

DEGREE EVALUATION – Preparing to Graduate

For more information about graduation, [click here](#)

1. Login to your student portal.
2. Click on the **Student Academic** tab.
3. Click on the **Degree Evaluation** link.
4. Select the current term then click **Submit**.

5. If the major is correct as shown on screen, click on **Generate New Evaluation** or
 - a. If you want to run an audit for a different major, click on **“What-If Analysis”** and then follow steps.
 - b. Leave the **In-Progress Courses** box checked.

6. When the program finished running, click **Detail Requirements**.
 - a. Check the information at the top of the audit for # of credits required and # used.
 - b. Check your GPA. (A 2.0 or higher is required to graduate).
 - c. On the **Detail Requirements** page you will see a **column entitled “Met”**. This section groups all of the general education requirements of your academic program, electives and it your writing intensive requirements. You will see a “Yes” or “No” for each requirement indicating you have fulfilled the requirement.
 - If your degree evaluation shows a **‘Yes’** in all **‘Met’** columns please upload your degree audit to this application, if possible. (If you are not able to upload your degree evaluation we will still review and process your application to graduate.)

 - If your degree audit shows a **‘No’** in one or more ‘Requirement Details’ columns, please meet with an [academic advisor](#) to ensure you are on track to complete your program.

7. If you think the audit is incorrect, please meet with an [academic advisor](#).
8. IF YOU ARE REGISTERING FOR YOUR FINAL SEMESTER, YOU ARE ENCOURAGED TO MEET WITH AN ACADEMIC ADVISOR to be sure you are meeting the requirements to graduate.
9. When your degree evaluation is complete we recommend printing a copy or saving it to a personal computer or flash drive.