

Basic Guidelines for Reading a Degree Evaluation

1. The first section on the Degree Evaluation is *Program Evaluation*. This section provides a brief synopsis of courses and units used in the degree evaluation.
2. The next section of the Degree Evaluation lists each *Area* applicable to the student's program of study.
 - ✓ Majors and concentrations will appear first.
 - ✓ Next, will be General Education and Flag Requirements.
 - ✓ Any remaining sections monitor for other All University Graduation Requirements (i.e. eleven Upper Division Courses and other elective classes to equal Total Course Count).
3. The column labeled "**Met**" on the far **left** side indicates whether or not a requirement has been met.
 - ✓ If "Yes" appears in the column, the requirement has been met and the specific course that fulfills the requirement will be listed to the right in that row.
 - a. *Reminder: A "Yes" will appear in the "Met" column if the student is currently taking the course and has not yet completed it. If a student does not successfully complete the requirement/course, it will change back to a "NO" after grades have been rolled.*
 - ✓ If "No" appears in the column, the requirement has not been met, either the course needed to fulfill the requirement or instructions on how to complete that requirement will be listed to the right in that row.
4. The column labeled "**Source**" on the far **right** side indicates the status of the course.
 - ✓ If "H" appears in the column, the course has been completed and is in Academic History.
 - ✓ If "R" appears in the column, the student is currently registered for that course.
 - ✓ If "T" appears in the column, the course has been transferred in to the University.
5. If a course is to be substituted for a requirement, or a requirement is to be waived for a student you must fill out the **Major/Minor Course Exception Form** available from the Department Chairs.

NOTE: If a student receives a failing grade in a course, it will **not** appear on the degree evaluation. In addition, if the student goes beyond the allowable amount of 'D' grade(s) in the various areas they also begin not to appear on the degree evaluation. **To see all grades for a student, view a transcript.**