

Degree Evaluation Information for Students



IMPORTANT NOTE: Utica College uses Curricula Advising and Program Planning, hereby referred to as the *degree evaluation*, to evaluate your progress toward earning your degree. This degree evaluation is a valuable tool in helping you identify what courses are needed in order to meet your goals. We have attempted to build the degree evaluation rules to handle as many unique situations as possible, however, if you feel the system has not handled your specific situation correctly, please consult with your adviser. Your adviser will work with the Registrar's Office to answer any of your questions and if deemed appropriate, develop additional rules in order to reflect your unique situation.

It is important to understand that the degree evaluation is only a tool. It is not an official report. Final graduation decisions are made by the faculty.

HOW TO RUN A DEGREE EVALUATION

- Log in to Banner Web
- Click on "Student and Financial Aid"
- Click on "Student Records"
- Click on "Degree Evaluation"
- Select the term and click "Submit"
- Your curricula information will display. This includes your major(s), minor(s), concentration(s), and catalog term (the term you matriculated at UC). Please verify that this information is correct since it controls what rules are used to create your Degree Evaluation.
 - If you have more than one program, you will need to review them one at a time.
 - If your program information is incorrect, undergraduate students need to go to your academic school office to complete a Program Change Form. Graduate students, contact the Office of Graduate Studies.
- Click "View Previous Evaluations" or "Generate New Evaluation" at the bottom of the page and follow the prompts.
 - If you choose to view a previous evaluation, a list of previously run evaluations will be displayed. Choose the evaluation with the most recent date. Any courses added to your transcript since this evaluation was produced will not display.
 - If you choose to generate a new evaluation, when you click the "Generate Request" button, you will have to wait a few moments. The more credits you have on record, the longer this will take. It can take several minutes.

HOW TO READ YOUR DEGREE EVALUATION REPORT

- The Program Evaluation Header displays the curricula information you are being evaluated against. Please ensure this information is correct – especially the Program, Major, Minor, and Concentration.
- If your anticipated degree date is incorrect, please email the correct information to Registrar@utica.edu with your name and student ID#.
- Your degree requirements are separated by areas. Each area displays a descriptive title followed by the words "**Met**" if you have completed all requirements or "**Not Met**" if you are missing courses or have fallen below the required GPA for the area.

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- Core Complete Undergraduates: If you are an undergraduate who transferred in with an Associate’s degree or if you transferred in at least 57 credits from a 4-year institution, all **General Education** areas should be flagged with “Transfer – Core Complete”. If your core is complete, but it is not showing that way in the degree evaluation, your adviser should contact the Registrar’s office for review.
- Each area will list the courses you have taken that satisfy the requirement. The following information is provided:
 - Term you took or transferred the class
 - Course Taken (course prefix, number, and title)
 - # of credits earned and used toward the requirement
 - Grade received:
 - Transferred grades will be flagged with a “T” (a transferred B+ will display as TB+, as shown in the example below).
 - If you originally received an Incomplete in a class, the grade will show with an “I” in front of it. The “I” does not affect GPA calculations.
 - Currently enrolled courses show a grade of “****”.
 - The degree evaluation assumes you will pass all currently enrolled courses with a grade of C or better and includes these credits in all calculations. If you do not successfully complete a class, your degree audit will be adjusted.
 - *The official count of your total credits earned is your **transcript**.*

Met **Area : GE2 Natural Sciences**

One course from two of the following categories (one must be a four-credit laboratory course): Biology: BIO 101 & 102, BIO 111(3 credits), BIO 111 & 111L (4 credits), BIO 112/PSY 207, BIO 113, BIO 211 Chemistry: CHE 103, CHE 211 Environmental Science: ENV 201 Geology: GOL 105, GOL 115, GOL 225, GOL 226 History & Philosophy of Science & Technology: HPS 126 Physics: PHY 116, PHY 123, PHY 163, PHY 151, PHY 261

Fall 2010	CHE	211	General Chemistry I	4.00	B+		
Fall 2009	BIO	101	Anatomy & Physiology I	4.00	C		
Total Credits:				8.00	GPA :	2.65	

Not Met **Area : GE2 Social Sciences**

History and Heritage - Must take one of the following courses: ANT 251D, HIS 125, HIS 135D, HIS 145D, HIS 165D. Social Institutions and Processes - Must take one of the following courses: ECN 141, GOV 101, IST 101D. Individual, Culture, and Society: Must take one of the following courses: ANT 101D, PSY 101, SOC 151D. Note: One course must be designated as a diversity course.

Summer 2010	HIS	125	America and the World	3.00	TB+		
Fall 2009	PSY	101	Introduction to Psychology	3.00	C		
Total Credits:				6.00	GPA :	2.00	

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Frequently Asked Questions

- **What if my Degree Evaluation is wrong?** First of all, *do not panic*. If you feel your Degree Evaluation is wrong, meet with your adviser to discuss your concerns. Your adviser will then contact the Registrar's Office for resolution if needed.
- **Is my Degree Evaluation the same as my transcript?** **No.** The Degree Evaluation is only a tool that may be used to help you plan and track your progress toward a very specific goal.
- **Why doesn't the hours earned and GPA on my Degree Evaluation agree with the hours earned and GPA on my transcript?** The official record of credits earned is your transcript. Your degree evaluation includes currently-enrolled classes and assumes you will pass all of them with at least a C. For total credits earned and your official GPA, you should look at the *Earned Hours* column on your *transcript*. The Earned Hours and GPA on your Degree Evaluation include only those courses that are passed with a satisfactory grade as defined by the requirements of your degree program.
- **Why wouldn't a course show up on my Degree Evaluation?** The most common reasons a course may not show up are:
 - Due to an insufficient grade
 - Incomplete or "V" grades are considered *insufficient*
 - If you place a course on pass/fail that isn't normally a pass/fail course
 - Courses that do not meet the minimum grade requirement for an area will display at the bottom of your degree audit under "Rejected Courses"
 - The course was graded since the last degree audit was generated. Generate a new evaluation, and the course should display.
- **I transferred in a course that should satisfy one of my degree requirements, it's showing on my transcript, but it's not showing in the right area of CAPP. What should I do?** Contact your adviser, providing specific information. If appropriate, your adviser will inform the Registrar's Office to make the necessary changes in your academic history.
- **I have taken all of the courses needed to satisfy my minor, why is it showing as Not Met (undergraduates)?** The vast majority of students who have a minor program of study show the minor as "Not Met". Minors almost always have to be evaluated *manually*. UC allows up to nine (9) hours of overlap between your major, core, and minor. The degree evaluation cannot be configured to allow only nine hours of overlap. Any courses that meet both a major or core requirement and a minor requirement will *not* display under the minor. Your minor requirements will be reviewed manually during the degree-awarding process.
 - If you want to check for yourself, look for the "missing" courses in your major or in core. If the missing courses display elsewhere, consider them "earned" for your minor. As long as you have no more than nine credits overlapping in this way, your minor will be awarded.
- **Why aren't all of my Liberal Arts courses showing in the Liberal Arts Area (undergraduates)?** If you were feel you have taken a Liberal Arts course that is not designated as such, you may request a review of the course by sending an email to registrar@utica.edu. Include your name, 9-Digit Id number, and the course information (course name and where it was taken).