

# Anatomy of a Degree Works Academic Evaluation

## Faculty/Staff Version

Once you know how to access Degree Works and how to find students, you need to know how to read the Degree Works Academic Evaluation which looks very different from CAPP. The following is a brief “tour” of the main components of the Degree Works academic evaluation, with notes about how to use the most common features.

### The Degree Works Academic Evaluation:

This is the initial view you get when you first access a student’s Academic Evaluation. Let’s examine each part of the page.

The screenshot shows the Degree Works Academic Evaluation interface for a student named Joe Average. The interface includes a search bar, navigation tabs, and a detailed academic evaluation section.

**Student Information:**

Student ID	T23232323	Name	Average, Joe	Program	ASAB_HIS	Major	History	Level	US	Classification	Junior	Last Audit	Today	Last Refresh	Today at 11:17 am
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**Academic Evaluation Summary:**

Student	Average, Joe	Level	Undergraduate Semester	Catalog Year	2013	
ID	T23232323	Program	ASAB_HIS	Last Term Attended	Spring	
Mailing Address	23 Beaughous Blvd Apt. 23 Alpharetta, GA 30023		Degree	Bachelor of Arts	Applied to Graduate?	Has n
Classification	Junior	College	College of Arts & Sciences	Previous GSU Degree	No G	
Advisor		Department	History	Holds	No Hi	
GSU GPA	3.83	Major	History	Cohort	No Cr	
GSU and Transfer GPA	2.61	Minor		Attributes	No At	
Academic Standing	Good Standing	Concentration				

**AB in History Summary:**

Catalog Year:	2013-2014	Credits Required:	120
GSU GPA:	3.83	Credits Applied:	72

**Unmet conditions for this set of requirements:** A minimum of 120 credits are required for this degree. You have taken 72, you still need 48 more. Minimum Credits unsatisfied.

**Minimum Overall 2.0 GPA Requirement Fulfilled**

- See Non Course Requirements Below **Still Needed:** See **Non-Course Requirements** section
- See GSU CORE Requirements Below **Still Needed:** See **AS Area A-E Core Curriculum** section
- Area F - History **Still Needed:** See **AB Area F - History** section
- Area G Major - History **Still Needed:** See **Area G Major - History** section
- A Minor Is Required with This Major **Still Needed:** A minor is required with this major. Your student record does not yet include a minor. Once you declare a minor, graduation rules for the minor will be included in your advising worksheet

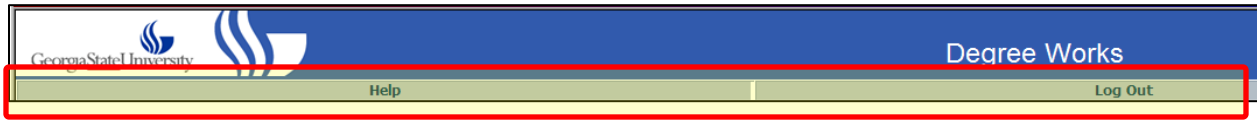
**Non-Course Requirements Summary:**

Catalog Year:	2013-2014	GPA:	0.00
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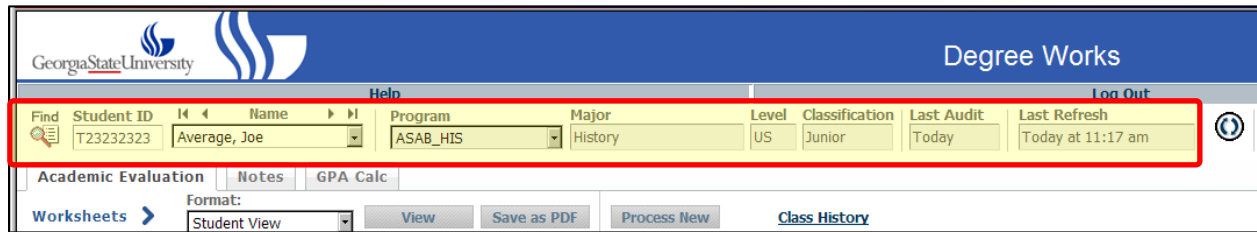
- CPC - English **Still Needed:** CPC - English with a value of Y
- CPC - Foreign Language **Still Needed:** CPC - Foreign Language with a value of Y

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At the top of the page is the Degree Works **Menu Bar** with a link to Help and the Log Out buttons.

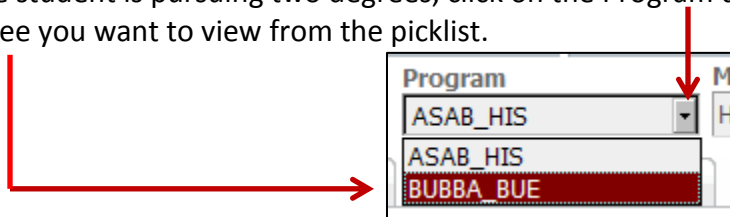


Below the Menu Bar is the **Student Information Bar**

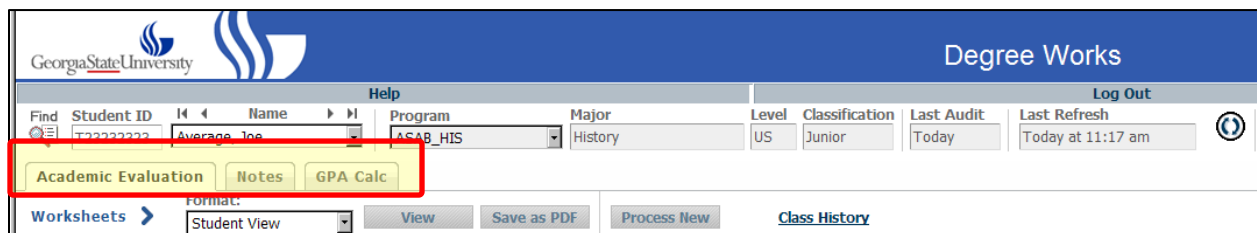


The Student Information Bar displays the student's Panther Number ("Student ID"), name, program, major, level, classification, when the last Academic Evaluation was run, and when the student's information was last refreshed. NOTE: When you run an Academic Evaluation, the system automatically updates the student's data from Banner.

If the student is pursuing two degrees, click on the Program dropdown arrow and select the degree you want to view from the picklist.

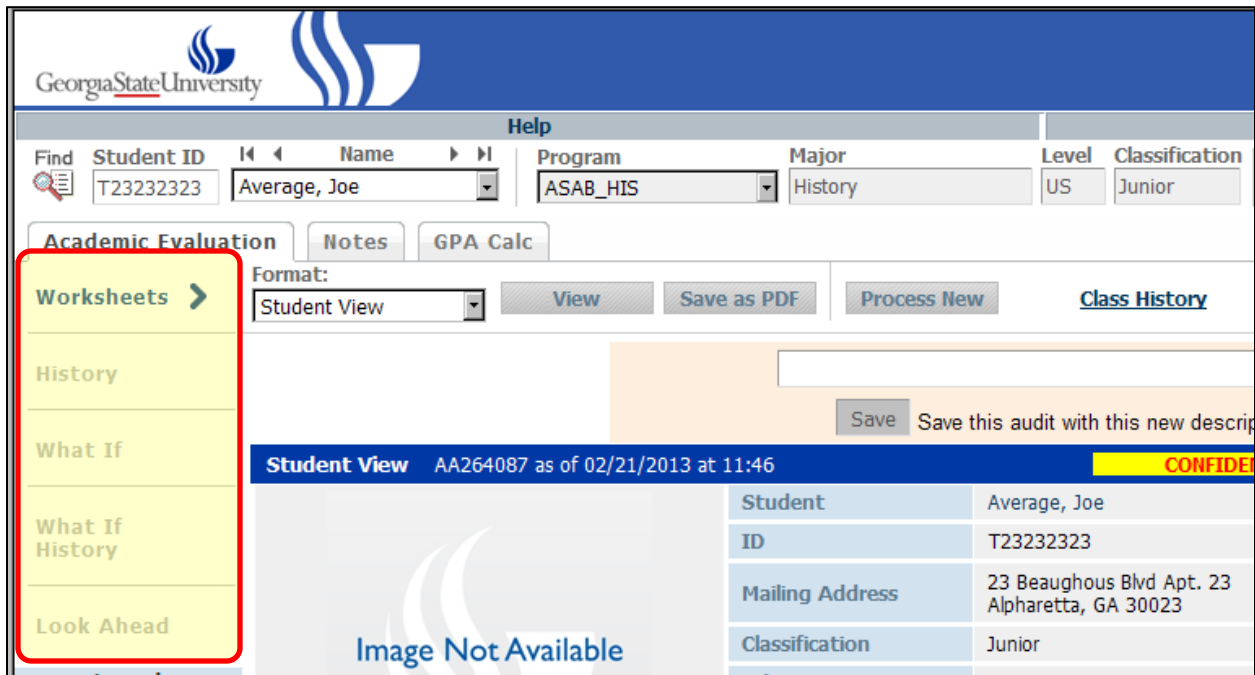


Below the Student Information Bar are the **Degree Works Tabs**



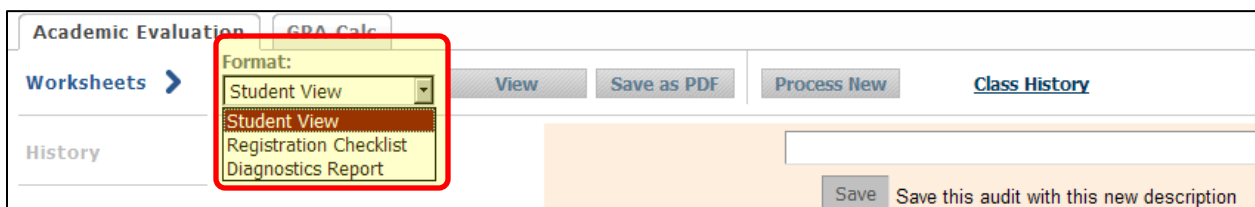
NOTE: Depending on your "role" the Tabs you see will vary. These are the tabs that a faculty or staff advisor will see.

On the left side of the screen are additional functional options that change as you select different Tabs: **Worksheets**, **History**, **What If**, **What If History**, and **Look Ahead**.



- **“Worksheets”** is another name for the Degree Works Academic Evaluation.
- **History** displays the three most recent Degree Works Academic Evaluations run.
- **What If** allows the advisor to view speculative degree audits for a student using their current class history.
- **What If History** displays any What If Academic Evaluations that have been saved.
- **Look Ahead** enables the advisor to see how specific courses would apply toward the student’s Academic Evaluation.

Below the Degree Works Tabs, are important action buttons:



Under **Format**, you can change the way the student’s Academic Evaluation is displayed. Select the format you want and click **View**.

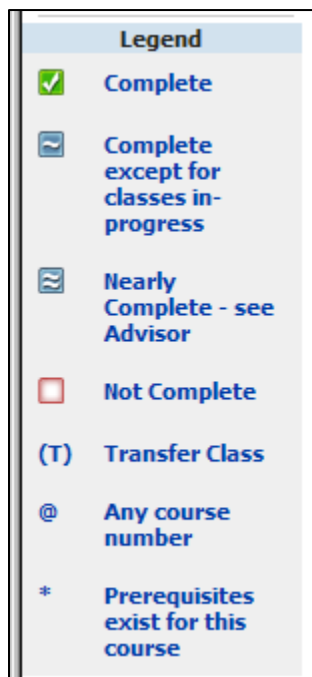
- Student View is the default Academic Evaluation view and displays all of the students degree requirements—completed, in progress, and unmet.
- Registration Checklist displays remaining requirements only.
- Diagnostics Report is a “behind-the-scenes” look at how Degree Works evaluated and applied the courses from the student’s academic history.





To save or print a PDF of the Degree Works Academic Evaluation, click **Save as PDF**.



If you make a change to a student's record and want to see the effect in a new Academic Evaluation, click the **Process New** button.

You can view the student's course records (transfer and GSU) by clicking the **Class History** link. The **Class History** display lists all of the student's academic course history, including transfer credits, in chronological order. Each semester includes a summary of the student's term and cumulative GPA and credits at the end of that term. At the bottom of the Class History display is a Term and Cumulative GPA Tracker that also lists the student's academic standing by term.

Before we examine the Degree Works Academic Evaluation note the **Legend** in the left side of the page that explains the icons used in the Academic Evaluation. The Legend also appears at the very bottom of the Academic Evaluation so that it appears when a PDF is run.



The square icons (     ) appear on the left side of each requirement and block, and indicate their "completeness."

The other icons (    ) apply to specific courses or requirements.

The Degree Works Academic Evaluation is made up of "blocks" that display the student's information. Each "block" begins with a dark blue header stripe.

The **Student View** block displays the student’s photo (if available) and other important information including address, GPA, degree information, etc. For example, **Registration Holds** are displayed in this block.

at 15:15 <span style="background-color: yellow;">CONFIDENTIAL</span>					
Student	Average, Joe	Level	Undergraduate Semester	Catalog Year	2012-2013
ID	T23232323	Program	ASAB_HIS	Last Term Attended	Spring Semester 2012
Mailing Address	23 Beaugous Blvd Apt. 23 Alpharetta, GA 30023	Degree	Bachelor of Arts	Applied to Graduate?	Has not applied
Classification	Junior	College	College of Arts & Sciences	Previous GSU Degree	No GSU Degree
Advisor		Department	History	Holds	Emergency Contact New Student Immunization Hold
GSU GPA	3.83	Major	History	Cohort	No Cohort
GSU and Transfer GPA	2.61	Minor		Attributes	No Attributes
Academic Standing	Good Standing	Concentration			

**NOTE: GSU GPA is the “Institutional” GPA based on all courses taken at Georgia State, not just courses used toward the degree. In other words, this is NOT a “Program” GPA.**

The GSU and Transfer GPA is the student’s “Overall” GPA.

The **Degree** block displays a summary of the remaining blocks so you can tell at a glance how far the student has progressed toward completion of degree requirements.

The dark blue Degree Header displays the student’s Catalog Year, GSU GPA (see note below), Credits required and Credits Applied.

**NOTE: In the Degree block “Credits Applied” includes all credits in the student’s academic history, not just credits used toward the degree. This can be confusing since in the other blocks “Credits Applied” do show the credits applied just within that block.**

AB in History		Catalog Year: 2013-2014	Credits Required: 120
		GSU GPA: 2.73	Credits Applied: 97
<b>Unmet conditions for this set of requirements:</b> 23 Credits needed			
<input type="checkbox"/> 39 Upper Division Resident Credits Requirement	<b>Still Needed:</b>	A minimum of 39 credits are required in upper division course work. You have taken 4, you still need 35 more.	
A MINIMUM of 120 credits are required for this degree. However, you may be required to complete more than this minimum depending on such variables as major requirements, a minor, course work transferred from other institutions, and multiple major changes over time. All these factors combine to determine exact graduation requirements. You must also fulfill each rule outlined in this advising worksheet.			
<input checked="" type="checkbox"/> <b>Minimum Overall 2.0 GPA Requirement Fulfilled</b>			
Maximum of 12 hours of D grade allowed for graduation.			
<input type="checkbox"/> See Non Course Requirements Below	<b>Still Needed:</b>	See <b>Non-Course Requirements</b> section	
<input type="checkbox"/> See GSU CORE Requirements Below	<b>Still Needed:</b>	See <b>AS Area A-E Core Curriculum</b> section	
<input checked="" type="checkbox"/> <b>Area F - History</b>			
<input type="checkbox"/> Area G Major - History	<b>Still Needed:</b>	See <b>Area G Major - History</b> section	
<input type="checkbox"/> A Minor Is Required with This Major	<b>Still Needed:</b>	A minor is required with this major. Your student record does not yet include a minor. Once you declare a minor, graduation rules for the minor will be included in your advising worksheet	
Minor required consisting of at least 15 credits in a another discipline unless concentration is Northumbria or Pre-Education.			
<input checked="" type="checkbox"/> <b>Arts &amp; Sciences Electives</b>			

**Note: GSU GPA in the Degree block header is the same GSU GPA that appears in the Student View. The Georgia State University GPA is based on all courses taken at Georgia State, not just courses used toward the degree. In other words, this is NOT a “Program” GPA.**

The **Non-Course Requirements** block is next. The header includes the student's Catalog Year and GPA, which is 0.00 since this block contains no courses.

Non-Course Requirements		Catalog Year: 2013-2014
		GPA: 0.00
<input checked="" type="checkbox"/> CPC - English	CPC: Y	
<input checked="" type="checkbox"/> CPC - Foreign Language	CPCF: Y	
<input checked="" type="checkbox"/> CPC - Math	CPCM: Y	
<input checked="" type="checkbox"/> CPC - Natural Science	CPCN: Y	
<input checked="" type="checkbox"/> CPC - Social Science	CPCS: Y	
<input checked="" type="checkbox"/> U.S. Constitution	LCNU: Y	
<input checked="" type="checkbox"/> Georgia Constitution	LCNG: Y	
<input checked="" type="checkbox"/> Georgia History	LHSG: Y	
<input checked="" type="checkbox"/> U.S. History	LHSU: Y	
<input type="checkbox"/> Critical Thinking Overlay	Still Needed:	Critical Thinking Overlay with a value of Y
<input type="checkbox"/> Global Perspectives Overlay	Still Needed:	Global Perspectives Overlay with a value of Y
<input type="checkbox"/> U.S. Perspectives Overlay	Still Needed:	U.S. Perspectives Overlay with a value of Y

Below the Non-Course Requirements block are several blocks displaying the course requirements for the degree. The Headers for each of these blocks include the student's Catalog Year, along with the Credits Required, Credits Applied and the GPA **for THE BLOCK!**

AB Area F - History		Catalog Year: 2013-2014	Credits Required: 18
		GPA: 2.51	Credits Applied: 19
Minimum C grade required in Hist 2110/2112, Hist 1111, Hist 1112, and Hist 1140.			
<b>AREA F - 18 CREDITS</b>			
<input type="checkbox"/> Foreign Language 1002 or 2001 or 2002 - 3 Credits	GRMN 1002	ELEMENTARY GERMAN II	NA (3) Fall 2013
<input checked="" type="checkbox"/> Survey of World History to 1500	HIST 1111	Survey World Hist To 1500	B 3 Spring 2009
	Satisfied by	EUH1000 - Western Civilization - Fl Commun Colg At Jacksonville	
<input type="checkbox"/> Survey of World History Since 1500	HIST 1112	SUR OF WORLD HIST SINCE 1500	NA (3) Fall 2013
	PHIL 2010	Great Questions Of Phil	B- 3 Fall 2002
	Satisfied by	PHI2010 - Intro To Philosophy - University Of North Florida	
<input checked="" type="checkbox"/> Select 9 Additional Credits	PSYC 1101	INTRO TO GENERAL PSYC	K 3 Spring 2012
	Satisfied by	PSYC1101 - Intro to General Psychology - Advanced Placement Credit	
	GRMN 1001	Elementary German I	C 4 Spring 2009
	Satisfied by	GER1120 - Begin German I - Fl Commun Colg At Jacksonville	
Area G Major - History		Catalog Year: 2013-2014	Credits Required: 30
		GPA: 3.70	Credits Applied: 4
<b>Unmet conditions for this set of requirements:</b>		26 Credits needed 11 Credits in residence needed	
<b>AREA G - 30 CREDITS</b>			
<input checked="" type="checkbox"/> CTW: Introduction to Historical Studies	HIST 3000	INTRO TO HIST STUDIES-CTW	A- 4 Spring 2012

At the bottom of the Academic Evaluation are more blocks that will appear if there are any courses that fall into these blocks:

- **Courses Not Used for this Program**
- **Insufficient, Withdrawn, Repeated**
- **In-Progress**
- **Not Counted**

**Courses Not Used for this Program** includes courses that *might* be applied if Degree Works could match them to any degree requirements.

<b>Courses Not Used for this Program</b>		<b>Credits Applied: 37</b>	<b>Classes Applied: 13</b>
BIOL 2099	GENERAL CREDIT	A	3 Spring 2009
<b>Satisfied by:</b> BSC2050 - Biology/Environ Syst - FI Commun Colg At Jacksonville			
CRS 1099	GENERAL CREDIT	A	1 Spring 2009
<b>Satisfied by:</b> ESC1000L - Earth/Space Sci Lab - FI Commun Colg At Jacksonville			
CRS 1099	GENERAL CREDIT	C	3 Spring 2009
<b>Satisfied by:</b> ESC1000 - Earth & Space Sci - FI Commun Colg At Jacksonville			
ECON 2105	Prin. Of Macroeconomics	B	3 Spring 2009
<b>Satisfied by:</b> ECO2013 - Prin Econ I - FI Commun Colg At Jacksonville			
ENGL 2130	AMERICAN LITERATURE	B	3 Spring 2009
<b>Satisfied by:</b> AML2020 - FI Commun Colg At Jacksonville			
GEOG 2099	GENERAL CREDIT	C	3 Spring 2009
<b>Satisfied by:</b> GEO2420 - Cultural Geography - FI Commun Colg At Jacksonville			
HIST 2110	SURVEY OF U. S. HISTORY	K	3 Spring 2012
<b>Satisfied by:</b> HIST2110 - Survey of U.S. History - Advanced Placement Credit			
HUM 2099	GENERAL CREDIT	A	3 Spring 2009
<b>Satisfied by:</b> HUM2020 - Humanities Forum - FI Commun Colg At Jacksonville			
MATH 1099	General Credit	A	3 Spring 2009
<b>Satisfied by:</b> MGF1107 - Math/Liberal Arts 1 - FI Commun Colg At Jacksonville			
MATH 1099	GENERAL CREDIT	B	3 Spring 2009
<b>Satisfied by:</b> MGF1106 - TPCS in College MA - FI Commun Colg At Jacksonville			
MUS 3810	History Of Afr-Amer Music	C+	3 Fall 2002
<b>Satisfied by:</b> MUH3055 - Afro Amer Mus Heritg - University Of North Florida			
POLS 1101	American Government	K	3 Spring 2012
<b>Satisfied by:</b> POLS1101 - American Government - Advanced Placement Credit			
SPCH 1500	PUBLIC SPEAKING	B	3 Spring 2009
<b>Satisfied by:</b> SPC2608 - Fund Public Speaking - FI Commun Colg At Jacksonville			

**Insufficient, Withdrawn, Repeated** includes courses with insufficient grades, or which you repeated for a better grade.

<b>Insufficient, Withdrawn, Repeated</b>		<b>Credits Applied: 0</b>	<b>Classes Applied: 18</b>
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	F	0 Fall 2002
<b>Satisfied by:</b> POS2041 - Amer Govt & Politics - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Fall 2002
<b>Satisfied by:</b> ENC1101 - English Comp I - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Fall 2002
<b>Satisfied by:</b> POT3075 - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	F	0 Fall 2002
<b>Satisfied by:</b> AMH3932 - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	F	0 Fall 2002
<b>Satisfied by:</b> AMH3202 - U.S. Since Ww I - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Fall 2002
<b>Satisfied by:</b> AMH3192 - 19th Cent Amer - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	F	0 Fall 2002
<b>Satisfied by:</b> HIS3932 - Soviet Russia - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Fall 2002
<b>Satisfied by:</b> GEO2420 - Cd-Cultural Geography - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Fall 2002
<b>Satisfied by:</b> GLY2001C - Earth Science - University Of North Florida			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Spring 2009
<b>Satisfied by:</b> POS2112 - State And Ld Gov - FI Commun Colg At Jacksonville			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Spring 2009
<b>Satisfied by:</b> AMH2047 - FI Commun Colg At Jacksonville			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Spring 2009
<b>Satisfied by:</b> MAC1105 - College Algebra - FI Commun Colg At Jacksonville			
NONE XXXX	NO CREDIT IN CURRENT PROGRAM	W	0 Spring 2009
<b>Satisfied by:</b> ESC1000L - Earth/Space Sci Lab - FI Commun Colg At Jacksonville			
NXFR XXXX	NON TRANSFERABLE	FN	0 Fall 2002
<b>Satisfied by:</b> MUH2012 - Enjoyment Of Music - University Of North Florida			

**In-Progress Courses** includes all courses the student is taken during the current term, any courses the student has registered to take in the next term, and any courses that have been built into the student’s “Look Ahead” plan.

**Not Counted** shows any course(s) that are, by definition, ineligible for degree credit. Examples will include Orientations, Physical Education “skills” courses, etc.

In-progress				Credits Applied: 10	Classes Applied: 3
BIOL 1104K	INTRODUCTORY BIOLOGY II	NA	4	Fall 2013	
GRMN 1002	ELEMENTARY GERMAN II	NA	3	Fall 2013	
HIST 1112	SUR. OF WORLD HIST SINCE 1500	NA	3	Fall 2013	
Not Counted				Credit Applied: 1	Classes Applied: 1
GSU 1010	NEW STUDENT ORIENTATION	Maximum number of classes exceeded	A	1	Spring 2013
<b>Legend</b>					
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input type="checkbox"/> (T) Transfer Class			
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<input type="checkbox"/> @ Any course number			
* Prerequisites exist for this course					
<b>Disclaimer</b>					
This Academic Evaluation is not your transcript or your official notification of completion of degree/certificate requirements. However, you are encouraged to use this Academic Evaluation as a guide when planning your progress toward completion of the above requirements. Your Academic Advisor may be contacted for assistance in interpreting this evaluation. Contact the Graduation Office for your official degree/certificate completion status. To obtain a copy of your academic					

**NOTE:** If a student under an earlier Catalog Year changes their degree and their catalog year changes to fall 2013 or later, the student should be made aware that their degree audit will follow a new format. Refer these students to the Registrar’s office webpage for the Degree Works student tutorials and instructions.

For additional information about the Degree Works Academic Evaluation, please view the Degree Works Tutorials:

- Degree Works Academic Evaluation Overview
- The GPA Calculator in Degree Works
- The What If Academic Evaluation
- The Look Ahead Feature
- The Registration Checklist View
- The Diagnostic Report View