

Department Evaluation

College of Letters and Science

Thank you for providing your assessment on the viability of student programs! We greatly appreciate your professional expertise in this matter. If you have any questions, please reach out to an Academic Advisor in the student's College Counseling unit.

Instructions:

1. On the menu in Counselor Desktop directly above the Records of Interview select **CREATE NOTE**.
2. This will create new note in the Records of Interview section. In the Note Type drop down, please choose **ADMINISTRATIVE**.
3. Please indicate in the main comments field of the note that this is a departmental evaluation and save the note. **You cannot upload documents until after the note has been saved.**
4. Once the note has been saved, go to the note and click on the paper icon with a green "+" sign directly above the text field to attach the departmental evaluation.
5. In the next screen, you will be able to choose the evaluation file to upload to the note.
6. Please be sure to select **"STAFF"** for the access level to ensure the College can view the evaluation.

Please note this evaluation will be a part of their student record, but they will not be able to see it unless they specifically request access to their student records.

Student and Department Information

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|--------------------------|----------------------|------|----------------------|
| Student Name | <input type="text"/> | ID # | <input type="text"/> |
| Department Advisor Name | <input type="text"/> | Date | <input type="text"/> |
| Department Name | <input type="text"/> | | |
| Department Advisor Email | <input type="text"/> | | |

Academic Evaluation for Intended Major

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|------------------------|----------------------|----------------|----------------------|
| Current Declared Major | <input type="text"/> | Intended Major | <input type="text"/> |
|------------------------|----------------------|----------------|----------------------|

Major Prep Information

| | | | |
|----------------------|----------------------|---|--|
| Prep. GPA for Major? | <input type="text"/> | Completed prep requirements in a timely fashion? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Min. GPA needed? | <input type="text"/> | Department/Unit restrictions for declaring major? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Upper Division Major Information

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|-------------------|--|--|--|
| Major GPA | <input type="text"/> | <u>Repeats Information</u> | |
| Balance Deficit | <input type="checkbox"/> Yes <input type="checkbox"/> No | Used 16 units of allowable repeats? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, how much? | <input type="text"/> | If no, how many units remaining? | <input type="text"/> |
| | | Note: If student is already into grade averaging, indicate "0". | |

Grade Averaging Information

Major courses being grade averaged? Yes No If yes, list courses and both grades.

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|----------------------|----------------------|----------------------|----------------------|
| Course #1 and Grades | <input type="text"/> | Course #2 and Grades | <input type="text"/> |
| Course #3 and Grades | <input type="text"/> | Course #4 and Grades | <input type="text"/> |

Academic Evaluation for Intended Major (Continued)

In your professional opinion, based on the requirements for the major, the student's academic record, and any additional information that has been shared with you, do you believe the student can successfully complete the intended program?

- Yes No I'm not sure

What factors do you think may be of concern? Select all that apply.

- I do not have any concerns.
- Student will or may not be able to complete all requirements within Time to Degree (Spring/Summer of 4th year for first year admits; Fall of 3rd year for transfer admits).
- Student has not completed enough applicable coursework to be able to determine likelihood of success.
- Student may have difficulty completing prep/major classes successfully.
- Student's circumstances may hinder success at this time.
- Student may have greater success in a different major.
- Sequential nature or specific nature of required coursework may cause difficulties.
- Other (please explain below)

If student completes the necessary coursework with the appropriate grades, will you admit the student to the major? Please indicate any specific requirements that the student must meet.

- Yes No Maybe (please explain below) Not Applicable (student is already admitted to the major)

Time to Degree

Time to Degree is defined as a first year admit graduating no later than Spring/Summer of 4th year, and for transfer admits, no later than Fall of 3rd year.

Can the student complete the intended major within Time to Degree?

Yes No

How many units will the student need to satisfy the remaining prep and major requirements?

Additional Information

Is the student under contract with the department? Are there any exemptions or course substitutions that the department will make? If yes, what restrictions or requirements apply?

Yes No

What reasons has the student given you for his/her performance in the department's courses and prep work?

Additional information you would like to share with the Committee.

Degree Planner for Remaining Requirements

Instructions: Please list remaining courses in a reasonable degree plan. Include required minimum grades if requirements have specific grade requirements. Please initial courses that are required for the major. Please **do not** initial courses not required.

Student Name

ID #

Intended Major

Fall _____ Grade

Winter _____ Grade

Spring _____ Grade

Summer _____ Grade

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Fall _____ Grade

Winter _____ Grade

Spring _____ Grade

Summer _____ Grade

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Fall _____ Grade

Winter _____ Grade

Spring _____ Grade

Summer _____ Grade

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Fall _____ Grade

Winter _____ Grade

Spring _____ Grade

Summer _____ Grade

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