Degree Evaluation
Advisor Access Guide
The following is an overview for accessing and viewing Degree Evaluations. The Degree Evaluation (also called the degree audit report) is a resource for students and advisors to track student requirements toward graduation. It includes course, GPA, advancement to candidacy, and other degree requirements. As students complete coursework and clear milestones, a green box with a check mark will appear next to that requirement.

The degree requirements shown on a student’s audit are those published in the Catalog for the term the student was admitted. Any changes to the Catalog will only impact students admitted in the year those changes take effect. To submit a formal curriculum proposal, please visit Curriculum Services.

If you have any questions, please contact Graduate Studies:

Email: gradaudit@sdsu.edu  
Phone: (619) 594 - 5213  
Campus: Student Services East (SSE) 1410  
Hours: Mon - Fri, 9 am - 4:00 pm

**Accessing and Reading the Degree Evaluation**

1. **Access**: The degree evaluation is accessed by logging into my.SDSU and clicking on the ‘Degree Evaluation’ tile.

   Alternatively, you can go directly to the Degree Evaluation website [here](#).
2. **Log in.** Use your SDSUid credentials

3. **Enter a student’s Red ID.** In the ‘Students’ tab, enter a Red ID or search by name.
4. **Request an Audit.** Click on ‘Run Declared Programs’.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
<th>Marker</th>
<th>Value</th>
<th>Type</th>
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<td>2021</td>
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5. **Allow Degree Audit to be prepared.** A processing symbol will appear until the audit is ready to view.

6. **View Audit.** Click ‘View Audit’.

Hitting the "Run Audit" button will run a new degree evaluation.
7. Reading the Audit.
   
a. The “Bars and Charts” show a summary of the degree requirements, what is currently in progress, and how many requirements are missing.

b. The GPA section will outline the university GPA requirements and will include cumulative GPA, POS GPA and transfer GPA (if applicable).

   Minimum GPA Requirements

   The following grade requirements are necessary for advancement to candidacy and graduation:
   - 3.00 Post-baccalaureate cumulative GPA
   - 3.00 Total Program of Study GPA
   - C or better grade for all Program of Study courses (unless otherwise specified in degree requirements)

   Post-baccalaureate cumulative GPA: 3.00 or higher. Also necessary for good academic standing. View unofficial transcript for your cumulative GPA.

   Total Program of Study GPA
   NEEDS: 3.00 GPA

   c. Program specific advancement requirements will be listed. Once completed, the text will no longer be available and the date of advancement will appear.

   Advancement to Candidacy

   In addition to meeting the minimum GPA requirements listed above, the following is required to advance to candidacy:
   - Complete at least 12 units of Program of Study Courses with a minimum 3.00 GPA
   - Graduate Advisor recommendation
   - Graduate Studies approval
d. Total program of study units based on the program requirements.

**Program of Study Units**

- **Earned:** 6.0 UNITS
- **Needs:** 30.0 UNITS

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e. Program of Study Courses shows all of the required coursework listed in the Catalog. Courses will automatically count towards this section that are listed and taken as a matriculated student. Any section requiring “prior approval”, course substitutions, addition of transfer work/courses taken through Open University require a PAAR to be reviewed by Graduate Studies.

**Program of Study Courses**

- **CIV E 596 & 696** require prior approval

- **Area of Specialization:**
  - Needs: 12.0 UNITS
  - Select From: CIV E631, 632, 633, 634, 638

- **Additional CIV E & CON E courses at the 600-700 level:**
  - Needs: 3.0 UNITS
  - Select From: CIV E600 TO 781, CON E650 TO 655, ENV E637 TO 648

- **General Electives:**
  - Needs: 6.0 UNITS
  - Select From: CIV E500 TO 781, CON E520 TO 655, ENV E554 TO 648

- **Plan B Student:**
  - Needs: 3.0 UNITS
  - Select From: CIV E797, 798

- **Plan B Electives: Culminating Coursework:**
  - Needs: 6.0 UNITS
  - Select From: CIV E500 TO 781, CON E520 TO 655, ENV E554 TO 648

Meet with graduate advisor to switch to Plan A (thesis)
8. **Course and Requirement Legends.** Refer to the ‘Legend’ section for course and requirement meanings.

Courses:
- **IP** = In Progress: course in progress in current term
- **FP** = Future Progress: course scheduled for next term
- **RP** = Report in Progress: grade not yet posted
- **R** = Repeatable course
- **D** = Duplicate course, included in GPA, no units earned
- **X** = Course not included in GPA, no units earned
- **A** = Credit adjustment
- **-** = Repeatable course that has had its credit reduced

![Legend](image-url)