drop** the Placeholder option into a Term. A pop-up window will open.



 A screenshot of a "New Requirement" pop-up window. It contains four input fields: "Requirement type" (with "Placeholder" selected), "Term \*" (with "Summer 2026" selected), "Placeholder \*" (with a dropdown arrow), and "Value \*" (empty). At the bottom right are "CANCEL" and "SAVE" buttons.

4. Select "Comment" for the type of requirement from the **Placeholder Requirement** drop-down list. Click inside the box under **Value** and enter the corresponding text for the requirement. This is best used for requirements such as applying to graduate, applying to enter the major, reminders of Legislative requirements, etc.

 A screenshot of the "New Requirement" pop-up window. The "Placeholder \*" dropdown menu is open, showing "Comment" selected. The "Value \*" text input field is highlighted with a blue border, indicating it is the active field for text entry. The "CANCEL" and "SAVE" buttons are at the bottom right.

Value \*  
Apply to Major

- The value field has a character limit. To add a Note to the requirement, click the **Notes** icon.

Comment  
Apply to Major

## Editing a Plan

### Reassign Requirements Between Terms

Drag and drop requirements to reassign them between existing terms on a Plan. Click on the requirement you want to reassign to drag and drop it into a different term. This method is helpful when moving courses to an adjacent term.

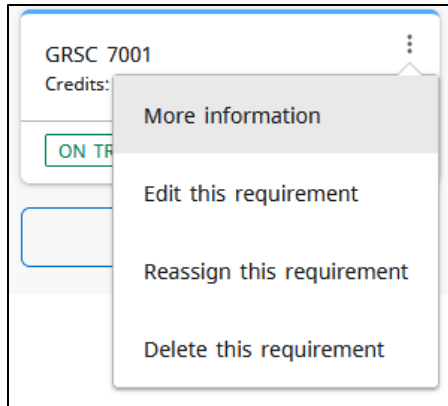
Requirements can also be reassigned using the **Reassign this requirement** option. This method is helpful when moving courses across several terms.

- Click the ellipsis ( : ) beside the individual course.

GRSC 7001  
Credits: 1.0

ON TRACK

- Choose **Reassign this requirement** from the dropdown.



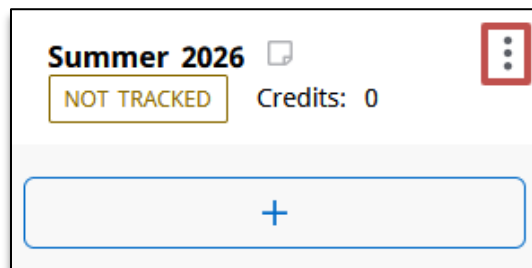
3. Select a term and click **Reassign**.

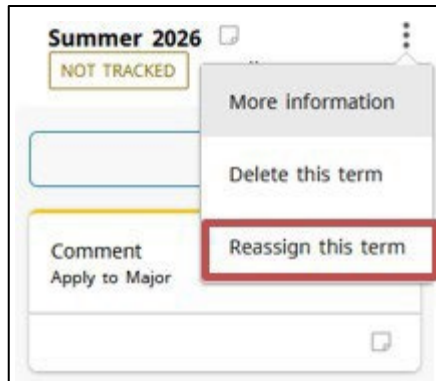
 A dialog box titled 'Reassign Requirement' with a close button (X) in the top right corner. Below the title is the text 'Reassign to which term?'. There is a dropdown menu with the placeholder text 'Select term \*'. At the bottom right, there are two buttons: 'CANCEL' and 'REASSIGN'.

### Reassign All Terms Requirements

You can reassign all the requirements from one term to a new term. Complete the following steps to reassign requirements:

1. Click the ellipsis ( : ) beside the term and choose **Reassign this term** from the dropdown. A pop-up window will open.





2. Select the reassigned term to which you want the requirements reassigned and click **Reassign**.

**Reassign Term** ✕

Reassign to which term?

Select term \*

CANCEL
REASSIGN

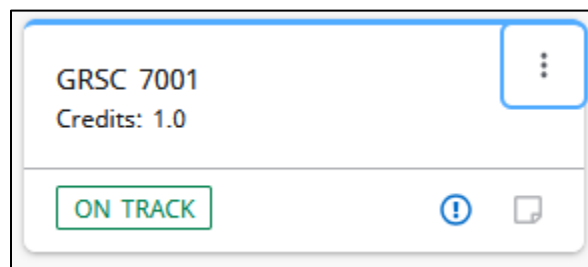
The new term is created with the reassigned requirements, and the old Term is removed.

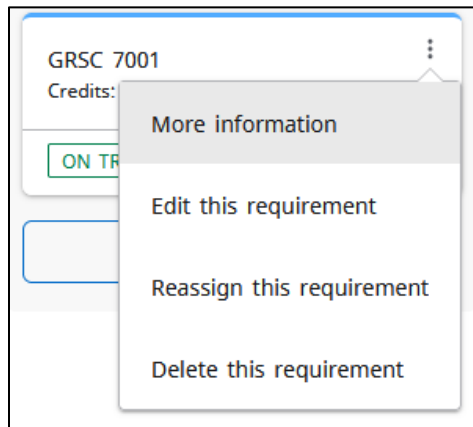
*Note:* You cannot reassign courses to a term that already exists.

### Delete a Requirement from a Term

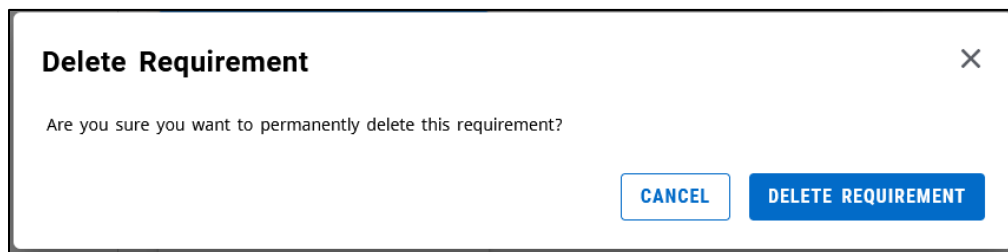
Complete the following steps to delete a requirement from a term:

1. Click the ellipsis beside the term or individual course. Choose **Delete this requirement** from the dropdown.



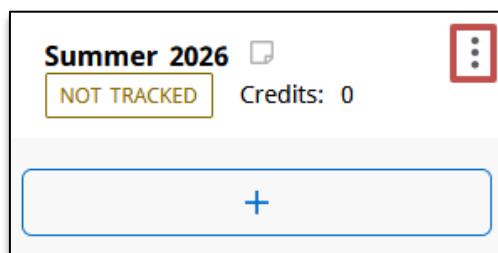


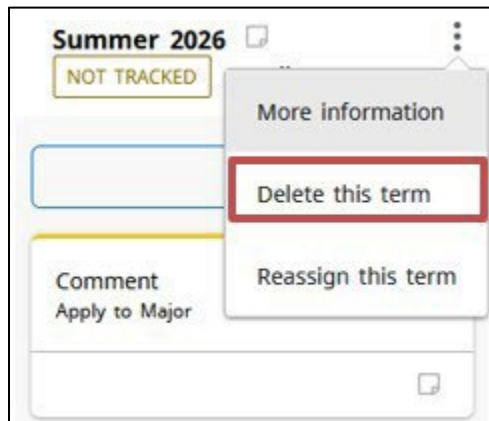
2. Click **Delete Requirement** to remove the course from the term.



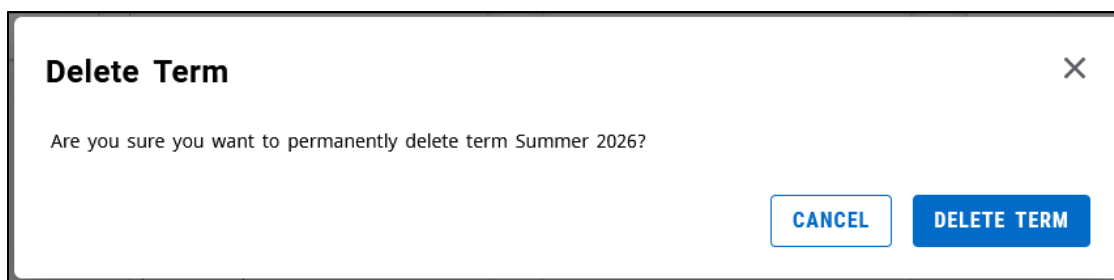
### Delete a Term

1. Click the ellipsis beside the term and choose **Delete this term** from the dropdown. A pop-up window will open.





2. Click **Delete Term** to remove the term from the Plan.



### Submitting a Plan

Once all requirements have been chosen, complete the following steps to submit the Plan.

Note: Before submitting a Plan, we recommend selecting on the Audit button to make sure courses are fulfilling needed requirements. For more information, please see the **Audit** section under **Additional Features**.

1. Click **Pencil** icon in the header card.



2. Select a **Plan Type** from the Program of Study Status dropdown.

Program of Study Status (Graduate Only) ^

None

Revise Approved Full Plan

Revise Approved Partial Plan

Submit Proposed Full Plan

Submit Proposed Partial Plan

- **Submit Proposed Full Plan** indicates that the Plan is complete and ready for full review. These Plans contain coursework to fulfill all degree requirements and will be reviewed by the student's Major Professor, Thesis Committee (where applicable), the Director of Graduate Studies, and a Graduate School Approver.
  - **Submit Proposed Partial Plan** is used when the student has not yet prepared a Full Plan of Study. These Plans will likely contain only a few semesters of coursework and will be reviewed by a Department Approver and a Graduate School Approver.
  - **Revise Approved Full Plan** is used when an approved Full Plan of Study is already on file but modifications are needed. These Plans are intended to replace the student's existing Plan of Study and will be reviewed by the student's Major Professor, the Director of Graduate Studies, and a Graduate School Approver.
  - **Revise Approved Partial Plan** is used when an approved Partial Plan of Study is already on file but modifications are needed. These Plans are intended to replace the student's existing Plan of Study and will be reviewed by the student's Major Professor, the Director of Graduate Studies, and a Graduate School Approver.
3. Click the Active checkbox.

Note: The Active checkbox is the trigger that sends the Program of Study to the Graduate School. Please make sure that you are sure you want to submit before you click the Active checkbox and hit save.

Active

4. Click the **Save** button.

SAVE

- Once you have submitted the Plan, it will go to the Graduate School and make its way through the approval process. Once the Plan has been approved by the Graduate School, the Plan description will change to include the word Approved, the Plan will be locked and inactive, and a Program of Study block will be created in the Audit. These blocks will state “Graduate Program of Study” at the top.

Students who submitted a proposed Full Plan or revised an approved Full Plan will see that their original Audit was replaced by the Program of Study.

**Program Requirements** INCOMPLETE ^

You have 63 completed or in-progress credits applied toward this program. Completion of this audit does not guarantee completion of your degree program. Please contact your Graduate Coordinator or Major Professor for more information.

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Approved Program of Study on File

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Individualized Program of Study      **Still needed:**      See [Graduate Program of Study](#) section

---

**Graduate Program of Study** INCOMPLETE ^

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/> Spring 2023						
<input checked="" type="checkbox"/>	ALDR 8600	Qualitative Research Methods	A-	3	Spring 2023	
<input checked="" type="checkbox"/>	ALDR 8510	Leadership in a Global Society	A	3	Spring 2023	
<input checked="" type="checkbox"/> Summer 2023						

Students who submitted a proposed Partial Plan or revised an approved Partial Plan will see their Program of Study underneath their original Audit.

Doctor of Philosophy <span style="border: 1px solid red; padding: 2px;">INCOMPLETE</span>		
Bulletin Term: Fall 2025 - Bulletin		
<input type="radio"/> Minimum 3.0 GPA Requirement	<b>Still needed:</b>	A minimum 3.0 GPA is required. Your current GPA is 0.00.
<input type="radio"/> Program Requirements	<b>Still needed:</b>	See <a href="#">Agricultural Leadership, Education &amp; Comm, PHD</a> section
<input type="radio"/> Doctoral Milestone Requirements	<b>Still needed:</b>	See <a href="#">Doctoral Non-Course Requirements</a> section
<b>Blocks included in this block</b>		
<a href="#">Agricultural Leadership, Education &amp; Comm, PHD</a> <a href="#">Graduate Program of Study</a> <a href="#">Doctoral Non-Course Requirements</a>		
Agricultural Leadership, Education & Comm, PHD <span style="border: 1px solid red; padding: 2px;">INCOMPLETE</span>		
Credits Required: 45   Credits Applied: 0   Bulletin Term: Fall 2025 - Bulletin   GPA: 0.00		
<input type="radio"/> Minimum Credit Requirement	<b>Still needed:</b>	45 credits are required. You currently have 0 applied or in-progress, you still need 45 more.
<input type="radio"/> Partial Plan of Study	<b>Still needed:</b>	See <a href="#">Graduate Program of Study</a> section
<input type="radio"/> Final Program of Study Required	<b>Still needed:</b>	Below are the requirements as stated in the Graduate Bulletin. Students are required to complete an individual program of study approved by their major professor.
<input type="radio"/> ALEC Core	<b>Still needed:</b>	12 Credits in <a href="#">AGCM 8710</a> or <a href="#">8100</a> or <a href="#">8510</a> or <a href="#">8890</a>
<input type="radio"/> Research Methodology	<b>Still needed:</b>	Choose 12 Credit Hours in Quantitative or Qualitative Methods
<input type="radio"/> Doctoral Dissertation	<b>Still needed:</b>	6 Credits in <a href="#">ALDR 9300</a>
<input type="radio"/> Elective Courses	<b>Still needed:</b>	Select 15 hours of elective courses from various options.
<input type="radio"/> ADDITIONAL REQUIREMENTS	ALDR 7770E is required for students who are selected for teaching assistantships	
<input type="radio"/> GradFIRST Seminar	<b>Still needed:</b>	1 Class in <a href="#">GRSC 7001</a>
<input type="radio"/> Additional Courses	<b>Still needed:</b>	Select additional courses, as needed, in consultation with an advisor to meet the minimum number of required credit hours for this program.
<input type="radio"/> MILESTONE REQUIREMENTS		
<input type="radio"/> Final Program of Study	<b>Still needed:</b>	Submit Final Program of Study
Graduate Program of Study <span style="border: 1px solid red; padding: 2px;">INCOMPLETE</span>		
<input type="radio"/> Fall 2025		
<input type="radio"/> AES Communication Theory	<b>Still needed:</b>	3 Credits in <a href="#">AGCM 8710</a>
<input type="radio"/> Commun Engagement and Comm Dev	<b>Still needed:</b>	3 Credits in <a href="#">AGCM 8100</a>

## Denied Plans

When students submit a Plan, there is a possibility that it could be denied. There are two types of denied Plans.

### 1. Plans that did not pass the approval process.

A reviewer may deny a Plan due to insufficient or incorrect coursework having been selected. When denying a Plan, the reviewer should enter comments explaining the reason for denial. Those comments will be captured in a Plan Note on the Plan header for your reference.



If the Plan was denied, an email notification will alert students that action is needed to resolve the issue.

Denial Email: The program of study submitted has been denied by a committee member, the Director of Graduate Studies, or a Graduate School staff member. Please see the Denied Plan on the Plan List in DegreeWorks. Review the Plan Notes and make the requested changes before submitting a new program of study Plan. If no Notes were added to the Plan, you should contact your major professor directly for additional information.

Open the denied Plan to read the Plan Note and determine what needs to be corrected. Select **“Save as Copy”** to create a new Plan and make the suggested changes. Update the Plan Description, select the **Plan Type**, and mark the new plan as **Active** to submit it for review. Contact your major professor if more information is needed.

### 2. Auto-denied Plans

Plans will be automatically denied if an incorrect Plan Type was selected. (Example: You submitted a Partial Plan when you already have an approved Full Plan.) Auto-denied Plans have not yet been reviewed, and a different email notification and Plans note will alert you to this situation.

Denial Email: The program of study submitted has been denied due to incorrect Program of Study Status selection. Please see the Denied Plan on the Plan List in DegreeWorks. Review the information below to choose the correct Status. Update the Plan with the correct Status and mark it as Active to allow review. You may contact the Graduate School ([gradinfo@uga.edu](mailto:gradinfo@uga.edu)) for additional information.

- Students without an approved plan for the program should choose **Submit Proposed Partial Plan** or **Submit Proposed Full Plan**.
- Students having a **Partial Plan: Approved** should choose **Revised Approved Partial Plan** or **Submit Proposed Full Plan**.
- Students having a **Revised Partial Plan: Approved** should choose **Revised Approved Partial Plan** or **Submit Proposed Full Plan**.
- Students having a **Full Plan: Approved** should choose **Revised Approved Full Plan**.
- Students having a **Revised Full Plan: Approved** should choose **Revised Approved Full Plan**.

To resolve the error, students can make a copy of the denied Plan, make changes in the new copy, and mark the Plan as **Active** to start a new submission process. If you are unsure which Plan Type to select, please email [gradinfo@uga.edu](mailto:gradinfo@uga.edu) for assistance.

## Additional Features

### Planner Audit

The **Audit** option displays a copy of the student's Audit.

[Audit](#)   [What-If](#)   [Delete plan](#)   [Save as copy](#)

Future Planned courses will display in the Planner Audit as well as Completed, In-progress, and Transfer courses. Required courses not yet taken will be listed as **Still Needed**.

<b>Student Name</b> Student, C Test	<b>Degree Progress</b>
<b>Plan Description</b> Agricultural Leadership, Education and Communication, PHD - Leadership	Cumulative GPA 4.00

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<b>Degree</b> PHD - Ag Leadership, Education, & Communication	<b>Level</b> DOCTORAL	<b>Classification</b> DR
<b>Major</b> Agricultural Leadership, Education & Communication	<b>Program</b> PHD - Doctor of Philosophy	
<b>College</b> College of Agr and Env Science		

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**Audit Date** 10/24/2025 11:08 AM  
[REDACTED]

[Collapse all](#) ^

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### Doctor of Philosophy COMPLETE

Bulletin Term: Fall 2020 - Bulletin

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- Minimum 3.0 GPA Requirement
- Program Requirements

---

**Blocks included in this block**

- [Program Requirements](#)
- [Planner Block](#)

Agricultural Leadership, Education & Comm, PHD <span style="border: 1px solid red; padding: 2px;">INCOMPLETE</span>						
Credits Required: 45   Credits Applied: 31   Bulletin Term: Fall 2025 - Bulletin   GPA: 0.00						
	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Minimum Credit Requirement	<b>Still needed:</b>	45 credits are required. You currently have 31 applied or in-progress, you still need 14 more.			
<input type="radio"/>	Final Program of Study Required	<b>Still needed:</b>	Below are the requirements as stated in the Graduate Bulletin. Students are required to complete an individual program of study approved by their major professor.			
<input type="radio"/>	ALEC Core	AGCM 8710	AES Communication Theory	IP	(3)	Fall 2025
<input type="radio"/>		AGCM 8100	Commun Engagement and Comm Dev	PLAN	(3)	Fall 2025
<input type="radio"/>		<b>Still needed:</b>	6 Credits in <b>AGCM 8510</b> or <b>8890</b>			
<input type="radio"/>	Research Methodology	ALDR 8350E	Program Evaluation	IP	(3)	Fall 2025
<input type="radio"/>		ERSH 8320	App Corr and Regres Mth Educ	IP	(3)	Fall 2025
<input type="radio"/>		<b>Still needed:</b>	Choose 12 Credit Hours in Quantitative or Qualitative Methods			
<input type="radio"/>	Doctoral Dissertation	<b>Still needed:</b>	6 Credits in <b>ALDR 9300</b>			
<input checked="" type="radio"/>	Elective Courses	FANR 9000	Doctoral Research	S	18	Summer 2024
<input type="radio"/>	ADDITIONAL REQUIREMENTS	ALDR 7770E is required for students who are selected for teaching assistantships				

Future Planned courses will display **PLAN** in the Grade column.

Modifications cannot be made to a Plan in this view.

**Note:** The best practice is to review the planned courses in the Audit view before submitting a Full Plan of Study. Since the Full Plan will overlay the Audit, this is a good way to make sure you have planned for all courses needed to graduate.

What-If



This option allows users to see how Planned courses would fall in the Audit if a different program is chosen.

### Planner What-If Analysis ✕

**Program**

Catalog year \*  
Fall 2025 - Bulletin ▼

Program \* ▼

Level \* ▼

College \* \* ▼

Degree \* ▼

**Areas of study**

Major \* ▼

Concentration ▼

Minor ▼

Additional areas of study ▼

[RESET](#) [PROCESS](#)

### Planner What-If Analysis

#### Planner What-If Analysis ✕

**Program**

Catalog year \*  
Fall 2025 - ... ▼

Degree \*  
BS - Bache... ▼

Level \*  
UNDERGR... ▼

College \*  
College of ... ▼

Program \*  
BS - Biology ▼

**Areas of study**

Major \*  
Biology ▼

Concentration ▼

Minor ▼

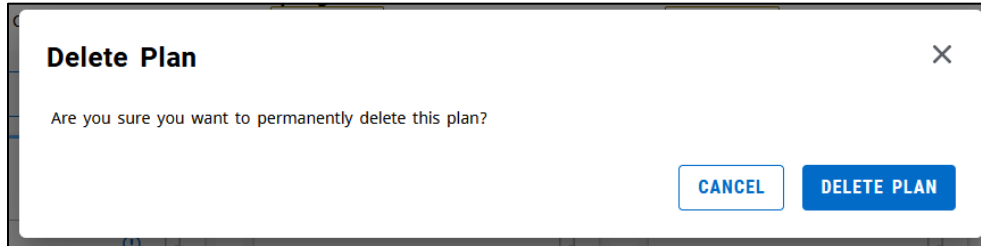
Additional areas of study ▼

[RESET](#) [PROCESS](#)

Delete Plan

[Audit](#)   [What-If](#)   [Delete plan](#)   [Save as copy](#)

This option permanently deletes the Plan.



Save as Copy



This option saves a new copy of the same Plan. This is useful if users want to preserve the original copy and edit a new copy.

After clicking **Save as Copy**, a duplicate Plan will appear in the Plan List. The new copy will be inactive and unlocked. The best practice is to change the description before updating.

Agricultural Leadership, Education and Communication, PHD - Leadership	No	10/24/2025	PHD_ALEC	DR	Not Locked	
Agricultural Leadership, Education and Communication, PHD - Leadership	Yes	10/19/2023	Manager, Degree Works	PHD_ALEC	DR	Locked