



College of
Graduate Studies

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

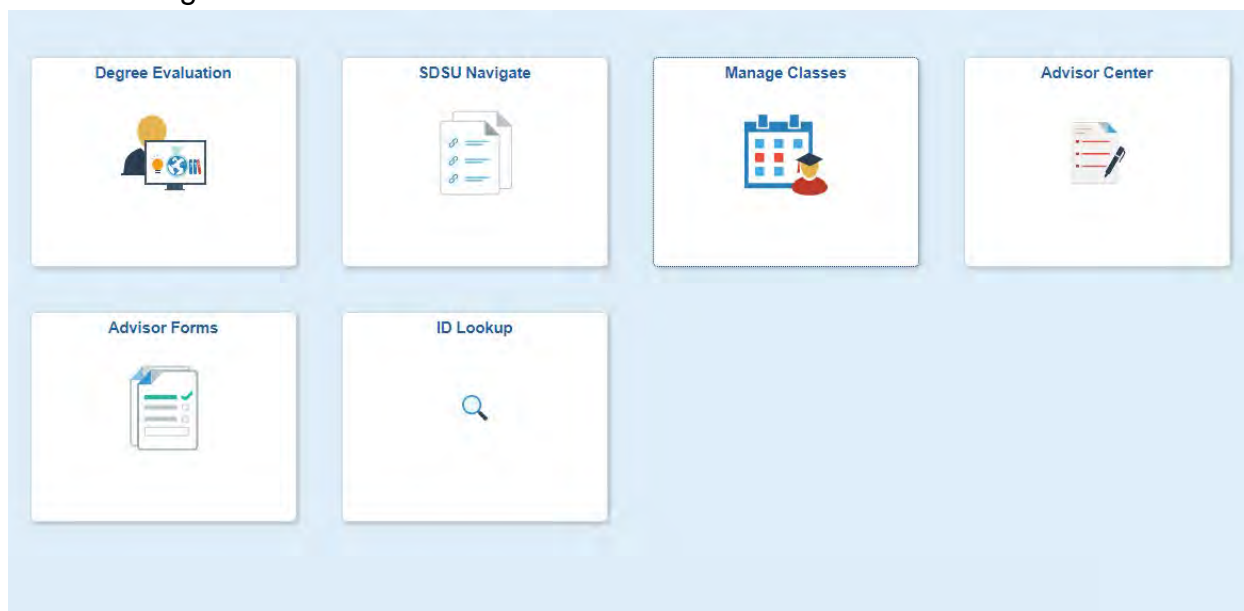
Phone: (619) 594 - 5213

Campus: Student Services East (SSE) 1410

Hours: Mon - Fri, 9 am - 4:00 pm

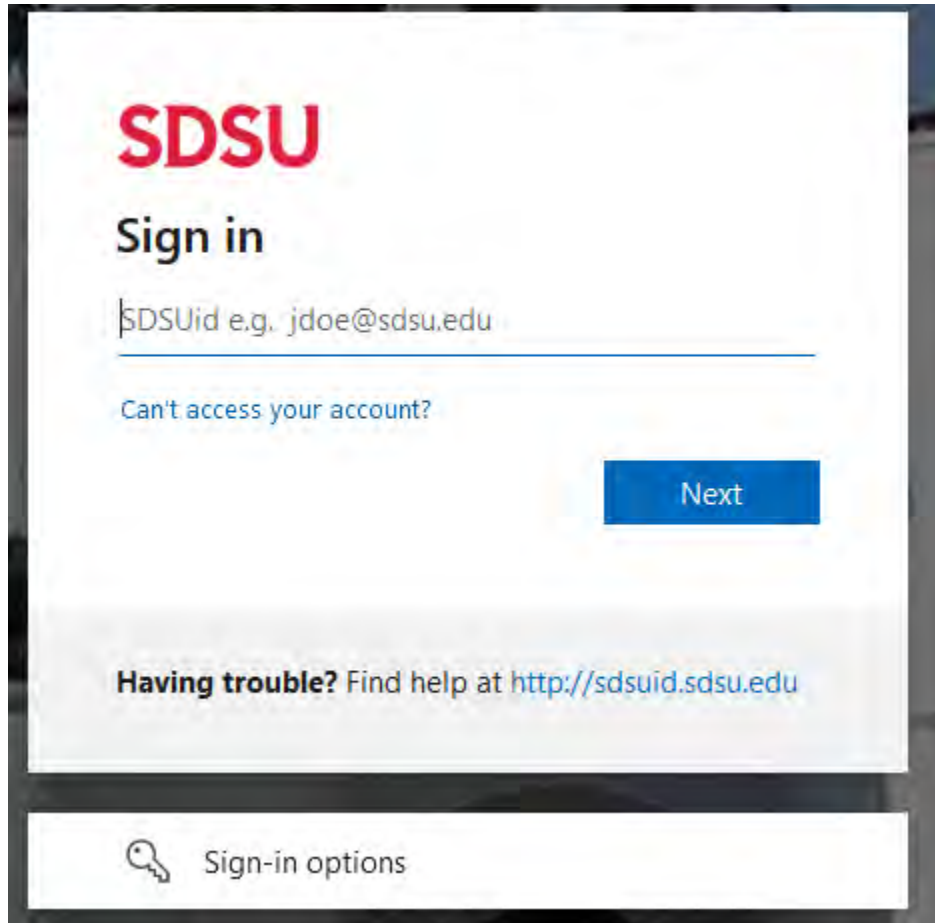
Accessing and Reading the Degree Evaluation

1. **Access:** The degree evaluation is accessed by logging into [my.SDSU](#) and clicking on the 'Degree Evaluation' tile.



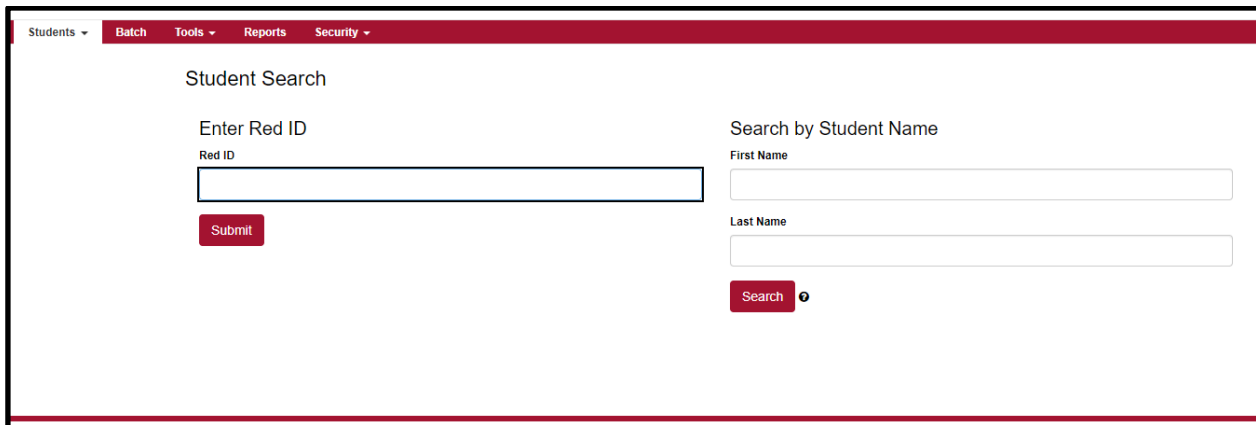
Alternatively, you can go directly to the Degree Evaluation website [here](#).

2. **Log in.** Use your SDSUid credentials



The screenshot shows the SDSU Sign in page. At the top left is the SDSU logo in red. Below it is the text "Sign in" in a large, bold, black font. Underneath is a text input field with a blue underline and the placeholder text "SDSUid e.g. jdoe@sdsu.edu". Below the input field is a blue link that says "Can't access your account?". To the right of the input field is a blue button with the text "Next". At the bottom of the main content area, there is a line of text: "Having trouble? Find help at <http://sdsuid.sdsu.edu>". At the bottom of the page, there is a white box with a key icon and the text "Sign-in options".

3. **Enter a student's Red ID.** In the 'Students' tab, enter a Red ID or search by name.



The screenshot shows a web interface for "Student Search". At the top, there is a navigation bar with "Students" selected, and other options: "Batch", "Tools", "Reports", and "Security". The main content area is titled "Student Search". On the left, under the heading "Enter Red ID", there is a text input field labeled "Red ID" and a red "Submit" button below it. On the right, under the heading "Search by Student Name", there are two text input fields: "First Name" and "Last Name". Below these fields is a red "Search" button with a magnifying glass icon.

4. Request an Audit. Click on 'Run Declared Programs'.

Request an Audit

[Run Declared Programs:](#)

| Degree Program | Title | Catalog Year | Marker | Value | Type | Catalog Year |
|----------------|-----------------|--------------|--------|-------|------|--------------|
| 776369 | M.S. Statistics | 2021 | | | | |

Advanced Settings [Click to view available options.](#)

5. Allow Degree Audit to be prepared. A processing symbol will appear until the audit is ready to view.

Please wait while your Degree Audit is prepared

[Cancel Running Audits](#)

| Program | Catalog Year |
|---------|--------------|
| ⌄ | |

6. View Audit. Click 'View Audit'.

Completed Degree Evaluations

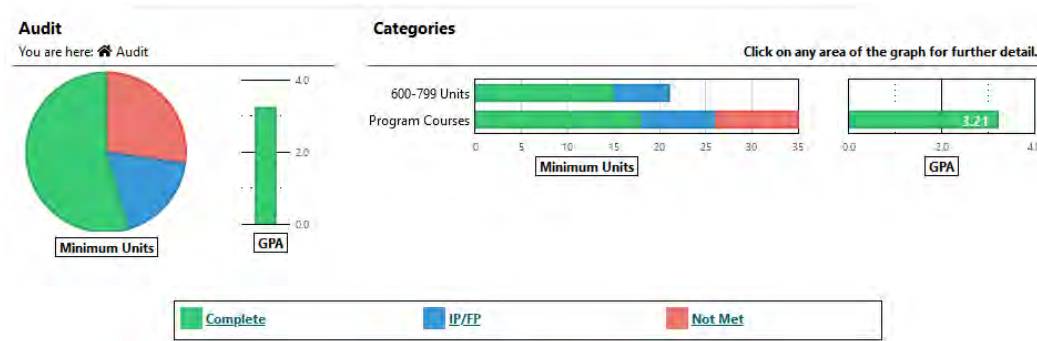
Hitting the "Run Audit" button will run a new degree evaluation.

| Program | Catalog Year | Created | Audit Type | Format | Run By | View |
|---------------------------------|--------------|--------------------|------------|-------------------------------------|-----------|----------------------------|
| M.S. Statistics | 2021 | 11/29/2022 8:54 AM | | <input type="button" value="HTML"/> | @sdsu.edu | VIEW AUDIT |



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: 3.000 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

- ✘** Graduate Studies approval
-

d. Total program of study units based on the program requirements.

x Program of Study Units

Earned: 6.0 UNITS

NEEDS: 30.0 UNITS

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.

x Program of Study Courses

CIV E 596 & 696 require prior approval

x Area of Specialization:

NEEDS: 12.0 UNITS

Select From: CIV E631, 632, 633, 634, 638

x 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

x General Electives:

NEEDS: 6.0 UNITS

Select From: CIV E500 TO 781 CON E520 TO 655 ENV E554 TO 648

x Plan B Student:

NEEDS: 3.0 UNITS

Select From: CIV E797, 798

x 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

 - Complete

 - IP/FP

 - Not Met