

MYKSC – PROGRAM EVALUATION

USING PROGRAM EVALUATION

To view your current progress toward completion of the academic requirements for a degree program of your choice:

1. Log in to your **MYKSC** account.
2. Select the **STUDENT SERVICES** tab.
3. Select the **Program Evaluation** option from the Academic Profile list.
4. Choose the appropriate academic program to evaluate.

Evaluating Your Current Academic Program of Record

- The Academic Program box lists your current academic program (aka your “major”). Included, but unseen, is the Catalog Year (i.e., usually the year you were officially admitted to KSC) that determines the academic requirements to be used in the evaluation of your progress toward completion.
- Check the box in the Choose One column; click Submit, and your Degree Audit report will be generated.

Choose One	Active Programs
<input type="checkbox"/>	UNDEC Undeclared

Evaluating a Different Academic Program

To view your academic progress toward an academic program other than the one currently on record for you, use the following option:

What if I changed my program of study?

1. Use the drop down menu to select the appropriate program; click Submit
2. Select KSC Catalog by checking the appropriate box; click Submit.

Note: Academic program requirements are available from 2001, 2002, 2003, 2004, and 2005 Catalog Years. Subsequent Catalog Year requirements will be added as they become available.

Note: KSC Catalog Policy stipulates that “...The catalog to be used to determine graduation requirements may be no older than the academic year of official admission... A student may choose to follow graduation requirements from any subsequent catalog while matriculated...”At the present time, you are not able to evaluate your declared major for a different Catalog Year unless or until you file an official change of Catalog Year on a Declaration of Major form with the Elliot Center to do so.

The Program Evaluation Report

The information provided in the report includes transfer credits, courses in progress (IP), and courses that you have registered for in a future semester (PR). Please note that transfer credits fall into two general categories – those with an established electronic course equivalency, and those without. The former are likely to be placed in appropriate locations (e.g., General Education, major), and the latter group may be listed in the Other Courses section.

Note: The Program Evaluation tool is a very useful tool to use in assessing your progress toward degree completion. The reports are quite reliable. However, due to the complexity of some program requirements, or the fact that some procedures such as course substitution are not yet completed electronically, individual reports may include some discrepancies. Therefore, the Program Evaluation tool should be utilized in conjunction with, and as a supplement to, regular interaction with your academic advisor, and reference to the Keene State College Undergraduate and Graduate Catalog.

Questions Regarding Your Evaluation Report

Any questions regarding the Academic Evaluation Report should be directed to your academic advisor.

Error Message

No report was produced.

This error message indicates that academic requirements don't exist in the system for your Catalog Year (e.g., 2000-2001, or earlier). Unless you are willing to change your Catalog Year of record, Program Evaluation will not work for you.