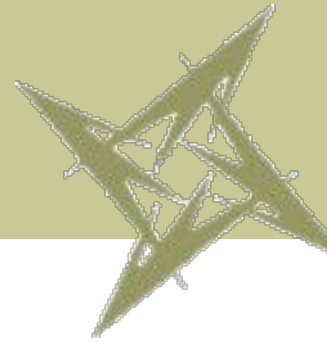


A User-Friendly Guide on How to Read Your Academic Evaluation



What is an Academic Evaluation?

Academic Evaluations are reports created for all matriculated SCA students. The evaluation is an academic planning document that matches the courses you have completed and for which you have registered with an outline of the graduation requirements for your major. It is a computer print-out titled "Academic Evaluation" and is sometimes referred to as a Degree Audit. It serves as a record of progress toward fulfilling degree requirements.

How will an Academic Evaluation benefit me?

As a student, you are responsible for ensuring that you meet all of your degree program requirements. The **Academic Evaluation** can help you to do this. You should:

1. Carefully and thoroughly review your **Academic Evaluation** each semester before you meet with your faculty advisor for academic planning.
2. Have a copy of your **Academic Evaluation** in front of you when consulting with your advisor by phone or bring it with you to each advisement meeting.
3. Keep in mind that any exceptions to published requirements for your major must be approved in writing by your advisor and department chairperson for that requirement (i.e. Psychology chairperson for PSY course), using the "Undergraduate Substitution/Waiver Form." Waivers or substitutions can be recorded in your **Academic Evaluation** only when the completed form is submitted to the Office of Student Services.
4. Ask questions of your advisor until you are satisfied that you understand what you need to know to track your progress toward graduation.

Useful Academic Evaluation Sections

A. Heading

1. TOP OF PAGE: Date Report Printed, Student's Name, Sage ID number.
2. PROGRAM: Major student is enrolled in; CATALOG: The Sage catalog year in which your requirements are found. This is determined by the year you matriculated at Sage.
3. ANT. COMPLETION DATE: The month and year you are expected to complete your degree. If you believe that this should be adjusted, please stop by the Office of Student Services and someone can change that for you.

B. Column 1

1. ADVISOR NAME: Each student is assigned a faculty advisor; COUNSELOR'S NAME: Each SCA student is assigned a Career Specialist based on his/her major.
2. CREDITS & GPA information: This section contains two components – institutional credits and total credits (transfer, AP, etc). The bottom section shows your Sage GPA along with - # of total credits "Earned," "In progress," and "Remaining."

C. Program Status

1. Summary information:
Total credits and GPA required and achieved and a statement as to whether or not all requirements have been completed. Each semester you will receive an updated DEGREE AUDIT. You will need to verify if it is correct and that the "Earned" credits column is accurate.

- If you are a *transfer student*, you must have at least 45 Sage credits for a bachelor's degree and 30 Sage credits for an associate degree in order to graduate. (For the bachelor's degree: Latin Honors requires 45 credits at Sage at or above the 200 level.)

2. Degree Requirements:

Components of the **Academic Evaluation** include Required Courses and/or Required Categories such as: Major Requirements, Liberal Arts & Sciences Requirements, and LIFE Curriculum/General Education Requirements. The last section called "Other Courses" gives a listing of all courses which do not fulfill specific degree requirements, *but* are credits that are included in your overall credit total, which appears on page one. (Each degree program has free electives or credits that are needed to achieve the minimum number of credits required to graduate).

3. You will see on your **Academic Evaluation** that some courses fulfill requirements in more than one section, but the credits are only counted ONCE. All courses completed and/or for which you are registered in the current or upcoming term are shown in the applicable section of the **Academic Evaluation**.

D. Comment Codes

These codes are the key to understanding your **Academic Evaluation**.

1. Status or Codes that appear to left of each section number:

N = <u>Not started</u>	You have not registered for or completed any courses which apply to this section.
I = <u>In progress</u>	You have started, but not yet completely fulfilled, the requirement(s) for this section.
C = <u>Complete</u>	You have fulfilled the requirement(s) for this section.
W = <u>Waived</u>	Your advisor and Department Chairperson have agreed to waive this requirement.
P = <u>Pending</u> <u>current</u> <u>semester</u>	Based on successful completion of courses for which you are currently registered, this requirement will be complete.

2. Codes that appear after each course:

★ IP = In progress	The course is currently in progress in the current semester.
★ PR = Pre-registered	The course is pre-registered for the next semester.
★ TE = Transfer equivalency	This code designates a course accepted for credit from another institution.

Once you become familiar with the **Academic Evaluation** format and codes, you will be able to understand and use it to chart your progress. Reading your Catalog or consulting your advisor can answer most questions you may have. ***The student is ultimately responsible for ensuring that all degree requirements are fulfilled.***

Academic Evaluation FAQs

For more information on how to read your academic evaluation, please look in SageAdvisor. Under the Academic Profile menu, click on the link to, "Academic Evaluation FAQ".