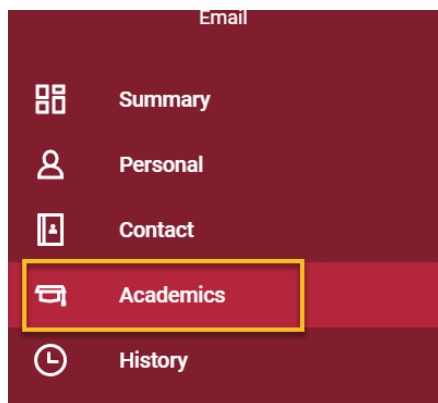# Academic Progress Report and Requirements

Overview

This quick reference guide covers how to view and interpret a student's *Academic Progress Report*.

Process

1. Begin by searching for a student's name to access their student profile. In the main Search Bar, type **STUDENT:** followed by the student's name

   If you are an advisor, you can also access the student's profile by clicking their name in the **Student Cohort** for your advisees.

2. In the search results, click the appropriate name to access the student **Profile**.

3. Click **Academics** on the left-hand menu of the Profile Menu.

4. Click the **Academic Progress** tab at the top. Here you will find the student's **Academic Progress and Academic Requirements**.

   ○ **Cumulative GPA:** Shows the student's overall GPA at SCU.

   ○ **Unused Registrations**: Completed courses that do not count toward a particular requirement. To view these courses, click the number value.

   ○ **Program of Study GPA:** Show's the student's GPA for program specific requirements.

   ○ **Requirements Effective:** Date the program was first effective for the student.

   ○ **Last Evaluated:** Date the Academic Progress Report was evaluated (refreshed) for the student.

   NOTE: You can reevaluate (refresh) the Academic Progress Report by clicking the Action button in the Profile Menu and then Advising < Launch Academic Progress Evaluation. This feature may not be accessible for everyone.
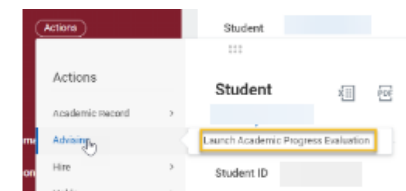
Academic Progress Report and Requirements

○ **Requirements Not Assigned:** Requirements and criteria that do not apply to the student's program(s).

Academic Requirement Areas

● Each program of study within this academic unit and level will be split out and show the individual program's requirements. You can click on the requirement itself for more information.

● The **Satisfied With** column will show any courses that have satisfied the requirement.

○ The **Status** shows the current status of this requirement (e.g., Satisfied, Not Satisfied, In Progress).

○ The **Remaining** column lists the remaining elements of the requirement, such as additional courses or units.

○ The **Registrations Used** column will list which course(s) are fulfilling the academic requirement.

○ **Academic Period** identifies when the requirement was completed/taken.

○ **Units** is how many units the course is worth.

○ **Grade** lists the final grade. For courses that are in progress, no grade will be listed.

NOTE: Some requirements require multiple courses, and the requirement will not be satisfied until all required courses have been completed.

81 items

Requirement	Status	Remaining	Registrations Used	Academic Period
University Requirement: Must have a minimum 2.000 Cumulative GPA	Satisfied			
University Requirement: Must complete a minimum 60 Upper Division Units	In Progress	Minimum 20 Unit(s)	ENGL 147 - Topics in British Literature	Fall 2020 Quarter
			POLI 170 - Campaigns and Elections	Fall 2020 Quarter
			ENGL 100H - Writing in the Public Interest- Honors	Spring 2021 Quarter
			ENGL 144G - 18th Century Women British Lit	Spring 2021 Quarter
			POLI 139 - Religion and Poli in Devlpg World	Spring 2021 Quarter