

UNDERSTANDING PROGRAM EVALUATION in WEBADVISOR

MMC students will have access to view / print their program evaluation in WebAdvisor. What is a program evaluation? A program evaluation (also known as EVAL) is a report that analyzes your academic history (all courses taken at MMC, advanced standing credits, transfer/exchange courses etc) and matches it against a specified degree program requirement. An EVAL consists of at least six (6) parts: a) Student's academic program info b) Disclaimer Statement c) Program Summary d) Program Requirements e) Other courses listing and f) Notes. Students who are dual majors and/or pursuing a minor will have additional major/minor requirements listed on their EVAL.

Basically, the EVAL will show a student what courses are required in a student's degree program, what requirements have been fulfilled, and what requirements or courses a student still needs to take. The program summary section of the EVAL provides the minimum credits and gpa requirement in order to graduate. A student must meet these standards in order to qualify for graduation. There is a "Current Earned" column that shows a student his/her current completed credits earned to date and gpa. Students should periodically monitor their credits and gpa status to make sure they are on track in meeting the minimum standard requirements.

Students should keep in mind that the EVAL is an advising tool not an official graduation certification or transcript. Since the EVAL only counts courses towards graduation, the cumulative credits earned and gpa on the EVAL may not reflect the actual cumulative gpa on the student's transcript. An EVAL should be used to assist a student in course planning and as a guide to ensure that the student is taking the necessary steps in fulfilling his/her degree requirements. Students should bring a copy of their EVAL on Advisement Day to discuss course choices, using course substitutions to fulfill certain requirements, and other degree program advice such as changing concentrations or adding/removing a minor.

Students should make an effort to review his/her EVAL. Making sure all the degree requirements are fulfilled for graduation is the student's responsibility and should not be transferred to the student's academic advisor, Office of Academic Advisement, or the Office of the Registrar. For example, an advisor may discuss the possibility of using a course on your EVAL to fulfill a General Education requirement such as an Ethical Perspective(EP). The student should not assume that the requirement has now been "taken care of" or his/her academic advisor will follow on the paperwork on the student's behalf. It is the student's responsibility to contact the appropriate chairperson and inquire about a course substitution.

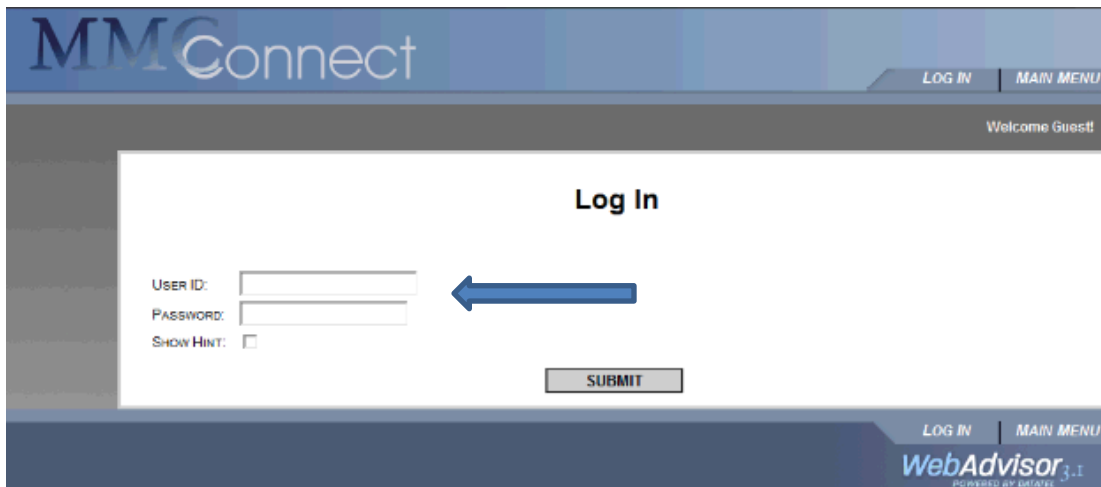
Should a student identify any discrepancies, such as transfer credits missing, course substitution not being applied, advanced placement credit not recorded, upon review his/her eval, the student should ensure that the Office of the Registrar are in possession of these documents with the approvals by the appropriate departments.

Using Program Evaluation (EVAL)

1) Go to MMConnect and Click on Log In



2) Enter USER ID & PASSWORD



3) Click on Students



4) Under "Academic Profile", Click on Program Evaluation



5) Select the program to be evaluated - You have an option to select either an active program (Ex. BA. SOC) or a "What If I changed my program of study" (What-If Scenario). In our example, we will use the sample student's active program: **BA.SOC**

CURRENT STUDENTS

Program Evaluation

You may select either an active program or a "What if" program.

* = Required

Choose One Active Programs

<input checked="" type="radio"/>	BA.COMM BA Communication Arts
<input type="radio"/>	BA.SOC BA Sociology

WHAT IF I CHANGED MY PROGRAM OF STUDY?

WHAT WORK DO YOU WANT TO INCLUDE? *

SUBMIT

Note: If your program does not appear or is incorrect, contact the Office of Academic Advisement.

6) WHAT WORK DO YOU WANT TO INCLUDE?* Go to the drop down box and change "All (includes planned)" and click on "R-Registered/Preregistered"

CURRENT STUDENTS

Program Evaluation

You may select either an active program or a "What if" program.

* = Required

Choose One Active Programs

<input checked="" type="radio"/>	BA.COMM BA Communication Arts
<input type="radio"/>	BA.SOC BA Sociology

WHAT IF I CHANGED MY PROGRAM OF STUDY?

WHAT WORK DO YOU WANT TO INCLUDE? *

SUBMIT

7) Click "Submit"

8) Program Evaluation (EVAL) – The EVAL will list the degree requirements and match it against the academic records (courses taken-excluding developmental courses, in progress, advanced standing credits, etc). The EVAL contains at least six(6) sections as described below:

- I. Student Academic Program section – Using the test sample (Click on the highlight to view full version of Test Sample [Student Program Evaluation](#))
- A. Degree Program - Bachelor of Arts degree in Sociology (**BA SOC**)
 - B. **Catalogue Year - 2012-13 catalogue year.**
 - C. Anticipated Completion Date - 2/15
 - D. Program Minor (If Applicable)

Marymount Manhattan College
Academic Evaluation
Report Date: 07/18/13

Student: Student Name (Test Sample) (1234567)

Program:	BA Sociology (BA.SOC)
Catalog:	2012
Anticipated Completion Date:	02/15
E-Mail Address:	fname@mmm.edu

Student Minor(s):

Disclaimer: This document is for ADVISING PURPOSES ONLY.
***Official certification of your degree is determined by the Office of the Registrar, upon completion of your academic program.

The student should review academic program data on the program evaluation. If any of these three are incorrect, you should contact the Office of Academic Advisement – lower level Nugent Building – Room 053.

- II. Disclaimer – The program evaluation is an advising tool and should be used for advising purposes only. This document is not an official transcript or an official notification of completion of degree requirements. You should use your EVAL to confer with your academic advisor to assist you in determining course choices for an upcoming registration and future coursework(course planning). All degree requirements must be verified by the Registrar prior to graduation. Students are responsible for complying with all academic policies as published in the Marymount Manhattan Catalog. If you have any questions about the information contained in this evaluation or if there is a discrepancy compared to the catalogue year of this audit, please contact your academic advisor or the Office of Academic Advisement.
- III. Program Summary - (Overview) The program summary shows the minimum required credits and GPA, credits/gpa earned and credits remaining. The sample student below is “In Progress” towards her degree. She has 99 earned graduation credits. At an initial glance*, the student still needs 21 credits to fulfill the required 120 credits. The student has not registered for the upcoming term, since “Anticipated Additional” is 0 credits. Therefore, the student will require another 21 credits “Anticipated Remaining”. The GPA of 3.088 is in her GPA for graduation credits only. The GPA on the EVAL does not include developmental courses or repeated courses. Therefore, the cumulative gpa on the program evaluation(EVAL) does not necessarily match the student’s transcript gpa. Students can go to “Academic History” in WebAdvisor under Academic Profile to view total earned credits and gpa.

*See special notes/comments regarding Current Earned Credits/GPA and Anticipated Remaining Credits – Section III B (Credit/GPA Summary Section)

Program Summary: (In Progress)

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	91.00	0.00	0.00	0.00
Institutional GPA:	2.000	3.088	Met		
Overall Credits:	120.00	99.00	21.00	0.00	21.00
Overall GPA:	2.000	3.088	Met		

(* Anticipates completion of in-progress and registered courses)

A. Program Summary - Statuses

- i. In Progress – A least one requirement group is still outstanding (still needs to be fulfilled) – highlighted in **Blue**
- ii. Pending (Anticipated Complete) – All degree requirements will be fulfilled once final grades are recorded with a passing grade - Eligible for graduation - highlighted in **Orange**
- iii. Complete – All graduation requirement are fulfilled – highlighted in **Green**

B. Credit/GPA Summary Section

- i. Credits/GPA – The program evaluation uses courses that counts toward graduation requirements. Developmental courses are not included in the calculation of the GPA given here; therefore, the GPA and number of credits shown here may be different from the credits and GPA on your transcript. **Course Repeats –** When a student repeats a course, both grades are computed into the student’s cumulative gpa. However, the credit for the given course is only counted once toward the degree.
- ii. “Required” vs “Current Earned” – Required is the minimum number of credits or gpa required for graduation. Current Earned is the total number of credits completed and current gpa at the time the EVAL was processed.

	Required		Current Earned	
Institutional Credits	30.00	}	91	✓
Institutional GPA	2.00		3.088	✓
Overall Credits	120.00		99	×
Overall GPA	2.00		3.088	✓

In order to qualify for graduation, a student needs to meet the minimum number in the “Required” Column. In this sample, the student has met the minimum requirements in institutional credits, institutional gpa, and overall gpa. However, the student is still 21 credits* short of the minimum 120 overall credits requirement.

*The student should review his/her EVAL to determine what requirements or courses are still outstanding. Look for courses or requirements that are marked “Not Started”, “Credits Needed”, or “Courses Needed”. Courses that still need to be fulfilled should be considered when planning your upcoming registrations. If the EVAL shows all requirements are “Complete” or will be completed, **the student still has to meet the 120 credits minimum.** A student needs to make up the shortfall in credits by registering for open electives. (See below- section VII. “Program Evaluation Summary”) Bring a copy of your EVAL and consult with your academic advisor during advisement day.

- iii. “Current Remaining”, “Anticipated Additional” and “Anticipated Remaining”(Warning: The numbers in these columns could be misleading. These numbers may not reflect the actual number of credits for graduation. It should not be used as the only source in determining how many credits you have left to graduation!). **For Actual Credits Remaining see Section VI.**

- Current Remaining is the “Required” credits minus “Current Credits Earned”
- Anticipated Additional is the total number of currently enrolled(In Progress) credits and pre-registered credits
- Anticipated Remaining is the “Current Remaining” credits minus “Anticipated Additional” credits (in progress/pre-registered) credits

Special Note: Current Remaining, Anticipated Additional, & Anticipated Remaining numbers are **estimated**. Keep in mind, the 120 overall credits is the **minimum** College requirement. If a student took courses that did not fulfill specific requirements or transferred courses that did not fulfill requirements, a student will still need to fulfill the requirements for graduation. In either case, a student may need to exceed the 120 credits. Therefore, “**Current Remaining**” credits **do not** reflect the actual number of unfulfilled requirement credits. To determine the actual number of credits currently remaining, the student should review the rest of the EVAL, and total up the credits in the courses/requirements still outstanding(courses or requirements marked - “Not Started”, “Course Needed” “Credits Needed”). The student should also check to see if Open Elective (OE) credits are needed in order to obtain the 120 credits minimum College requirement. See Section VII for details.

Program Summary: (In Progress)

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	91.00	0.00	0.00	0.00
Institutional GPA:	2.000	3.088	Met		
Overall Credits:	120.00	99.00	21.00	0.00	21.00
Overall GPA:	2.000	3.088	Met		

(DO NOT USE THESE COLUMNS – See Special Note Above)

- IV. Program Requirements – Program requirements consist of least 5 components*: a)General Education b) Major Requirements c) Major Residency Requirements d)General College Requirements, and e) Liberal Arts Requirement

*Additional components will be required if a student adds a minor or major

A. **Program Requirements** - Statuses

- i. In Progress – A least one sub-requirement group is still outstanding (still needs to be fulfilled) – highlighted in **Blue**
- ii. Pending completion of unfinished activity – Requirement will be fulfilled once final grades are recorded with a passing grade (for courses that are in progress and pre-registered)_ - highlighted in **Orange**
- iii. Not Started –Requirement has not been started – has not been fulfilled - highlight in **Red**
- iv. Complete – Requirement is fulfilled – highlighted in **Green**

- B. Components (General Education, Major, Major Residency, General College, and Liberal Arts Requirements) – consist of sub-requirements. Sub-requirements may include courses required to fulfill the core, electives, advanced interdisciplinary perspectives, concentration, etc)

- i. General Education - (9 credits)
 - 1. Foundation Courses*
 - a. Writing Seminar Sequence (WRIT 101 and WRIT 102) or WRIT 201
 - b. Mathematics- MATH 113

Program Requirements:

*Some degree programs require at least a **C** grade to fulfill the mathematics (e.g. B.S. Business Management) in the General Education area – Consult your college catalogue for your specific program requirements.

Complete! – All Gen Ed requirements are fulfilled*.

1: GENERAL EDUCATION REQUIREMENTS (Complete)
 Credits Earned: 42 Complete all 13 subrequirements:

A: WRITING SEMINAR (Complete)
 Take both WRIT 101 and WRIT 102; or take WRIT 201
 Credits Earned: 6

WRIT 101 and WRIT 102 (Complete)
 Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. WRIT*101	WS:WRITING IN THE LIBERAL ART		11/FA	B	3	
2. WRIT*102	WRITING SEMINAR II		12/SP	C	3	

B: MATHEMATICS (Complete)
 Take MATH 113 or higher

Course	Title	Needed	Term	Grade	Credits	Notes
1. MATH*113	QUANTITATIVE REASONING		11/SP	C	3	

- 2. Disciplinary Studies (DS1, DS2, DS3, DS4, DS5) - (15 credits)

C: DS1 (Complete)

Disciplinary Studies in Creative Expression - Take 1 course from designated courses in Art, Communication Arts, Creative Writing, Dance, Journalism, Music or Theatre Arts

Course	Title	Needed	Term	Grade	Credits	Notes
1. ART*166	EXPLORING THE VISUAL ARTS		11/SP	A	3	

D: DS2 (Complete)

Disciplinary Studies in Literature and Language - Take 1 course from designated courses in English, French, Spanish, or Speech-Language/Audiology

Course	Title	Needed	Term	Grade	Credits	Notes
1. SPAN*207	SPANISH CONVERSATION		11/FA	D	3	

E: DS3 (Complete)

Disciplinary Studies in Natural Science and Mathematics - Take 1 course from designated courses in Biology, Chemistry, General Science/Environmental Studies, Mathematics, or Physics

Course	Title	Needed	Term	Grade	Credits	Notes
1. BIOL*234	HUMAN PHYSIOLOGY		12/SP	A	3	

F: DS4 (Complete)

Disciplinary Studies - Psychology, Philosophy, and Religious Studies - Take 1 course from designated courses in Psychology, Philosophy, or Religious Studies

Course	Title	Needed	Term	Grade	Credits	Notes
1. PSYCH*101	GEN PSYCH;SOC & CLIN PROCESSE		11/FA	C-	3	

G: DS5 (Complete)

Disciplinary Studies - Social Science, Business, and History - Take 1 course from designated courses in Business Management, Economics, Education, Gender and Sexuality Studies, History, International Studies, Political Science, or Sociology

Course	Title	Needed	Term	Grade	Credits	Notes
1. HIST*213	HISTORICAL THEMES		12/SP	B+	3	

3. Advanced Interdisciplinary Perspectives (CP, EP, IP, NP,UP, 1 additional AIP or REP) – 18 credits

H: CP (Complete)

Advanced Interdisciplinary Perspectives - Take 1 Cultural Perspectives Course

Course	Title	Needed	Term	Grade	Credits	Notes
1. SPAN*315	HISPANIC CIVILIZATION		12/SP	A	3	

I: EP (Complete)

Advanced Interdisciplinary Perspectives - Take 1 Ethical Perspectives Course

Course	Title	Needed	Term	Grade	Credits	Notes
1. PS*355	GREEN POLITICAL THOUGHT		12/S1	C	3	

J: IP (Complete)

Advanced Interdisciplinary Perspectives - Take 1 International Perspectives Course

Course	Title	Needed	Term	Grade	Credits	Notes
1. FREN*326	CONTEMP FRANCE: SOC,POL,&ECO PE		12/S1	A	3	

Related/Not Applied:

span*315	hispanic civilization		12/sp	a	3	*n/a *U
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K: NP (Complete)

Advanced Interdisciplinary Perspectives - Take 1 Natural Science Perspectives Course

Course	Title	Needed	Term	Grade	Credits	Notes
1. PSYCH*379	ANIMAL BEHAVIOR		11/SP	B	3	

L: UP (Complete)

Advanced Interdisciplinary Perspectives - Take 1 U.S. Perspectives Course

Course	Title	Needed	Term	Grade	Credits	Notes
1. PS*348	POVERTY IN AMERICA		11/SP	D	3	

M: Additional AIP (Complete)

Take 1 additional Advanced Interdisciplinary Perspectives (AIP) course from any of the 5 areas above

Course	Title	Needed	Term	Grade	Credits	Notes
1. SOC*301	CLASSICAL SOCIAL		12/FA	A	3	

ii. Major Requirements and Concentration (if applicable) – 34 credits

Review GPA! Specific programs may require minimum major GPA (Ex - BFA. Act – 3.00)
Consult the college catalogue for more info.

2: SOCIOLOGY MAJOR (In progress)

Credits Earned: 28

GPA Achieved/Needed: 3.071 / 2.000

Complete all 3 subrequirements:

A: Soc Science Core (Complete)

Take SOC 237 and 303.

Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. SOC*237	SOCIAL STATISTICS		12/SP	C	3	
2. SOC*303	CONTEMPORARY SOCIAL THEORY		13/FA	A	3	

B: Concentration (In progress)

Take SOC 101, 361, 371, and 491.

Credits Earned: 10

Course	Title	Needed	Term	Grade	Credits	Notes
1. SOC*101	GENERAL SOCIOLOGY		11/FA	A	3	
2. SOC*361	CULTURAL & SOCIAL CHANGE	1 course needed				
3. SOC*371	RESEARCH METHODS IN SOC SCI		13/SP	C	4	
4. SOC*491	SENIOR SEMINAR (TOPICS CHANGE)		13/SP	B	3	

(In progress) – Still need SOC 361 and 1 SOC Elec (3 credits) at 300-level

C: Electives (In progress)

Take 5 additional SOC courses from the list (2 SOC courses must be at the 300-level): SOC 103, 107, 136, 201, 204, 205, 210, 213, 230, 234, 236, 247, 257, 299, 303,304,306, 308, 312, 315, 319, 324, 330, 333, 342, 344, 347, 359, 360, 361, 373, 374, 384.

Credits Earned: 12

Take 2 SOC courses at the 300-level from the following list: (In progress)

Course	Title	Needed	Term	Grade	Credits	Notes
1. SOC*306	SOCIOLOGY OF CULTURE		12/FA	B	3	
2.		3 credits needed				

Take 3 additional SOC courses from the following list: (Complete)

Credits Earned: 9

1. SOC*103	ANTHROPOLOGY		11/FA	A	3	
2. SOC*213	WOMEN, SOCIETY AND CULTURE		12/SP	C	3	
3. SOC*230	PSYCHE & SOCIETY		12/S2	A	3	

- iii. Residency Requirement – Students will need to fulfill two (2) Residency Requirements – : 1) Residency Requirements for each Major – minimum 12 credits taken at MMC
2) Overall Residency Requirements – minimum 30 credits taken at MMC – See part iv, section 2.

3. RESIDENCY REQUIREMENT IN SOCIOLOGY (Complete)

TAKE AT LEAST 12 CREDITS IN SOCIOLOGY AT MMC, NOT INCLUDING INDEPENDENT STUDIES, INTERNSHIPS, EL

Institutional Credits Earned/Anticipated/Reqd: 12.00 / 0.00 / 12.00

Credits Earned: 12

Course	Title	Needed	Term	Grade	Credits	Notes
1. SOC*103	ANTHROPOLOGY		11/FA	A	3	
2. SOC*101	GENERAL SOCIOLOGY		11/FA	A	3	
3. SOC*213	WOMEN, SOCIETY AND CULTURE		12/SP	C	3	
4. SOC*230	PSYCHE & SOCIETY		12/S2	A	3	

Residency Requirements

for each Major - Complete at least 12 credits in the student's major taken at MMC – excluding independent studies, prior learning assessment, internships, transfer credits, and exchange credits (Consortial programs at Hunter College/Pace University and Study Abroad)

iv. General College Requirements

1. 300/400 Level Courses - Completion of at least 30 credits in courses taken at MMC - excluding independent studies, prior learning assessment, internships, transfer credits, and exchange credits (Consortial programs at Hunter College/Pace University and Study Abroad). Of the 30 credits required, 3 credits must be taken at the 400-level.
2. MMC Residency Requirements – Completion of at least 30 credits in courses taken at MMC. These may not include independent studies, prior learning experience, internships, and exchange credits
3. Satisfactory completion of a minimum of 120 credits at the 100-level or above

4: General College Requirements (Complete)

Credits Earned: 55

Complete all 3 subrequirements:

A: 300/400 level (Complete)

TAKE AT LEAST 30 CREDITS AT THE 300/400 LEVEL, AT LEAST 3 CREDITS OF WHICH MUST BE AT THE 400 LEVEL

Credits Earned: 31

3 Credits at 400 level (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. SOC*491	SENIOR SEMINAR (TOPICS CHANGE)		13/SP	B	3	

27 Credits at 300/400 level (Complete)

Credits Earned: 28

1. PS*348	POVERTY IN AMERICA		11/SP	D	3	
2. PSYCH*379	ANIMAL BEHAVIOR		11/SP	B	3	
3. SPAN*315	HISPANIC CIVILIZATION		12/SP	A	3	
4. FREN*326	CONTEMP FRANCE.SOC,POL,&ECO PE		12/S1	A	3	
5. PS*355	GREEN POLITICAL THOUGHT		12/S1	C	3	
6. SOC*306	SOCIOLOGY OF CULTURE		12/FA	B	3	
7. SOC*301	CLASSICAL SOCIAL THEORY		12/FA	A	3	
8. SOC*371	RESEARCH METHODS IN SOC SCI		13/SP	C	4	
9. CORA*300	CS.THE NATURE OF EVIL		13/SP	B	3	

B: MMC Residency (Complete)

TAKE AT LEAST 30 CREDITS AT MMC, NOT INCLUDING INDEPENDENT STUDIES, INTERNSHIPS, ELEC ETC.

Credits Earned: 30

Course	Title	Needed	Term	Grade	Credits	Notes
1. PS*348	POVERTY IN AMERICA		11/SP	D	3	
2. PSYCH*379	ANIMAL BEHAVIOR		11/SP	B	3	
3. ART*166	EXPLORING THE VISUAL ARTS		11/SP	A	3	
4. MATH*113	QUANTITATIVE REASONING		11/SP	C	3	
5. SOC*103	ANTHROPOLOGY		11/FA	A	3	
6. PSYCH*101	GEN PSYCH;SOC & CLIN PROCESSE		11/FA	C-	3	
7. SPAN*207	SPANISH CONVERSATION		11/FA	D	3	
8. SOC*101	GENERAL SOCIOLOGY		11/FA	A	3	
9. WRIT*101	WS:WRITING IN THE LIBERAL ART		11/FA	B	3	
10. WRIT*102	WRITING SEMINAR II		12/SP	C	3	

Overall College Residency Requirement -

Complete at least 30 credits at MMC – excluding independent studies, prior learning assessment, internships, transfer credits, and exchange credits (Consortial programs at Hunter College/Pace University and Study Abroad)

4. Special Courses (Internships/Independent Studies) Limits

- No more than 15 credits may be earned through independent study and/or internships combined
- No more than 12 credits earned through independent study and/or internships in a given major

C: Ind Study/Internship (Complete)

TAKE NO MORE THAN 15 CREDITS COMBINED OF INDEPENDENT STUDIES AND INTERNSHIPS

- v. Liberal Art Requirement – New York State Education Department requires a minimum amount of liberal arts courses according to degree. Minimum liberal arts requirements are as follows:

- Bachelor of Arts Degree – 90 liberal arts credits
- Bachelor of Science degree – 60 liberal arts credits
- Bachelor of Fine Arts degree – 30 liberal arts credits

5: LIBERAL ARTS REQUIREMENTS FOR BA (Complete)

Liberal Arts Requirement for BA Degree: Complete 90 credits in Liberal Arts courses:

Credits Earned: 91

Course	Title	Needed	Term	Grade	Credits	Notes
1. PS*348	POVERTY IN AMERICA		11/SP	D	3	
2. PSYCH*379	ANIMAL BEHAVIOR		11/SP	B	3	
3. ART*188	EXPLORING THE VISUAL ARTS		11/SP	A	3	
4. MATH*113	QUANTITATIVE REASONING		11/SP	C	3	
5. SOC*103	ANTHROPOLOGY		11/FA	A	3	
6. PSYCH*101	GEN PSYCH;SOC & CLIN PROCESSE		11/FA	C-	3	
7. SPAN*207	SPANISH CONVERSATION		11/FA	D	3	
8. SOC*101	GENERAL SOCIOLOGY		11/FA	A	3	
9. WRIT*101	WS WRITING IN THE LIBERAL ART		11/FA	B	3	
10. WRIT*102	WRITING SEMINAR II		12/SP	C	3	
11. SOC*213	WOMEN, SOCIETY AND CULTURE		12/SP	C	3	
12. SPAN*315	HISPANIC CIVILIZATION		12/SP	A	3	
13. HIST*213	HISTORICAL THEMES		12/SP	B+	3	
14. BIOL*234	HUMAN PHYSIOLOGY		12/SP	A	3	
15. FREN*326	CONTEMP FRANCE.SOC,POL,&ECO PE		12/S1	A	3	
16. PS*355	GREEN POLITICAL THOUGHT		12/S1	C	3	
17. SOC*230	PSYCHE & SOCIETY		12/S2	A	3	
18. SOC*306	SOCIOLOGY OF CULTURE		12/FA	B	3	
19. SOC*301	CLASSICAL SOCIAL THEORY		12/FA	A	3	
20. SOC*237	SOCIAL STATISTICS		12/SP	C	3	
21. MATH*139	PRECALCULUS I		13/SP	B	3	
22. SOC*371	RESEARCH METHODS IN SOC SCI		13/SP	C	4	
23. SOC*491	SENIOR SEMINAR (TOPICS CHANGE)		13/SP	B	3	
24. COR.A*300	CS:THE NATURE OF EVIL		13/SP	B	3	
25. COR.A*300	CS:GREAT TRIALS OF THE CENTUR		13/SP	A	3	
26. CRW*201	INTRO TO CREATIVE WRITING		13/S2	A	3	
27. BUS*100	THE CONTEMPORARY WORKPLACE		13/FA	A	3	
28. PHIL*103	INTRO TO ETHICS		13/FA	A	3	
29. SOC*201	CRIMINOLOGY		13/FA	A	3	
30. SOC*303	CONTEMPORARY SOCIAL THEORY		13/FA	A	3	

V. Other Courses Section – If there are courses listed under “Other Courses”, these courses were not used to fulfill any of the requirements above

1. Course not needed – Requirement already fulfilled by a different course
2. Courses with non-satisfactory grades (i.e. W, UW, F, AU, D*) including withdrawal
3. Course does not fulfill General Education, Major, Concentration, or Minor requirement

*D grades do not fulfill the requirements in a major or minor. In addition, certain degree programs require at least a C grade (e.g. mathematics requirement in the General Education area in Business programs) in select areas – Consult your college catalogue for your specific program requirements.

4. The extra course does not have the minimum number of credits to fulfill your requirement

Other Courses:

Course	Title	Term	Grade	Registered Credits	Earned Credits	Notes
1. CHEM*233	GENERAL CHEMISTRY I	02/11/09		3.50	3.50	*NE
2. CHEM*234	GENERAL CHEMISTRY I LAB	02/11/09		1.50	1.50	*NE
3. CHEM*ELEC	CHEMISTRY ELECTIVE(S)	02/11/09		3.00	3.00	*NE
4. ACCT*215	PRINCIPLES OF ACCOUNTING I	13/SP	P	0.00	0.00	
5. BUS*309	FINANCIAL MANAGEMENT	13/SP	AU	0.00	0.00	
6. SPCH*497	SCIENCE RESEARCH	13/SP	AU	0.00	0.00	
7. BUS*378	CONSUMER BEHAVIOR	13/SP	AU	0.00	0.00	
8. PSYCH*397	RESEARCH	13/SP	AU	0.00	0.00	

(Credits in parentheses are anticipated earned)

VI. Notes Section – Special codes are listed as follows

*E Extra – 1)Either this course is not needed to complete this requirement, or else applying it would not have contributed anything toward the requirement’s completion or 2)Credits may be used towards the minimum college credits requirement of 120.

*F Forced – Course was manually applied (Override) / may be due to an approved course substitution

*G Indicates the grade is below minimum grade requirement (i.e. W, UW, F, D, INC)

*GPA Credits shown are applied only toward GPA

*IP In progress (Student is currently registered in the course)

*n/a Not applied to this component of the program – However, the course could have been used elsewhere to fulfill a requirement

*NE Non-Course Equivalency (AP, Exemptions, Waivers, Prior Learning, or other) – Requirement may be fulfilled based on non-course work

*PR Pre-registered – The course has not started yet

*R Replaced - This instance of the course has been replaced (Note: course may not be repeatable – credits may only be counted once – consult the catalogue for course description and course repeat status)

*RA Repeat Attempted (Student is repeating the course)

*S Status – Items with this status may not be applied to this program (especially in cases of course withdrawal)

*TE – Transfer Equivalency (Student received transfer credit in the course)

*U – Used – This course has already been used. Students who are pursuing a single major cannot use the same course to fulfill more than one requirement or area. For example, if the student used SOC 303 in the major, SOC 303 cannot be used again to fulfill the Electives requirement. Double dipping is not allowed for students in single majors with no declared minors.

Sample "Notes" Section in
EVAL

Notes:

*n/a	Not applied to this component of the program
*NE	Non-course Equivalency
*U	Used! - has already been used elsewhere

VII. Program Evaluation Summary – To Determine the “Actual Credits Remaining “ in order to Graduate, a student needs to

1. Go through his/her EVAL and look for courses or credits that are marked “**Not Started**”, “Course Needed” or “Credits Needed”
2. Add up all the credits for courses marked Not Started or Course /Credit Needed -(Total DA Credits Needed)
3. Combine this number(Total DA Credits Needed) with the number of your total completed credits -(Anticipated Total Credits).
4. Take the minimum credits College requirement of **120** and subtract your (Anticipated Total Credits)
5. This is the number of credits you need to take in Open Electives - (Open Electives Credits Needed)
6. Actual Credits Remaining = (Total DA Credits Needed) + (Open Electives Credits Needed)

Note: If you do not need Open Elective Credits to obtain the minimum 120 credits requirement, then your Actual credits Remaining is the total number of DA Credits Needed.

Sample Student still needs the following :

	Credits		
SOC Major Requirement – Still need SOC 361	3.00		
1 SOC Elective at 300-level	3.00		
Open Electives	15.00 ←		Needs 15 more credits in OE
Current Earned (99)+Anticipated Remaining (21) = 120 minimum overall credits	21.00		

Total DA Credits Needed = 6

Total Completed Credits(Current Earned) = 99

Anticipated Total Credits = 6 + 99 = 105

Open Electives Credits Needed = 120 – 105 = 15

Actual Remain Credits Needed for Graduation = DA Credits Needed + Open Electives Credits (6 + 15) = 21

❖ Final Recommendations

- Check to see if you have enough credits to graduate
 - Go through your EVAL.
 - Total the credits from all the courses still needed or have not been started (Total DA Credits Needed) and combined that total to your current credits earned/total completed credits) – Anticipated Total Credits.
 - Subtract this number (Anticipated total credit) from 120 credits(minimum required credits)
 - If the result is greater than 0, you need take additional classes (open elective, internship, independent study, etc) to make up for the shortfall.
- If you have extra courses see if you can use it as a course substitution to fulfill an outstanding requirement
- Make sure the Office of the Registrar is in possession of all your pertinent documents (official transcripts from external institutions, advanced placement exams, course substitutions, grade changes, etc)

❖ **SPECIAL NOTES:**

- Waivers, exceptions, course substitutions are done through the appropriate program, department, or division chair.
- For course substitutions in the Advanced Interdisciplinary Perspectives area, contact the Division Chair in the appropriate area.
- You should retain a copy of your approved course substitution for your records.