The Degree Evaluation

Since 2005, the Office of the Registrar has used a Degree Evaluation program to assist students and advisors as they track student progress toward degree completion. This automated report replaces the slow and often-inaccurate manual checksheets and allows our office to provide you with more accurate information more quickly. *Please note: the printed report is also available through RAIL (in a slightly different layout).* The RAIL version will reflect any changes in your student's situation immediately.

All student information, both in print and on RAIL, is sensitive data protected by the Family Educational Rights and Privacy Act (FERPA), as amended.

The programming of catalog rules that underpins the degree evaluation report is a human endeavor, and therefore subject to human error. We value your feedback, if you note any inaccuracies in how the report reflects your particular program.

Report Layout

The degree evaluation will show you some basic information about student and program at the top. After that, you will see:
- AREA: Major/Concentration
- AREA: Minor
  Baccalaureate only, if applicable.
- AREA: General Studies
  Baccalaureate only.
- AREA: Non-Program Electives
  Courses that have not been used in any of the three previous areas.
- AREA: Upper Division
  Baccalaureate students.
- AREA: Shepherd Courses

Reading the Report

- Each area has been programmed to show whether requirements from the catalog in use have been met.
- A "Y" in the far left column means, "Yes, the student has met this requirement." You will also see the course the student is using to meet the requirement, the term taken, and the grade earned.
- An "N" in the far left column means, "No, the student has not yet met this requirement." You will see the specific requirement listed, and a blank line on the right side of the report. If the requirement is a grouping of electives rather than a single course, you will also see the catalog description of the elective requirements. *Note: in RAIL, an "N" will also be highlighted in red.*
- Substitutions or waivers will be reflected in the far right column. Finally, a GPA is calculated on the courses meeting the program requirements.

Non-Program Electives

This area collects all other coursework taken that is not already being applied to one of the program areas. This area may be particularly helpful in identifying courses for consideration as substitutes for requirements not met.

Upper Division

Baccalaureate candidates must earn at least 45 credit hours in upper division (300- or 400-level coursework. This area will gather them together and give a total.

Shepherd Courses

The printed report will indicate only whether the Shepherd GPA is 2.0 or greater. The RAIL version will actually show all Shepherd work and calculate that GPA.

Accessing the RAIL Report

- Login to RAIL.
- Click on *Faculty Services*.
- Click on *Student Information Menu*.
- Select an advisee, or go to *Advisee Listing*.
- Select *Degree Evaluation*. RAIL will show you the general information for the student you have selected.
- From the links on the bottom of the page, click on *View Previous Evaluations* or on *Generate New Evaluation*.
- *Detail Requirements* (a course-by-course listing in each area, similar to the printed report).

A very useful feature in the RAIL degree evaluation is the ability to generate a "What If?" report. What if the student chooses a different catalog? A different minor? A different concentration within the major, or even a different major entirely? In a matter of seconds, you have a new report that shows how the student's courses will apply under the new scenario.

If You Have Problems

Check the FAQs first, to see if yours is a question we often get.

If not, please do feel free to call or e-mail—we are always glad to try to find the answer.

Frequently Asked Questions

- **How are incompletes and courses in-progress counted?**
  Most areas will assume successful completion of incompletes and courses in-progress. If the student does not successfully complete these courses, the requirements will again show as NOT MET.

- **My program requires that certain courses be completed with a minimum of C. Will the reports reflect this?**
  Yes. You will see "Minimum Grade" specified in the report. The requirement will be met only if the grade earned meets the minimum.

- **The report does not reflect a recent registration or substitution. Is there a problem?**
  Hopefully not—please note the "Print Date" for the report, shown in the top right corner. Any activity that happened after that date would not be reflected. Generating a new report through RAIL will show any recent changes. (If that's not the problem, do call!)

- **In the column next to Grade Earned, what do the codes "R," "H," or "T" mean?**
  This column indicates the source of the course listed: Registration (pre-registered for, or currently in progress), Academic History (Shepherd course with a grade posted), or Transfer Work.

- **Why do I have two reports for a student pursuing a double major/degree?**
  To allow the overlap of courses across double majors and double degrees, as the Catalog permits, we must run the reports separately.

- **My student was at Shepherd before the computer system existed, and has a "hard-copy" transcript. Will degree evaluation work in this case?**
  For all current students who began their career at Shepherd in the early 90s (or earlier), the "hard-copy" transcript has been converted to an electronic Banner transcript, and is available to RAIL and Degree Evaluation.

See more FAQs on our Web site:
http://www.shepherd.edu/register

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Working with the Degree Evaluation Report