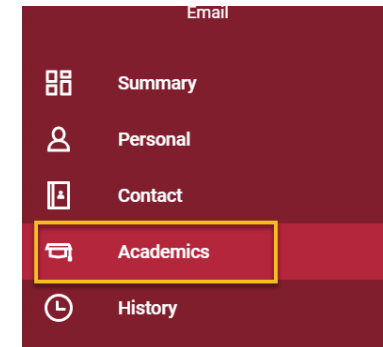# Academic Progress Report and Requirements

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.](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**.
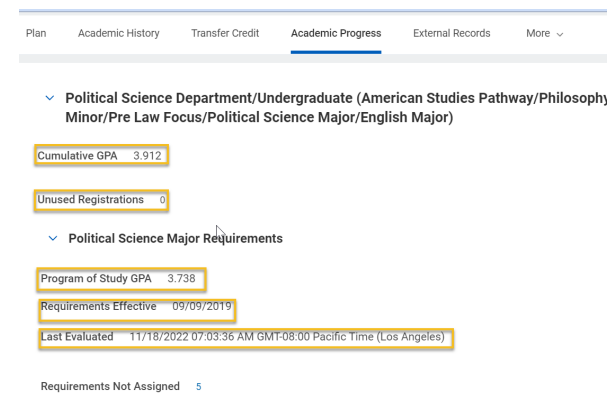

- ○ **Cumulative GPA:** Shows the student's overall GPA at SCU.

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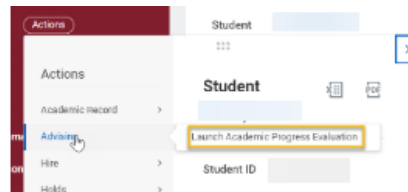
- **Requirements Not Assigned:** Requirements and criteria that do not apply to the student's program(s).

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

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

Academic Progress Report and Requirements

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.

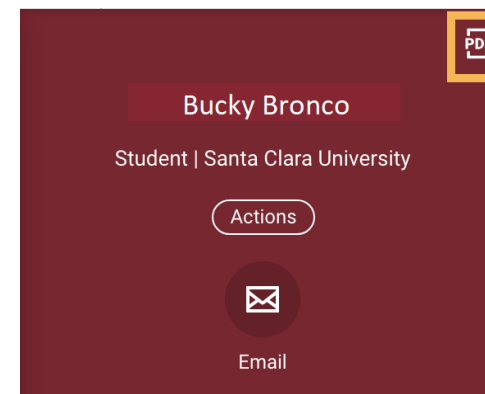**NOTE:** For courses that are *in progress*, no grade will be listed.

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.

○ 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

[Select All] [**Clear All**]

(Print) (Cancel)

Print

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

[Select All] [Clear All]

(Print) (Cancel)