DEGREE EVALUATION

The degree evaluation module is a system in Banner that allows advisors to measure a student’s academic progress. Please note, the system does not replace the University Catalog and evaluation reports are not official. The degree evaluation module is constantly being updated to correct any omissions or errors in the rules.

Running an Evaluation:
• Log into Buzz In
• Click Faculty/Advising Tab
• Click Look Up Classes
• Click Faculty Services Tab
• Click Student Information Menu
• Click Degree Evaluation
• Select the current term, or the most future term for which the student has pre-registered, then click Submit
• Enter the student’s E number or Last and First Name and click Submit
• Verify the selection of the correct student and click Submit
• Scroll down to the bottom of the page and click Generate New Evaluation (Note: If the student wants to explore other programs of study you will need to use the What-if Analysis)
• Click the radio button next to the program for which you would like to run an evaluation and click Generate Request
• Click the radio button next to Detail Requirements and click Submit degree evaluation

Reviewing an Evaluation:
The first section of the degree evaluation report summarizes the student’s curriculum information and provides an overall list of degree requirements, such as overall GPA, etc.

The next section of the report is the Core Requirements Area. This lists courses on the student’s degree plan that are required and courses that have been successfully completed, courses in which the student is currently enrolled, and courses yet to be taken by the student.

The second section of the report is the Electives Area. This lists courses that are being used to fulfill the student’s electives taken for the degree.

Go to the bottom of the evaluation and click on the “Back to Display Options” at the bottom of the page. This takes you back to the radio button page and you would click on the radio button for the “additional Information” section of the audit/compliance and “Submit.”

The Additional Information Section gives the non-program requirements that must be met before the student’s degree can be conferred, as well as any in-progress courses being taken and any courses that are not being used to fulfill degree requirements.

What-If Analysis
This feature allows advisors to compare a student’s current academic history to the requirements of different programs. This can be extremely useful to students who are considering switching majors or major shopping.

Running a What-if Analysis:
• Log into Buzz In
• Click Faculty/Advising Tab
• Click Look Up Classes
• Click Faculty Services Tab
• Click Student Information Menu
• Click Degree Evaluation
• Select the current term and click Submit
• Enter the student’s E number or Last and First Name and click Submit
• Verify the selection of the correct student and click Submit
• Scroll down to the bottom of the page and click What-if Analysis
• Select the student’s entry term, or catalog term, and click Continue
• Select the desired program (listed by major) and click Continue
• Select the First Major
• Click Generate Request
• Click the radio button next to Detail Requirements and click Submit

For assistance or help with a degree evaluation, please contact the Graduate Office at 620-341-5403