

Degree Evaluation - Student Access Guide

The following is an overview for accessing and viewing your Degree Evaluation. 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 and advancement to candidacy requirements. The Degree Evaluation replaces the “POS Review” and “POS Builder” tools that were used in previous years.

If you have any questions, please contact Graduate and Research Affairs:

Email: gradaudit@sdsu.edu

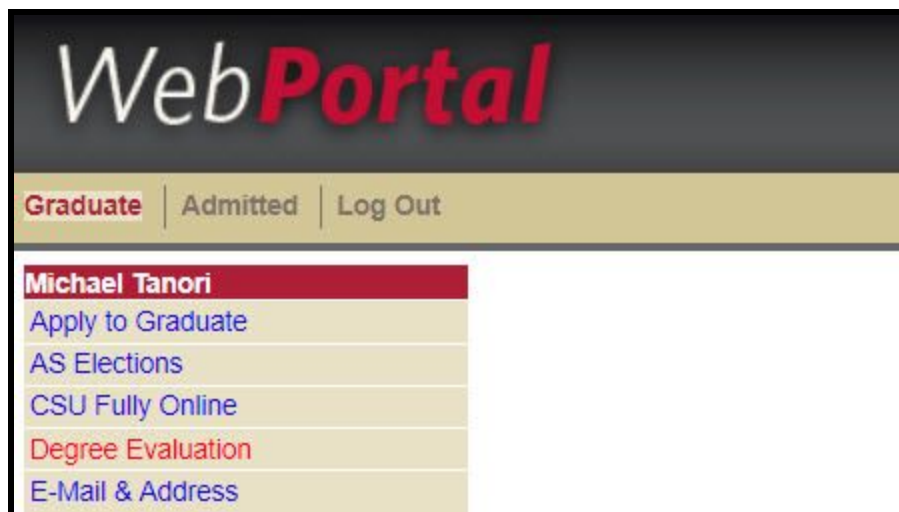
Phone: (619) 594 - 5213

Campus: Student Services East (SSE) 1410

Hours: Mon - Fri, 8 am - 4:30 pm

Accessing and Reading the Degree Evaluation

1. **Access:** The degree evaluation is accessed by logging into [Webportal](#) and clicking on the ‘Degree Evaluation’ menu item in the ‘**Graduate**’ tab:



2. **Log in.** Use your SDSUId credentials (excluding “@sdsu.edu”).

Welcome to the Degree Evaluation

SDSUID - exclude "@sdsu.edu" (e.g. jsmith)

Enter username

Password

Log in

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

Request an Audit

Run Declared Programs:

Degree Program	Title	Catalog Year	Marker	Value	Type	Catalog Year
558205	Social Work: Direct Practice	2017				

Select a Different Program:

Advanced Settings Click to view advanced options.

Run Declared Programs Cancel

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

Last updated at 10:35:03 AM
 updating every 3 seconds (stop)

Update

Please wait while your Degree Audit Report is prepared Cancel Running Audits

Program	Catalog Year
⌛	

5. View Audit. Click 'View Audit'.

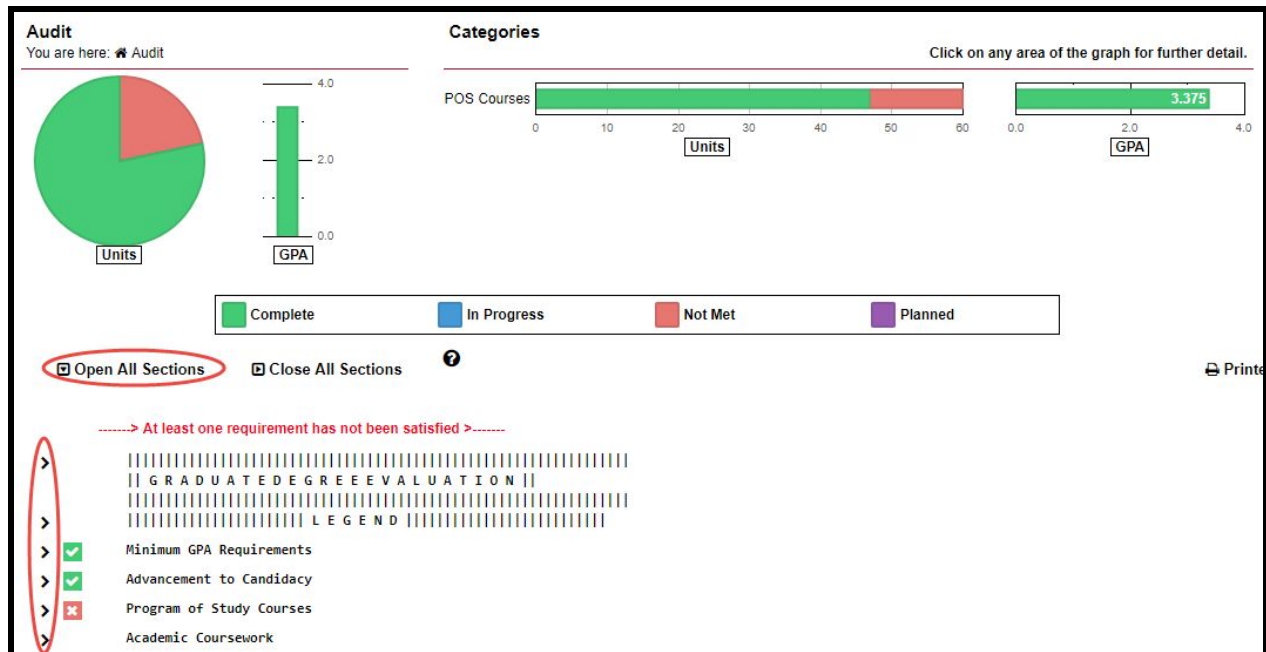
Completed Degree Evaluations

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

Run New Audit

View	Program	Catalog Year	Created	Audit Type	Format	Run By	Report Type
View Audit	Doctor of Physical Therapy	2016	03/29/2019 12:27 PM		HTML	jjones	IP

6. **Reading the Audit.** Click on the dropdown arrows to expand sections or click on 'Open all sections' to expand the entire audit.



7. **Course and Requirement Legend.** Refer to the 'Legend' section for course and requirement abbreviation 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