Your Guide to Program Evaluation

What is Program Evaluation?

The Program Evaluation allows a student to see their unofficial degree plan at any time and be sure that the courses they are taking will satisfy degree requirements for their major. It is intended to be an advising and planning tool and is not an official degree plan unless the Dean's Office has reviewed it for the student and applied their "signature stamp" and saved it as a pdf document.

- **Where can I find Program Evaluation?**
  - If you log into Buff Advisor, it can be found in the following place:
    - Academics on the Left side of Screen

Home

Home

Financial Information ∨

Academics ∧

    Student Planning ∨

    Search for Classes

    Grades

    Graduation Overview

    Unofficial Transcript

    Transfer Summary

    Academic Attendance

    Test Summary

    Transfer Course Equivalencies

    Program Evaluation
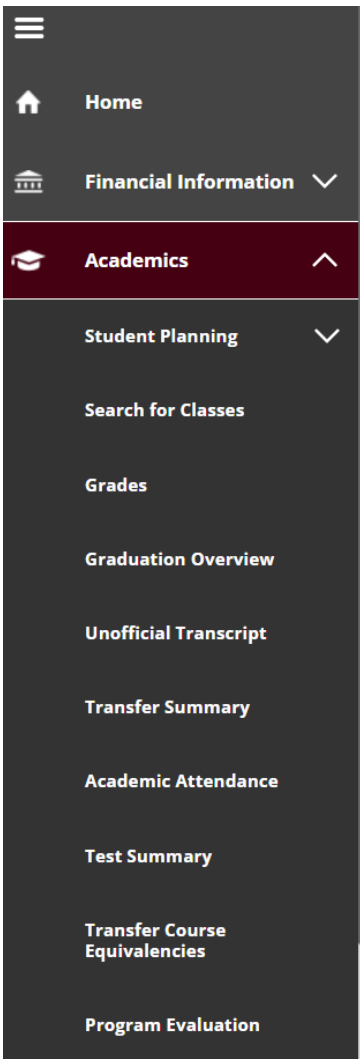
o In the "**Academics**" tab, you will find the link to the Program Evaluation.

Selecting the Program (Two Options)

- Option One: Your current program

Program Evaluation

You may select either an active program or a "'What if'" program.

Program evaluation is available for 2013-2014 or later catalogs only. Students on previous catalogs should refer to the official degree plan provided by the office of their dean.

* = Required

If you want to check the records of your current program, select it here.

Choose One   Active Programs

   ○   MBA.BUS MBA - General Business

What if I changed my program of study?   ▼

What work do you want to include?*   A - All (includes planned) ▼

Then click "submit"

SUBMIT

- Option Two: What If I changed my program?
    - Step One:

Program Evaluation

You may select either an active program or a "'What if'" program.

Program evaluation is available for 2013-2014 or later catalogs only. Students on previous catalogs should refer to the official degree plan provided by the office of their dean.

Select your desired program from the drop down menu

* = Required

Choose One Active Programs

○	MBA.BUS MBA - General Business

What if I changed my program of study? [dropdown ▼]

What work do you want to include? * | A - All (includes planned) ▼

Then click "Submit"

SUBMIT

- Step Two:

Program Evaluation

Choose One Catalog

○	2021-2022 University Catalog
○	2020-2021 University Catalog
○	2019-2020 University Catalog
○	2018-2019 University Catalog
○	2017-2018 University Catalog
○	2016-2017 University Catalog

Select the catalog year you want to view

Click "Submit"

SUBMIT

<u>Reading Program Evaluation</u>

- The header will include information on the student, program, and catalog year.

West Texas A&M University
Academic Evaluation
Report Date: 03/02/22

Student:

Program:	MBA - General Business (MBA.BUS)
Catalog:	2020
E-Mail Address:	

The evaluation is for advisement purposes. Some colleges are using it as the official degree plan once they have reviewed it for accuracy. If so, they will place a signature stamp on a pdf copy of the evaluation and from that point forward it is official and the student can follow it for required courses.

OFFICIAL DEGREE PLAN
West Texas A&M University
College of Business
Neil Terry
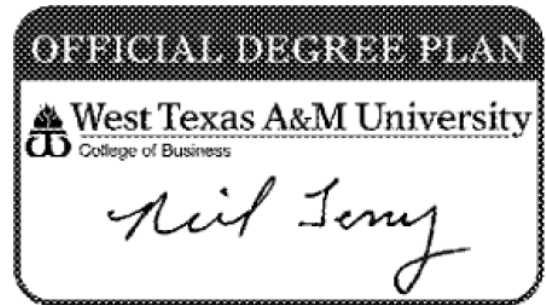
The **Program Summary** gives a quick view of the requirements and status of the program. The status will show (Complete) when all program requirements are met.

Program Summary: (Pending (Anticipated complete))

	Required
Institutional Credits:	39.00
Institutional GPA:	2.750
Overall Credits:	120.00
Overall GPA:	2.750

Below the Program Summary are the individual requirements for the specific program. If the degree requires leveling courses, these will typically be listed first. All leveling courses will be labeled as such on the degree plan.

Program Requirements:

1: COB Leveling Courses (Complete)
GPA Achieved/Needed: 3.000 / 2.000

We review the academic background of each applicant to determine whether they will need to complete leveling courses. The three area s in which applicants are most likely to need leveling courses are Financial Accounting, Statistics, and Corporate Finance, but migh t also include Economics, Management, Marketing, or Business Law.

Credits Earned: 9
GPA Achieved/Needed:

ACCT 6300: (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. ACCT*6300	FINANCIAL ACCOUNTING					

Next, you will find your "Core Courses" needed to fulfill the degree requirements. Please **note** that each program has different requirements and the layout may look slightly different.

"Pending" means that a course is currently in progress or has not been finished. "Not started" means a course has not been attempted.

2: MBA Core Courses (In progress)
GPA Achieved/Needed: 4.000 / 3.000

Credits Earned: 12
GPA Achieved/Needed: 4.000 / 3.000

Accounting (Pending completion of unfinished activity)
ACCT*6305, ACCT*6306 or ACCT*6370 (Students need 15 undergraduate hours in Accounting to take ACCT*6306):

Course	Title	Needed	Term	Grade	Credits	Notes
1. ACCT*6305	ACCT/DECISION MAKING					

Corporate Finance (Not started)
FIN*6320 or FIN*6370:
1.   1 course needed

This means that you may take either of these courses to fulfill the requirements

After the "Core Courses" section, will find a variety of sections based on the needs of your specific program (not every program requires each section)

- These can include:
  - Thesis/Dissertation/Scholarly Delivery

- o Research Project
- o Comprehensive Exam
- o Electives

Thesis/Dissertation/Scholarly Delivery

B: Thesis Courses (Not started)

If you have started the thesis portion, you will see a notation such as *IP in the notes section.

Take the following:

Course	Title	Needed	Term	Grade	Credits	Notes
1. HIST*6301	THESIS	1 course needed				
2. HIST*6302	THESIS	1 course needed				

*Thesis/Dissertation/Scholarly Delivery coursework will show as IP until all requirements are complete and your advisor has submitted your final grades.

Some degree programs require students to pass a defense in order to complete the program requirements. If required, you will find the details in this section.

Note—this is NOT a course that you will enroll in. It is listed on the degree plan merely as a reminder of the requirement.

3: Thesis Defense (Not started)

All students must successfully defend and revise their thesis for graduation

NOTE: THESIS*DEF is not a course the student needs to enroll in. The requirement is listed merely as a reminder to the student.

Course	Title	Needed	Term	Grade	Credits	Notes
1. THESIS*DEF	THESIS DEFENSE	1 course needed				

Research Project

If your program requires a Research Project, a section such as this can be found on the degree plan.

B: Research Project (Not started)

Applied Research Project

Course	Title	Needed	Term
1. COMM*6304	RCH PROJ CORPORATE	1 course needed	

Comprehensive Exam

Some degree programs require students to pass a Comprehensive Exam in order to complete the program requirements. If your program requires it, you will find the details in this section.

Note—this is NOT a course that you will enroll in. It is listed on the degree plan merely as a reminder of the requirement.

3: Comprehensive Exam (I

All students must pass the comprehensive exam for their respective programs in or

NOTE: COMP*EXAM is not a course the student needs to enroll in. The requiremen student.

	Course	Title	Needed	Term
1.	COMP*EXAM	COMPREHENSIVE EXAM	1 course needed	

Electives

Electives are courses that the student can choose from that fall within the degree requirements, as long as they have not taken it to satisfy a different requirement.

3: Elective Courses (Not started)

Complete three hours at the 5000 or 6000 level excluding 6300 courses. Please consult your advisor prior to registering for an ele ctive course.

GPA Achieved/Needed: none / 3.000

	Course	Title	Needed	Term	Grade	Credits	Notes
1.			3 credits needed				

Substitutions

Sometimes a department will submit a substitution or exception allowing a student to use another course they have already taken in place of one of the required courses. In that instance, the substitution is identified within that course requirement block once the substitution goes through the approval process.

1: Leadership Core Required Courses (Pending completion of unfinished activity)

!! Exception EDLD*6317 approved for EDLD*6343, SOCI*5302 approved for EDLD*6349

Complete the following:

Credits Earned: 9

When a substitution has been approved it will be noted

Course	Title	Needed	Term	Grade	Credits	Notes
1. EDLD*6347	LDR PDEV		2021FA		3	*PR

Approved Transfer Credits

Transfer credits from an outside institution will appear with a grade of "S" and a notation of "*TE" in the notes column.

Take EDPD*6303 (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. EDPD*6303	EDUCATION RESEARCH			S	3	*TE

Important Terminology

*IP—In Progress

* TE—Transfer Equivalency