Program Evaluation Guide for Graduate Students

I. <u>What is a Program Evaluation?</u>
The program evaluation is a degree audit. It's an internal SU document that presents a personalized "snapshot" of a student's academic coursework and progress toward degree completion. The program evaluation is thus a valuable tool for academic planning and course selection, as well as a great resource for ensuring that you are on track to graduate at your expected time.

II. <u>Where can I locate my program evaluation?</u>
To access your Program Evaluation:
- Log into SU Online
- Go to the Student Menu
- Under the "Academic Profile" Section in the bottom left corner, select "Program Evaluation
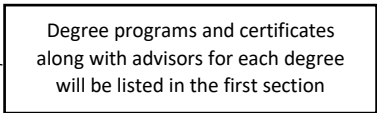- Select the program you wish to view, and click "Submit"

III. <u>How to read and interpret a Graduate Program Evaluation</u>
Below is a breakdown of the various sections of your program evaluation and what is included in each section.

Student and Program Information
Student profile and academic information are listed at the top of the Program Evaluation. If students are pursuing a certificate in addition to their degree, they will have a separate program evaluation for each one. Students doing a dual degree will have separate evaluations listed, but only one of them will be updated to include the dual degree curriculum for both programs.

```
07/24/19                              Seattle University
                          Program Evaluation - For Xxxx X. Xxxx (######)
                          ---------------------------------------------
Program: Professional Master of Business Administration (MBA.PRMB)
         Certificate in Global Business (CERT.GLBU)
         Certificate in Leadership Formation (CERT.LDRF)         Degree programs and certificates
                                                                 along with advisors for each degree
Advisors: Molly Countryman (Professional MBA)                    will be listed in the first section

Catalog: 18-19   Ant Completion Date: 01/22   Email Address: name@seattleu.edu

PREVIOUS INSTITUTIONS   DATES ATTENDED      TR CRED   DEGREE EARNED

Gonzaga University      08/01/08 - 12/01/12           Bachelor of Arts
```

Program Status
This section allows students to track their progress towards earning their degree. This section includes information about student credit totals, cumulative GPA, and minimum requirements for degree programs. Students must satisfy every requirement for their program and meet the minimum credit and GPA requirements in order to graduate.

NOTE: Even if a student's Program Status shows that they have met the minimum degree requirements for their program, they must officially apply to graduate through SU Online in order to have their records officially evaluated and their degree posted.

```
----------------------------------------------------------
Program Status: In Progress
                                  Credits
Minimum Required                   54.00
Completed at SU                    35.00
Transfer/Test/Other Credit          0.00
Currently Registered (*)           15.00
----------------------------------------------------------
Estimated Remaining(**)             4.00

(*) Anticipates completion of in-progress and registered courses.
(**)Estimated credits needed to reach the minimum required
    credits. Meeting the minimum credit requirement does not
    necessarily mean that all program requirements have been
    fulfilled; see program requirements below.

              Minimum  Actual  Met/Not Met  Major
SU CUM GPA     3.000   3.760        Met

CUM GPA POINTS/CUM GPA CREDITS: 131.60/35.00
```

See Program Status "Key" below

"Currently Registered" includes courses a student is enrolled in and has pre-registered for upcoming quarters.

"Estimated Remaining" indicates how many credits a student needs to complete to reach the minimum credit requirement – this does **NOT** necessarily mean that all program requirements have been met. **Please look carefully at the specific program requirements below**.

Cumulative GPA and minimum GPA requirements can be found at the bottom of this section; Graduate are required to maintain a cumulative GPA of 3.0 or higher.

Program Status Key:

- **In Progress** – not all degree requirements are complete/pre-registered
- **Anticipated Complete** – all remaining requirements have been registered for, but course work is still in progress. Program Status should display "Anticipated Complete" for the quarter a student plans to graduate
- **Complete** – all degree requirements have been met but the degree is not yet posted

Program Requirements

This section displays a student's program requirements and whether they have been fulfilled. The codes listed below are used to indicate the status of each program requirement. Credits shown in parentheses have not yet been earned but are anticipated to be earned before the listed anticipated graduation date.

Requirement Status Key:

C, I, N, P: noted on the left side of the Program Evaluation
- **C = Complete:** a requirement or group of requirements is complete
- **I = In Progress:** a requirement or group of requirements is partially complete
- **N = Not Started:** a requirement or group of requirements has not been started
- **P = Pending Completion:** a requirement or group of requirements is registered for but not yet completed

IP, PR, TE: course status codes, noted at the end of the course information line
- ***IP = In Progress**
- ***PR = Pre-Registered** for a course in a future term
- ***TE = Transfer course equivalency** (SU course/Transfer course). Since grades earned in transfer do not affect the SU GPA, the grades for transfer courses are not listed.
- ***NE= Non-course Equivalency -** usually assigned to pre-requisites or preparatory coursework that was completed outside of SU

Courses are listed in the following order: Department Prefix and course code, quarter taken, grade received, and number of credits.

```
I) 1: PMBA Requirements
   Credits Completed: 19.00
   GPA Achieved/Needed: 3.589 / 3.000
   Complete all 5 subrequirements:
   I) A: Preparatory Work
      > Note: These requirements must be completed
      > by the end of the first year in the program.
      N) BUSINESS CALCULUS
         MBA-CALCRS_____ 1 course needed
      C) PROFESSIONAL WRITING
         MBA-COMSKS......... 09/11/18 ---    0.00  *NE

   I) B: Prereq Business
      > Students must have completed satisfactorily coursework
      > in statistics and financial accounting. The alternatives
> may
      > be online courses, self-paced tutorials, waiver exams, or
      > other options deemed appropriate by department faculty.
      > Statistics and financial accounting will need to be
      > completed prior to entering the Analytical Core or
      > quantitative elective courses.
      N) Basic Statistics
         ECON-5000_____ 1 course needed
      C) Introduction to Financial Accounting
         ACCT-5030.......... 09/11/18 ---    0.00  *NE


   I) C: Req'd Core Courses
      > Complete the following:
         MBA-5205............ 18SQ     A      4.00
         MBA-5210............ 18FQ     A      3.00
         MBA-5215............ 19WQ     A      3.00
         MBA-5220............ 18SQ     B+     3.00
         MBA-5225............ 18FQ     A      3.00
         MBA-5230............ 19WQ     B      3.00
         MBA-5235............ 18SQ     A-     1.00
         MBA-5240_____ 1 course needed

   I) D: Electives
      > Complete the following:
      P) 3 CREDITS OF GLOBAL BUSINESS
         MGMT-5940........... 19RQI    ___  (  3.00) *PR
      I) 27 CREDITS OF GENERAL ELECTIVES
         MGMT-5380........... 18WQ     A      3.00
         MKTG-5330........... 18FQ     A      3.00
         IS-5320............. 19WQ     A-     3.00
         OPER-5310........... 19SQ     A      3.00
         IS-5305............. 19RQ8    ___  (  3.00) *IP
         INBU-5940........... 19RQI    ___  (  3.00) *PR
         FINC-5050........... 19FQ     ___  (  3.00) *PR
         FINC-5130........... 19FQ     ___  (  3.00) *PR
         _____ 3 credits needed

   N) E: Capstone
      > Complete one of the following:
         > MBA-5500, MGMT-5340 or MGMT-5990
         _____ 1 course needed
```

Program Requirements are broken down into sections such as preparatory work, prerequisite coursework, core courses, electives, and capstone.

"NE" indicates that the requirement was met by a "non-course equivalency."

Number of credits earned. Credits that have not yet been earned, but are anticipated to be earned, are in parentheses.

The quarter a course was taken is indicated by a code that includes the year and quarter abbreviation. The two-digit year is first followed by the quarter.
  FQ=Fall Quarter
  WQ=Winter Quarter
  SQ= Spring Quarter
  RQ8= Summer Quarter (8-week session)
  RQI= Summer Quarter (Intersession)

"PR" indicates pre-registration for a course in a future term.

"IP" indicates a course that is currently in-progress.

Courses that still need to be completed are marked with "1 course needed" or "# credits needed"

General Electives

This section captures additional coursework that has been taken/completed that isn't a requirement for the degree or that won't be counted towards the degree. This may include additional courses completed, withdrawn courses, and courses that did not receive passing grades (students need to earn a C or above to have the course count). This section will also capture any additional prerequisite coursework that has been waived. This section includes additional information about the credits registered, and credit earned, for each course.

```
General Electives:              Registered  Earned
                                Credits Credits
ECON-2100........... 18FQ      W     5.00      0.00    *S(D)
FINC-5000........... 11/27/18        0.00      0.00    *NE
MBA-508............. 11/27/18        0.00      0.00    *NE
(Credits in parentheses are anticipated earned)
```

"W" indicates a course withdrawal. These classes are also marked with a "S" to indicate that they are there for status only, and not applied to the program.

Codes/Notes

The code section provides the legend for the codes used on the program evaluation above. The notes section indicates the names of staff members in the Office of the Registrar who updated a student's Program Evaluation, the dates of updates, and any notes.

```
                        CODES

*C  - Complete
*IP - In Progress
*NE - Non-course Equivalency
*S  - Status - Courses not applied to program
============================================================
                        NOTES
July 17 2018 9:22 AM Katie Grothe
Leadership Formation Cert added

August 7 2018 7:54 AM Katie Grothe
PEP processed re: INBU 5310

November 20 2018 12:22 PM Katie Grothe
2nd degree in PMBA dropped

June 12 2019 2:47 PM Katie Grothe
PEP processed re: MGMT 5375

June 26 2019 9:51 AM Cham Nguyen
Student has an N grade of MGMT 5960 from summer 2018.
```