I. **Overview:**

The Academic Program Evaluation is a tool to help both students and faculty advisors view up-to-date completed and in-progress degree requirements; however, it is not an official degree audit.

The program evaluation lists required, completed, and anticipated credit totals, degree requirements, completed courses and all active registered courses, but it **does not** replace the need for a student to meet with their program director or academic advisor. Students should refer to the appropriate academic catalog with any questions regarding her/his degree requirements.

Students and faculty advisors are able to view program evaluations via [MySuffolk](https://my2.suffolk.edu/mys-login/).

II. **Step By Step:**

- To access your academic program evaluation, log into your online MySuffolk account by visiting [https://my2.suffolk.edu/mys-login/](https://my2.suffolk.edu/mys-login/) and input your Login ID and Password.

  ![Login Screen](image)

  - After you have successfully logged into your MySuffolk account, click on the **Log into WebAdvisor** link on the lower left, then click on "Log In" to the right. Now click on "Students" on the upper right.
• Now on the bottom left under “My Grades & Academic Profile”, select the "Program Evaluation" link.

• Now select what your Active Program is that you plan to continue studying in. (1)
• Optional: If you are exploring what your requirements would be if you changed your program of study, select the “new” program in the drop down at the center of the page. (2)
• Finally select from the dropdown the status of the classes you want to include, then hit submit. (3)
• Your most up-to-date academic program evaluation will display. Please review, and contact the Registrar's office for any questions you may have.
• The following information will appear in the header section at the top of the program evaluation:
  o Name
  o Academic Program
  o Catalog Year (year of entry)
  o Anticipated Completion Date
  o Email Address
  o Academic Advisor Name and Contact Information
Your **Program Summary** section will indicate your current academic program requirement status:

- **“In Progress”** – outstanding degree requirements (courses/credits/GPA etc.)
- **“Pending (Anticipated Complete)”** – degree requirements anticipated to be complete after current courses (registered & pre-registered)
- **“Complete”** – all degree requirements have been completed

### Program Summary: (In Progress)

<table>
<thead>
<tr>
<th></th>
<th>Required</th>
<th>Current Earned</th>
<th>Current Remaining</th>
<th>Anticipated Additional</th>
<th>Anticipated Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Credits</td>
<td>30.00</td>
<td>17.00</td>
<td>13.00</td>
<td>27.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Institutional GPA</td>
<td>3.00</td>
<td>3.972</td>
<td>Met</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Credits</td>
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<td>17.00</td>
<td>33.00</td>
<td>27.00</td>
<td>6.00</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>3.00</td>
<td>3.972</td>
<td>Met</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*) Anticipates completion of in-progress and registered courses

This section also indicates your most up-to-date institutional and overall credit and GPA requirements for your academic program.

**Please keep the following in mind when reviewing this section:**

- Your **“Current Earned”** credits will include all credits received via graded courses, transfer courses, as well as waived courses (if applicable).

- Your **“Anticipated Additional”** credit amount includes all credits currently registered, pre-registered, and for courses in which you have received an “I” incomplete or “IP” in progress grade (if applicable).

As you begin to review your program evaluation, you will see sections which indicate your degree requirement area and specific courses. Each section will show an up-to-date status and each course within the requirement will be displayed.

- **“Complete”** – all course requirements have been completed
- **“Pending Completion of Unfinished Activity”** – course requirements anticipated to be complete (registered & pre-registered)
- **“In Progress”** – some course requirements needing to be completed
- **“Not Started”** – no course requirements have been started
If you have completed a required course, you will be able to view the specific term, your grade, and the credits which you received.

If you have received an approved waiver or substitution for a course, you will see text within the specific requirement which indicates the waived or substituted course and the waived course will no longer display in the list of required courses.

If you are currently registered for a required course in the current semester/term, you will see “*IP” indicated in the Notes area (located on the right side of your program evaluation) which simply means the course requirement is in progress.

If you are registered for a required course in a future semester/term, you will see “*PR” indicated in the Notes area which means the course requirement is pre-registered.
If you still need to complete a required course, you will see “1 course needed” indicated next to the course number and title.