



# Academic Progress Report and Requirements

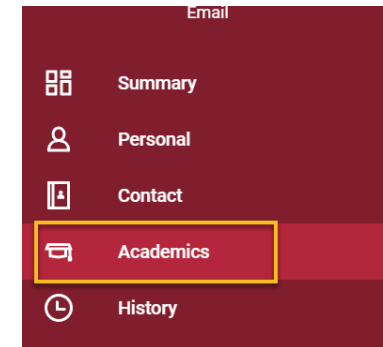
## Overview

This quick reference guide covers how to view and interpret a student's *Academic Progress Report* (what we called "Degree Audit" in eCampus), academic history, and other information relevant to students' academic progress using the **Student Profile**.

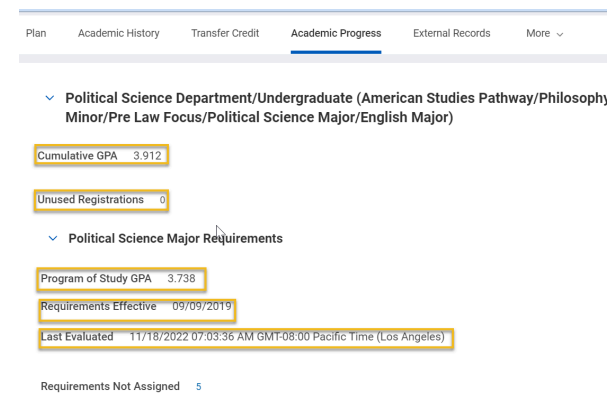
**NOTE:** Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

## Process

1. Navigate to the desired student's profile. See *Viewing the Student Profile* guide found under *Workday Training and Support* [here](#) for instructions for how to do this.
2. From the Student Profile, select **Academics** from the menu under the student's photo.



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



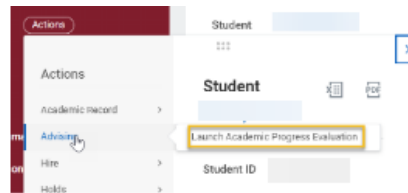
- **Cumulative GPA:** Shows the student's overall GPA at SCU.



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- **Unused Registrations:** Completed courses that do not count toward a particular requirement. To view these courses, click the number value.
  - **Program of Study GPA:** Shows the student's GPA for program/major specific requirements.
- NOTE:** All courses fulfilling a program of study/major requirement are included in the calculation.
- **Requirements Effective:** Date the program was first effective for the student (when the student entered SCU).
  - **Last Evaluated:** Date the Academic Progress Report was evaluated (refreshed) for the student.

**NOTE:** Some staff at SCU 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 is not accessible for everyone.



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

**NOTE:** This information can be ignored by most users.

## 4. Interpreting Academic Requirements

Select **Academic Progress** to access a report showing all the requirements (including core) for each program of study *in this order*:

1. Primary major
2. Secondary major
3. Primary minor
4. Secondary minor
5. Pathway

Requirement	Status	Remaining	Registrations Used	Satisfied With
University Requirement: Must have a Minimum 2.000 Cumulative GPA	Satisfied			
University Requirement: Must complete a minimum 60 Upper Division Units	In Progress	Minimum 33 Unit(s)	ENGL 147 - Topics in British Literature	Fall 2020 Quarter
			POL 179 - Campaigns and Elections	Fall 2020 Quarter
			ENGL 1804 - Writing in the Public Interest: Honors	Spring 2021 Quarter
			ENGL 144C - 19th Century Women British Lit	Spring 2021 Quarter
			POL 159 - Religion and Politics in Developing	Spring 2021 Quarter

These tables identify the degree requirements, courses used to complete them, and grades earned. Each column is described below:

- **Requirements** for each program of study (core, major, minor, pathway) are shown separately. Courses that apply to more



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- than one program of study (“double dippers”) will appear in multiple tables.
- **Status** shows the current status of each requirement (Satisfied, Not Satisfied, In Progress).
- The **Remaining** column lists the remaining elements of the requirement, such as additional courses or units.
- The **Satisfied With** columns show all courses that have satisfied requirements as well as the academic period they were taken, unit value, and grade earned.
  - The **Registrations Used** column shows which course(s) fulfill the academic requirement.

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

- **Academic Period** identifies the term when the requirement was completed/taken.
- **Units** is how many units the course is worth.
- **Grade** lists the final grade.

**NOTE:** For courses that are *in progress*, no grade will be listed.

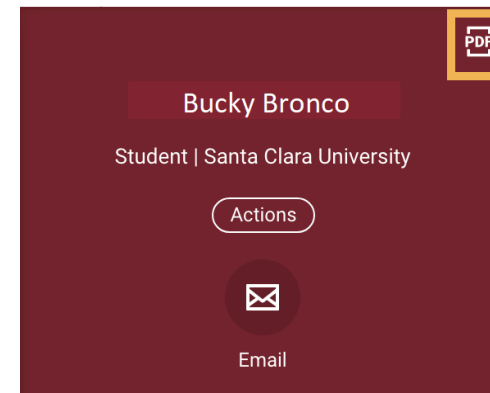
## 4. Download to excel and/or print a PDF copy of the **Academic Progress Report and Requirements**

- To download to excel, select the excel spreadsheet icon on the upper right of the Requirements table.

46 items

Requirement	Status	Remaining	Satisfied With		
			Registrations Used	Academic Period	Units
University Requirement: Must have a minimum 2.000 Cumulative GPA	Not Satisfied	Minimum 2.000 GPA			

- To print a PDF, select the PDF icon to the right of the student photo in the Profile menu.



- You can print just the Academic Progress Report by choosing **Clear All** and then selecting **Academic Progress**.



# Academic Progress Report and Requirements

## Print

- Summary
- Student Information
- Current Classes
- Academics
- Overview
- Current Classes
- Academic Progress

## Print

- Academics
- Overview
- Current Classes
- Academic Progress
- Academic History
- Registration Appointments
- Student Registrations