What is a Program Evaluation/degree audit?

The purpose of the Program Evaluation is to provide both the student and the advisor information on progress toward degree requirements. Students may access the Program Evaluation via WebAdvisor at any time and should routinely review this document for completion of graduation requirements with their academic advisor.

How do I read the Program Evaluation? It’s very easy!

What information is included in the top block of the report?
A student is evaluated according to the catalogue requirements in the catalogue noted on her major declaration form. This catalogue year, along with the student’s program, anticipated completion date and Meredith email address, is printed in the top block of the evaluation.

Please note the disclaimer paragraph. This is an unofficial evaluation. A student’s eligibility for graduation must be certified by the Registrar. Students should direct questions to the Advisor listed on the Program Evaluation or to the Office of the Registrar.

Following the disclaimer paragraph, the Program Evaluation provides the following information:
- Total credit hours earned (of the 124 required)
- Credit hours earned at a 4-year institution (of the 60 required)
- Credit hours earned at Meredith (of the 31 required)
- The student’s overall and Meredith GPA (must be a minimum of 2.0 to graduate)

What is an Academic Program?
Each academic program within the Program Evaluation consists of at least two parts: general education requirements and major requirements. General Education is evaluated first, followed by the major. Minors are evaluated last.

Courses that have been applied to a subrequirement are listed by course name, the term the course was taken, the grade, and the credit hours earned. Courses marked *TE are transfer courses. Other codes you may see on courses are:
- *F Forced – course was manually applied by the Office of the Registrar
- *G Grade – course failed the minimum grade requirement
- *GPA Credits shown are applied only toward GPA
- *INC Incomplete grade
- *IP In Progress
- *PR Preregistered – this course has not yet started.
- *RA Replacement attempt – this course is a repeat attempt.
- *RP Replacement pending – this course is being repeated.
The status of each requirement is shown.

- Waived
- Complete
- Pending Completion of Unfinished Activity
- In Progress
- Incomplete
- Not Started

Students will also see required and earned GPAs and residence credits (credits required to be completed at Meredith College) for their academic programs (majors). Please pay careful attention to these requirements as they are unique to each major and catalog.

**What do I see on the Program Evaluation if I have been given an exception or substitution to a requirement?**

Exceptions or substitutions to requirements are occasionally made to a student’s record. The Office of the Registrar must have a signed Exception/Substitution form to update the student’s record. The Department Head and Dean’s signatures are required for all course substitutions approved in the student’s Major or Minor. The Director of the Office of General Education’s signature is required for all exceptions/substitutions to General Education requirements. The form can be located at the following website: [http://www.meredith.edu/registrar/forms.htm](http://www.meredith.edu/registrar/forms.htm).

Students will see a variety of notations for substitutions and exceptions. In some cases transfer course are entered as equivalent to Meredith College courses. These are the ones marked ‘TE’. In other cases, we have applied a transfer courses to the requirement and ‘waived’ the requirement. These are annotated on the report and are flagged as a ‘!!Exception’ and include a note telling the student which course has been applied.

The application of exceptions, substitutions, and waivers to a student’s record is an on-going process. Questions about any missing updates to a student’s record should be directed to the Office of the Registrar.

**What if there is a requirement missing that I have completed?**

Please contact your advisor to determine what documentation needs to be submitted to the Office of the Registrar to update your record.

**My major is not showing/is wrong?**

Please contact the Office of the Registrar to determine if corrections can be made to your record or if additional documentation is needed.

**I get an error that a Program is not built?**

Students who are pursuing Contract Majors will automatically receive this error. The degree requirements are not built in Program Evaluation for Contract Majors. Students are expected to follow the curriculum approved by Academic Council in collaboration with their academic advisor.

Also, Program Evaluations currently are not developed to track licensure or certificate programs. Students should contact the Department Head/Program Director for questions regarding completion of requirements for these programs.
Can students use ‘What-if I changed my program of study’?
Yes, students can explore majors in Program Evaluation by using the “What-if” option. Click on the drop-down arrow to select the degree/major, click submit, select the catalog year for the requirements, click submit, and the Program Evaluation will display the selected program.

I changed my major and now I have missing requirements—why?
Any exceptions/substitutions made to a student’s record only apply to the current degree/major. Therefore, when a student changes the degree/major, she may have missing requirements as the exceptions/substitutions previously made will no longer apply. Any exceptions or substitutions to the new degree/major will have to be re-submitted to the Office of the Registrar.

What if my anticipated graduation date is incorrect?
Please come by the Office of the Registrar, 123 Johnson Hall, to complete the paperwork to correct your graduation date.

Cannot find the answer to your questions or need more assistance with Program Evaluation?
Email graduation@meredith.edu or contact the Office of the Registrar.