

# STUDENT CAPP Degree Evaluation Manual for Graduate Programs

CAPP = Curriculum, Advising, and Program Planning

The CAPP Degree Evaluation is a real-time tool for you and your advisor to use in planning your degree program.

If your program is available for a CAPP degree evaluation, you should contact your advisor with any questions about the results. Then, if you and your advisor see adjustments that need to be made or have questions that cannot be resolved, please email jlane@mc.edu. For substitutions that need to be made, please provide the proper paperwork to the Graduate Office.

Graduate Students should contact their advisor or the Graduate Office with questions.

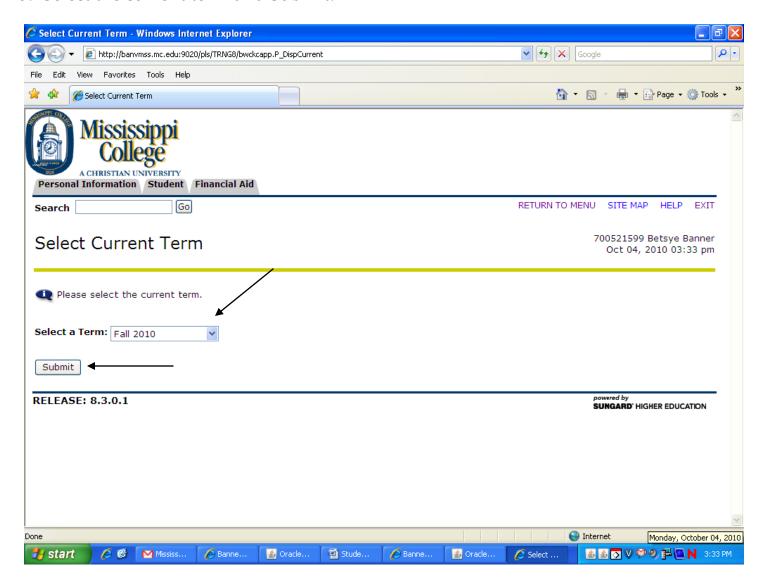
Graduate Office: 601-925-3891or email jlane@mc.edu.

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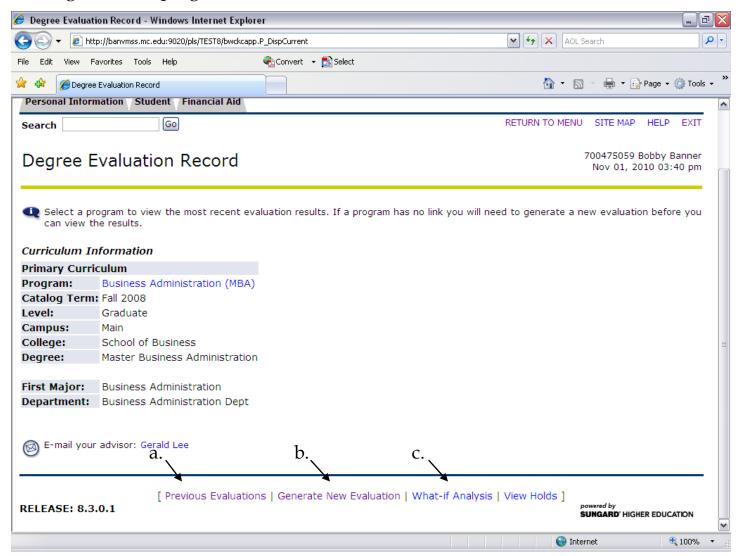
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## Generate a Degree Evaluation

- 1. Log in to Banner Web.
- 2. Select the Student Tab.
- 3. Select Student Records.
- 4. Select Degree Evaluation.
- 5. Select the current term and Submit.



6. Degree Evaluation Record will show your current curriculum including your catalog term and program.

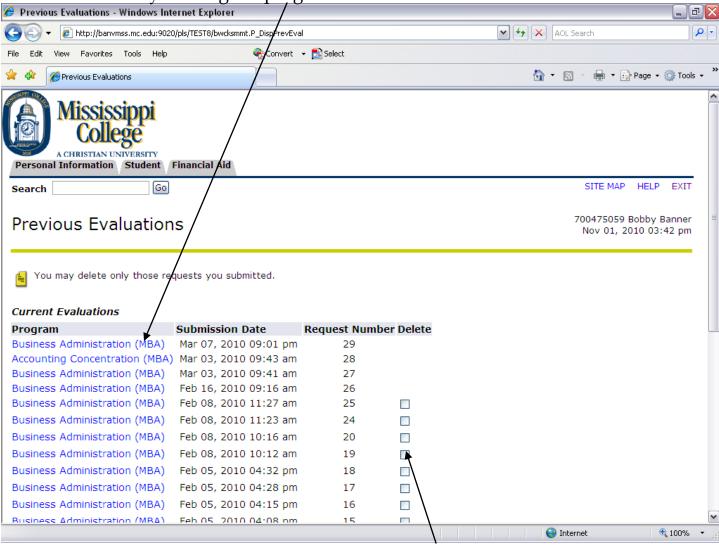


### **OPTIONS:**

- a. To view Previous Evaluations that have been created by you, your advisor, or the Registrar's Office, click Previous Evaluations. You may only delete any evaluations you generated.
- b. If you want to run a degree evaluation on your current curriculum, click Generate New Evaluation.
- c. If you want to run a degree evaluation on a different degree program than your current curriculum, click What-If Analysis.

a. If you click Previous Evaluations, then you can select the evaluation you would

like to view by clicking the program link.

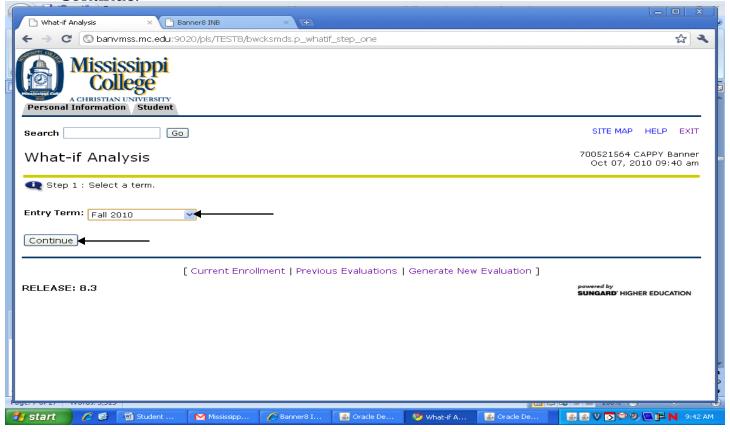


Any that have a check box beside them are the degree evaluations you generated, and you may choose to delete these. The ones that do not have a check box were generated by your advisor or the Graduate Office.

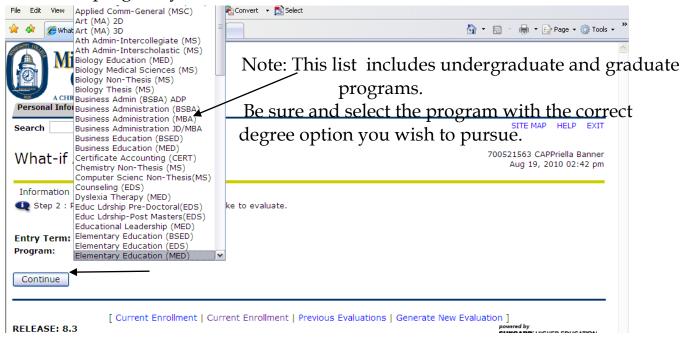
b. If you click Generate New Evaluation, click in the radio button next to Program, select the current term, and then press Generate Request.



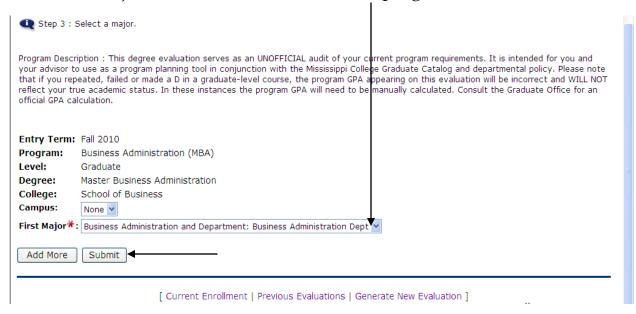
c. If you click What-If Analysis, select the Entry Term(the term you entered MC or the year of the catalog you are following) on the drop down menu. Click Continue.



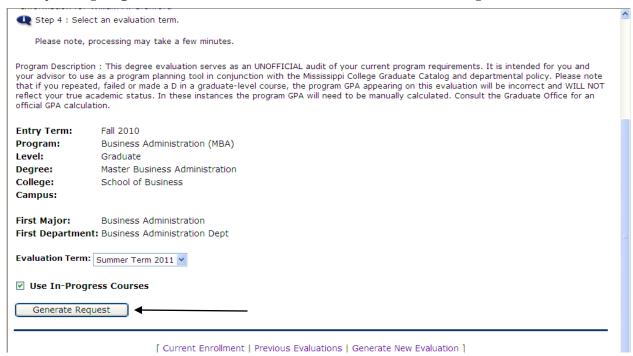
Select the program you would like to evaluate and click Continue.



Select the major associated with the selected program. Click Submit.



## Verify the program selected is correct. Click Generate Request.

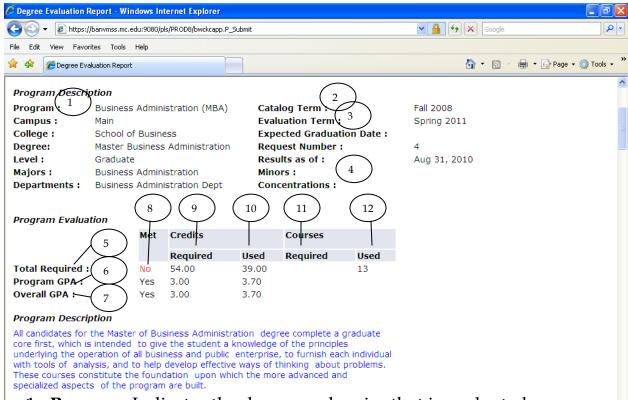


It may take a few minutes for the degree evaluation to generate and then you should see the Degree Evaluation Report. (See page 8 for instructions on How to Interpret a Graduate Degree Evaluation.)

# How to Interpret a Graduate Degree Evaluation

## **Program Description**

The Program Description section displays general information for the evaluation such as Program, Degree, Major, etc.

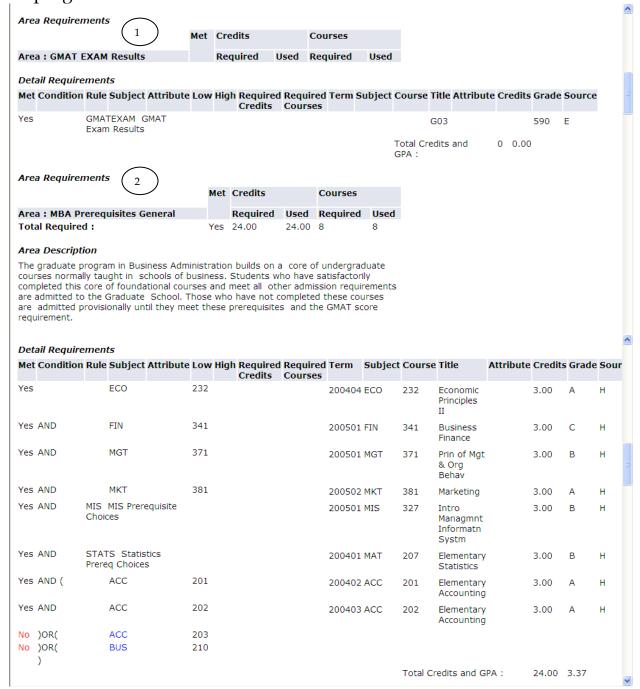


- 1. **Program:** Indicates the degree and major that is evaluated.
- 2. **Catalog Term:** Indicates the set of General Education requirements that are used to create the evaluation. Catalogs from Fall 2007 present are available for degree evaluation. Term codes may appear in two formats:
  - a. The term followed by the year (for example, Fall 2007)
  - b. The four-digit year followed by a two-digit code for the term (for example, 200701) (the two digit code for the Fall term is 01, Spring term is 02, and the Summer term is 03).
- 3. Evaluation Term: Indicates the term for which the evaluation is generated.
- 4. **Results as of:** Indicates the date the evaluation was generated.

- 5. **Total Required:** Indicates the overall number of hours required for the Program.
- 6. **Program GPA: THIS APPEARS ONLY FOR GRADUATE LEVEL PROGRAMS.** Includes courses that are used for this specific evaluation. If you have repeated or failed any courses, you will need to compute your GPA manually.
- 7. **Overall GPA:** This is your cumulative GPA.
- 8. **Met (Yes/No):** Indicates whether the requirement has been met.
- 9. **Credits (Required):** The number of required credits for each category.
- 10.**Credits (Used):** The actual number of credits used in each category for this evaluation. Used credits include any in-progress courses.
- 11. Courses (Required): This information is not used in the Program Evaluation section.
- 12. **Courses (Used):** The actual number of courses used in each category for this evaluation.

## **Area Requirements**

The Area Requirements display the requirements needed for the program. Areas will include test scores, prerequisites, core courses, electives and other areas as required by the program.



- 1. Displays the passing standardized test requirement for the program.
- 2. Displays the prerequisites required for the program, if applicable. In this example you will notice that 24 hours are required or 8 courses. Listed on the right are the courses meeting these requirements.

Area Requirements 3					
	Met	Credits		Courses	
Area: MBA Core Courses		Required	Used	Required	Used
Total Required :	No	24.00	12.00	•	4

### Area Description

All candidates for the M.B.A. degree complete a graduate core first, which is intended to give the student a knowledge of the principles underlying the operation of all business and public enterprise, to furnish each individual tools of analysis, and to help develop effective ways of thinking about problems. These courses constitute the foundation upon which the more advanced and specialized aspects of the program are built.

#### Detail Requirements

Met	Condition	Rule Subje	ct Attribute L	.ow Hig		Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	S
Yes		ACC	6	5501	3.00		200802	ACC	6501	Acc Issues Business Decision		3.00	А	Н
Yes	AND	ECO	6	5531	3.00		200801	ECO	6531	Economics of the Firm		3.00	B+	Н
No	AND	FIN	6	541	3.00									
Yes	AND	GBU	6	5551	3.00		200902	GBU	6551	Organizational Behavior		3.00	В	Н
Yes	AND	GBU	6	5552	3.00		200801	GBU	6552	Law & Ethics in Bus Environmnt		3.00	Α	H

No	AND	MGT	6571	3.00
No	AND	MGT	6572	3.00
No	AND	MKT	6581	3.00

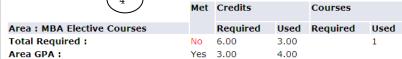
Total Credits and GPA: 12.00 3.62

11

anual

10/07/10

### Area Requirements



#### Area Description

BIO

CHPL

106

0000

Approved Elective Courses are chosen from All School of Business 5000-level courses as long as they do not appear as cross-listed 400-level courses on student's undergraduate transcript. All School of Business 6000- level. Approved electives outside the School of Business are as follows [as long as they do not appear as cross-listed 400-level courses on student's undergraduate transcript]: CSC 5405/MAT 5490 Introduction to Operations Research; COM 5401 Dynamics of Communication; COM 5403 Negotiation; COM 5443 Public Relations; ENG 5452 Professional Writing; HSA 6531 Contemporary Issues in Healthcare Administration; HSA 6550 Legal Aspects of Healthcare Administration; or PSY 6540 Industrial/Organizational Psychology. Please Note that Internships may not be used as electives.

Plants and People Laboratory

Freshman Chapel

Detail Re	equireme	ents												
Met Cond	dition Ru	le Subject	Attribute L	ow High	Required Credits			Subject	Course	Title	Attribute	Credits	Grade	Sour
No		A ELECTV ctive Choice					200901	FIN	6546	Financial Markets & Institutns	;	3.00	Α	Н
Courses	Not Used	5							Total Cr	edits and	GPA:	3.00 4	.00	
Subject	Course	Title				Term	Credits	Grade						
ACC	301	Intermed	iate Account	ting I		200501	3.00	С						
ACC	302	Intermed	iate Account	ting II		200502	3.00	В						
ACC	303	Cost Acc	ounting			200501	3.00	В						
ACC	388	Internshi	р			200602	2.00	Α						
ACC	401	Advanced	d Accounting	,		200601	3.00	D						
ACC	403	Federal T	ax Accounti	ng I		200602	3.00	С						
ACC	405	Introduct	ion to Audit	ing		200601	3.00	Α						
ACC	406	Accountir	ng Informati	on Syste	ms	200602	3.00	C						
ACC	407	Governm	ental Accou	nting		200502	0	W						
ACC	407	Governm	ental Accou	nting		200602	3.00	С						
BIB	110	An Intro	to the Old T	estamen	t	200401	3.00	C						
BIB	120	An Intro	to the New	Testamer	nt	200402	3.00	В						
BIO	103	Human B	iology			200401	3.00	TB						
BIO	105	Plants an	d People			200601	3.00	Α						

200601 1.00

CR

200401 0



- 3. **Core and Required Courses:** Displays required courses for the program. In this example, 24 hours are required and 12 hours have been MET.
- 4. **Elective Courses:** Displays electives required, if applicable.
- **5.** Courses Not Used: The evaluation could not find any requirement that these courses would fulfill. Some examples would include courses that were not successfully completed or a first attempt of a repeated course. It might also include courses where the grade did not meet the program requirements. This list should be reviewed in the event a course needs to be substituted into the program.
- 6. **Rejected Courses:** Courses in this section match a specific requirement but were rejected for the evaluation. For example, the course may have been repeated or withdrawn or failed or the credit hour/grade did not match the requirement.

For questions regarding a graduate degree evaluation, call the Graduate Office at 601-925-3891.