

GRAD (Graduation Requirements and Advising Database)
Evaluation Reports
Frequently Asked Questions

Will my transfer courses appear on the GRAD degree evaluation report?

Yes. Transfer courses are posted to your student record, and are reflected on your GRAD evaluation. Transfer courses can be identified by the “TR” grade and “T” source.

Will courses that have a departmental waiver or substitution appear on the GRAD degree evaluation report?

Yes. The Registrar’s Office will update the system with all known substitution and waiver forms. (Forms are on the Registrar’s website under “Printable Office Forms”) When the substitution and waiver form is received by the Registrar’s Office it will be updated into the system it will appear on GRAD reports.

Why do I need to see my advisor if my requirements are listed on the GRAD degree evaluation report?

The evaluation is a tool to assist students and advisors in the advising process. The real-time interactive nature of the system reduces the mechanical record keeping time so advisor’s can focus more on the intellectual and professional needs of their advisee’s and less on the specific program requirements.

Are there requirements that GRAD doesn't check?

Yes. GRAD does not check any assessment requirements such as portfolios or if there is a performance requirement for a particular major such as Music. You should use GRAD in combination with our Catalog and any information that your major discipline provides to ensure that you remain on track for graduation.

What is the difference between the three display option, ‘General Requirements’, ‘Details Requirements’ and the ‘Additional Information’?

There are three display options that come with the Banner system. They show the courses used toward your audit and courses excluded from your audit. The “General Requirements” display is more of a summary and gives you the courses used or in progress by term date. ‘Detail Requirements’ provides the most comprehensive analysis of your progress toward degree completion. It shows courses used toward your audit and gives details about the requirements of a program. Also, courses are listed in alphabetical order within an area. ‘Additional Information’ deals mostly with courses excluded from your audit. For example, if an area requires a grade of C or better and the grade is less than a C, then that course would not appear on the audit. However, you would see it on the ‘Additional Information’ display.

How does GRAD decide where to place courses that I've completed?

GRAD processes your courses chronologically, based on a “best fit” scenario. As each requirement area is evaluated, courses are selected and placed into appropriate areas based on your degree program.

The degree evaluation placed one of my courses in two places. Is that okay?

Most of the time yes, GRAD is programmed to recognize that some courses can “double fulfill” requirements, such as writing intensive courses, multicultural/global courses, and some major required courses. However, because GRAD evaluates ‘In-Progress’ or registered courses a little differently than completed courses it is possible to see a course in more than one area until the course is completed. So, because ‘In-Progress’ courses do not have completed grades it may place a course into more than one area if that course could potential "fit" more than one requirement. But, once the courses are completed and grades assigned it will put the course(s) into the correct area. So, be sure to look through requirements for your major to make sure that this duplicate placement is appropriate. If you have any questions, contact your academic advisor or the Registrar’s Office **What are the program and overall grade point averages that are listed on the first page of my audit?**

Program and Overall GPA are calculated using all courses and quality points awarded. If a program requires a specific GPA for their majors then it would be set up at the area level. For example, the College of Business requires a 2.5 GPA in their core business classes. In the area where the core business requirements are defined a 2.5 GPA is required.

What if I think my audit is wrong?

Please contact either your advisor or the Registrar’s Office. While we have done everything we can to make sure that your audit runs correctly, is impossible for us to predict every possible situation or problem. If this occurs, you should print a copy of your audit and bring it with you to our office.