

**3341-3-19 Tentative Degree Program (TDP)/Degree Audit Report System (DARS)- Graduate.**

Applicability	All University Units – Graduate Students
Responsible Unit	Office of the Provost
Policy Administrator	Graduate College

**(A) Policy Statement and Purpose**

This policy describes policies and procedures relating to Tentative Degree Program (TDP)/Degree Audit Report System (DARS).

**(B) Policy****(1) Tentative Degree Program (TDP)/Degree Audit Report System (DARS)**

The Tentative Degree Program (TDP) is a listing of courses a student plans to take to meet the requirements for his or her graduate degree program. While not all programs use the TDP, for those who do, the TDP serves two main purposes. First, by defining the student's course of study it gives focus and direction to his or her individualized graduate degree program. Second, it constitutes an agreement that successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree. The Graduate College checks the student's records against the approved TDP to verify eligibility for graduation.

The TDP is to be submitted to the line College Dean's designate during the semester in which the student enrolls for the 15th hour of credit toward his or her degree program. It is the responsibility of the student to make an appointment with his or her graduate advisor or with the departmental graduate coordinator, whichever

is appropriate, in order to complete the TDP form. The student's advisor and the graduate coordinator must approve the TDP before it is submitted to their College.

Courses approved on this form serve as a guide but may be altered upon approval of the graduate coordinator and graduate dean designate. However, degree requirements may not be modified or set aside without the approval of the dean designate or the Graduate Council. The TDP should show work that may be required by the department to make up any deficiencies; this includes students who are required to take ESOL courses (although ESL course hours do not count toward graduation). All TDPs must be submitted to their College for approval.

A growing number of degree programs are now using Degree Audit Report System (DARS) in lieu of the TDP process. Those students in degree programs using DARS do not need to submit a TDP; see graduate coordinator for more information regarding changes.

(2) Requirement Changes

In regard to their curricula and courses, students are governed by either their approved Tentative Degree Program (TDP), or by their approved Degree Audit Report (DARS). In regard to the rules and policies, students are governed by the current catalog.

The university seeks to offer degree programs with integrity and stability. Accordingly, students may expect the programs to be implemented basically as described. However, because higher education is a dynamic enterprise, the university has the authority to make changes in policies, degree programs, requirements, course offerings, class schedules, assignment of instructors, fees, and other aspects of its educational programs at any time, sometimes without prior notice. Such alterations and changes in policy supersede specific information appearing in the Graduate Catalog and other official publications of the university.

General requirements in degree programs cannot be waived. In addition to the minimum requirements specified by the Graduate Council, academic departments/schools also have the authority to

prescribe their own degree requirements and policies. Students already studying in graduate degree programs may be required to comply with alterations in the curriculum when major revisions occur. Prospective students should consult with the departmental graduate coordinator concerning the degree program of interest, current offerings, and precise requirements. Lack of awareness of degree requirements and regulations is not a justification for an exemption or waiver. It is the responsibility of graduate students to familiarize themselves with the rules and regulations of their academic department as well as the policies presented in the Graduate Catalog and Student Affairs Handbook. Additionally, students must maintain familiarity with such policies throughout their graduate studies at Bowling Green State University. Only students who satisfactorily complete all the requirements in a program will be recommended for the appropriate graduate degree.

Registered Date: March 24, 2015