

## Instructions for Creating a Single Degree Audit Evaluation

### Introduction

The Evaluate Student Program form (EVAL) is the mnemonic to use for producing a single student's degree audit program evaluation. The form can be accessed in multiple ways through the Colleague UI:

1. Directly by typing EVAL into the search field
2. Through the form PGEC by selecting the magnifying glass next to the "Evaluate" field.
3. Through SACP, which allows access to PGEC by selecting the magnifying glass next to "DA Eval/Cust".

### Instructions

1. Go to the mnemonic EVAL.
2. If the student has more than one active program, select the program for the desired degree audit evaluation.
3. The evaluation criteria fields are prepopulated with default settings specifically set for TWU:

**EVAL - Evaluate Student Program**

Program : Biology - BS  
BIOLOGY.BS Catalog : 2014

Include Code/Cutoff Date: I In-Progress work included

Format: H HTML Report

Related Courses Policy: N Not Displayed

Always Show Extra Courses: No

Ignored Statuses: 1, 2, 3

- a. You will want to leave all of the settings at default except for "Format". The format is one setting you may wish to change.
  - b. The default format is set at HTML report, which produces the report in a color-coded, large font, and user-friendly format.
  - c. Other options are single and double column formats. These formats are basic text that use single alpha characters to mark progress. The single-column format does not reduce the length of the audit compared to HTML, however the double-column format produces a significantly more condensed version of the audit, which may be a better option if paper/space is an issue.
  - d. Examples of the three formats are provided at the end of this document.
4. After selecting the desired format, or leaving it at default, save out.
  5. A new window will open with the completed degree audit evaluation. Save as PDF or print to keep a record. \*\* (If single or double column format was selected, you will first need to export to a PDF from the Report Browser window). \*\*

TEXAS WOMAN'S UNIVERSITY  
Academic Evaluation  
Report Date: 02/25/16

**Student: Ms. Hannah K. Berg (11111111)**

Program: Biology - BS (BIOLOGY.BS)  
Catalog: 2014  
Anticipated Completion Date: 08/24/18  
E-Mail Address: [redacted]@twu.edu

## Format Examples

**HTML:**

**TEXAS WOMAN'S UNIVERSITY**  
**Academic Evaluation**  
 Report Date: 02/25/16

---

**Student: Ms. [REDACTED] ( [REDACTED] )**

---

**Program:** Biology - BS (BIOLOGY.BS)  
**Catalog:** 2014  
**Anticipated Completion Date:** 08/24/18  
**E-Mail Address:** [REDACTED]@twu.edu

---

**Advisor Name:**

---

**DISCLAIMER:**

This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University.

This is not to be considered an official certification of degree completion.

Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies.

---

**Program Summary: (In Progress)**

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	73.00	0.00	11.00	0.00
Institutional GPA:	2.000	3.808	Met		
Overall Credits:	120.00	147.31	0.00	11.00	0.00
Overall GPA:	2.000	3.627	Met		

(\*) Anticipates completion of in-progress courses

---

**Program Requirements:**

**1: 2014 Core Requirements (Pending completion of unfinished activity)**  
 Credits Earned: 42.99      Complete all 10 subrequirements:

**A: (10) Communication (Complete)**  
 Complete ENG 1013 and ENG 1023.  
 Credits Earned: 6

**Requirement: (Complete)**  
 Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. ENG*1013	COMPOSITION I		00/SP	TB	3	*TE
2. ENG*1000	Comp 2		00/FA	TB	3	*TE

**Single-Column Format:**

02/25/16	TEXAS WOMAN'S UNIVERSITY Academic Evaluation	Page 1
----------	---	--------

-----

Student.....: Ms. ( )  
Program.....: Biology - BS (BIOLOGY.BS)  
Catalog.....: 2014  
Ant Completion Date: 08/24/18  
E-Mail Address.....: atwu.edu

-----

Advisor Name:

DISCLAIMER:

This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University.

This is not to be considered an official certification of degree completion.

Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies.

Program Status: In Progress

	Required	Current.....	Anticipated(*).....		
		Earned	Remaining	Additional	Remaining
Institutional Credits:	30.00	73.00	0.00	11.00	0.00
Institutional GPA....:	2.000	3.808	Met		
Combined Credits:	120.00	147.31	0.00	11.00	0.00
Combined GPA....:	2.000	3.627	Met		

(\*) Anticipates completion of in-progress courses

-----

Statuses: W-Waived, C-Complete, I-In progress, N-Not started  
P-Pending completion of unfinished activity

-----

P) 1: 2014 Core Requirements  
Credits: 42.99  
Complete all 10 subrequirements:

C) A: (10) Communication  
> Complete ENG 1013 and ENG 1023.  
Credits: 6  
C) Requirement:  
Credits: 6  
ENG\*1013 COMPOSITION I..... 00/SP TB 3 \*TE  
ENG\*1000 Comp 2..... 00/FA TB 3 \*TE

C) B: (20) Mathematics  
> Complete one of the following courses: MATH 1013, MATH 1023, MATH 1303, MATH 1313, MATH 1703, MATH 1713, or MATH 2014.  
Credits: 3.33  
C) Requirement:  
MATH\*1303 ELEM ANALYSIS..... 07/SP TA 3.33 \*TE

C) C: (30) Life/Phys Sci

**Double-Column Format:**

02/25/16		TEXAS WOMAN'S UNIVERSITY		Page 1																															
Academic Evaluation - For Ms. ( )																																			
Program: Biology - BS (BIOLOGY.BS) Catalog: 2014 Ant Completion Date: 08/24/18 E-Mail Address: @twu.edu																																			
Advisor Name:			> BIOL > 1012, BIOL 1022, BIOL 1113, BIOL 1123, CHEM 1013, CHEM 1023, CHEM 1113, CHEM 1123, CHEM 1213, CHEM 1223, PHYS 1133, PHYS 1143, PHYS 2153, PHYS 2163, SCI 1114, SCI 1123, > SCI 2103, SCI 2113, ZOOLOGY 2013, ZOOLOGY 2023, and ZOOLOGY 2033. Credits: 6.66 C) Requirement: Credits: 6.66 BIOL*1012 HUMAN BIOLOGY.. 07/SP TA 2.66 *TE BIOL*1011 HUMAN BIOLOGY L 07/SP TA 0.67 *TE ZOOLOGY 2013 ANAT PHYS I... 07/SP TA 2.66 *TE ZOOLOGY 2011 HUMAN A P LAB.. 07/SP TA 0.67 *TE																																
DISCLAIMER: This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University. This is not to be considered an official certification of degree completion. Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies. Program Status: In Progress			C) D: (40) Lang/Phil/Cultr > Complete one of the following courses: ENG 2013, ENG 2033, > ENG 2043, ENG 2053, ENG 2073, ENG 2123, ENG 2133, ENG 2143, > PHIL 1023, PHIL 2033, PHIL 3053, PHIL 3073, PHIL 3083, WS 3083, PHIL 3193, WS 3193, or WS 2013. Credits: 3 C) Requirement: ENG*2043 WORLD LIT MASTER 03/FA TA 3 *TE																																
<table border="1"> <thead> <tr> <th></th> <th>Required</th> <th>Current Earned</th> <th>Remaining</th> <th>Anticipated(*)</th> <th>Additional Remaining</th> </tr> </thead> <tbody> <tr> <td>INSTITUTIONAL</td> <td>Credits: 30.00</td> <td>73.00</td> <td>0.00</td> <td>11.00</td> <td>0.00</td> </tr> <tr> <td>GPA.....</td> <td>2.000</td> <td>3.808</td> <td>Met</td> <td></td> <td></td> </tr> <tr> <td>COMBINED</td> <td>Credits: 120.00</td> <td>147.31</td> <td>0.00</td> <td>11.00</td> <td>0.00</td> </tr> <tr> <td>GPA.....</td> <td>2.000</td> <td>3.627</td> <td>Met</td> <td></td> <td></td> </tr> </tbody> </table> (* ) Anticipates completion of in-progress courses Statuses: W-Waived, C-Complete, I-In progress, N-Not started P-Pending completion of unfinished activity				Required	Current Earned	Remaining	Anticipated(*)	Additional Remaining	INSTITUTIONAL	Credits: 30.00	73.00	0.00	11.00	0.00	GPA.....	2.000	3.808	Met			COMBINED	Credits: 120.00	147.31	0.00	11.00	0.00	GPA.....	2.000	3.627	Met			C) E: (50) Creative Arts > Complete one of the following courses: ART 2403, ART 2413, > ART 2713, ART 3053, DNCE 2143, DNCE 2383, WS 2383, DNCE 2393, DRAM 2493, MU 2713, MU 2813, MU 3703, WS 3703, or MU 3713. Credits: 3 C) Requirement: DNCE*2393 UNDERSTANDING A 15/FA A 3		
	Required	Current Earned	Remaining	Anticipated(*)	Additional Remaining																														
INSTITUTIONAL	Credits: 30.00	73.00	0.00	11.00	0.00																														
GPA.....	2.000	3.808	Met																																
COMBINED	Credits: 120.00	147.31	0.00	11.00	0.00																														
GPA.....	2.000	3.627	Met																																
P) 1: 2014 Core Requirements Credits: 42.99 Complete all 10 subrequirements: C) A: (10) Communication > Complete ENG 1013 and ENG 1023. Credits: 6 C) Requirement: Credits: 6 ENG*1013 COMPOSITION I... 00/SP TB 3 *TE ENG*1000 Comp 2..... 00/FA TB 3 *TE			C) F: (60) American Hist > Complete HIST 1013 and HIST 1023. Credits: 6 C) Requirement: Credits: 6 HIST*1013 US HIST 1492-18 14/FA A 3 HIST*1023 US HIST 1865-PR 15/SP A 3																																
C) B: (20) Mathematics > Complete one of the following courses: MATH 1013, MATH 1023, MATH 1303, MATH 1313, MATH 1703, MATH 1713, or MATH 2014. Credits: 3.33 C) Requirement: MATH*1303 ELEM ANALYSIS.. 07/SP TA 3.33 *TE			C) G: (70) Gov/Politic Sci > Complete GOV 2013 and GOV 2023. Credits: 6 C) Requirement: Credits: 6 GOV*2013 U.S. NATIONAL GO 14/FA A 3 GOV*2023 TEXAS GOVERNMENT 15/SP A 3																																
C) C: (30) Life/Phys Sci > Complete 6 hours in the following courses: BACT 1003,			C) H: (80) Soc & Behav Sci																																