

HOW TO USE THE DEGREE EVALUATION TOOL

Degree Evaluation Report

A degree evaluation report is not an official evaluation, is subject to modification, and does not replace any requirements listed in the University Catalog.

At this time, substitutions have not been implemented into the online degree evaluation tool.

What-if Analysis

A "what-if" analysis may be run to assist students who want to know the effect of changing their major or minor. **NOTE:** *Students whose major is undeclared or "intended" must use the What-if analysis to run a degree evaluation. These students should meet with the academic advisor for their major(s) to ensure that they are officially declared into a degree program.*

Students can use the "View General Student Information" link in LEO Online to see whether they are declared into a degree or still "intended" in the student information system.

Running an Evaluation

- Log in to LEO Online www.leoonline.odu.edu
- Click *Admissions, Registration, Student Records, Graduation Information, Credit Card Payments, and Financial Aid*
- Click *Student Records*
- Click *Degree Evaluation*
- Select the current term, or the most future term for which you have pre-registered, then click *Submit*
- Scroll to the bottom of the page and click on the link *Generate New Evaluation* (**NOTE:** *if you are in an "intended" program, you will need to use the What-if Analysis*)
- Click the radio button next to the program for which you would like to run an evaluation, and click *Generate Request*
- Click the radio button next to *Detail Requirements* and click *Submit*

What-If Analysis

This feature allows students to compare their current academic history to the requirements of different programs. This can be useful to students who are considering switching majors or who are "major shopping."

To run a What-If Analysis:

- Log in to LEO Online
- Click *Student Records*
- Click *Degree Evaluation*
- Select the current term, then click *Submit*
- Scroll to the bottom of the page and click on the link *What-if Analysis*
- Select your entry term, or catalog term, and click *Continue*
- Select the desired program (listed by major) and click *Continue*
- Select the *First Major*
 - If you need to add a minor or concentration, click *Add More*, otherwise click *Submit*
 - If you selected *Add More* to add a concentration, select the appropriate concentration(s) from the drop-down list
 - If you need to add a minor, click *Add More* again and select the appropriate minor(s)
 - When all concentrations and minors are selected, click *Submit*
- Click *Generate Request*
- Click the radio button next to *Detail Requirements* and click *Submit*

Reviewing an Evaluation

(more detailed information is available in the PDF file [Interpreting the Degree Evaluation](#))

The first section of the degree evaluation report summarizes your curriculum information and provides an overall list of degree requirements, such as overall GPA, minimum number of credits hours, etc.

The next section of the report is divided into program *Areas*. These areas may be displayed as Departmental Requirements, Lower Division General Education Requirements, Major Requirements, Upper Division General Education Requirements, General Electives, and other degree requirements. The requirements appear on the left and the courses or credits that meet the requirements are located on the right of the report.

Departmental Requirements are specific to each program and typically included courses that can also be used as part of other areas.

Lower Division General Education Requirements are the University requirements that all undergraduate students must complete.

Major Requirements include all courses necessary to complete the major. The major area will include all major courses taken and enforces the major GPA requirement for the program.

Upper Division General Education Requirements include the requirements for clusters and minors.

General Electives include all other courses taken or attempted that do not apply toward any other requirements.

Other Degree Requirements include various tests and assessments required for graduation.

Questions?

Questions should be addressed to degreeaudit@odu.edu or call 757-683-3634. Please include your name, UIN, and a detailed description of the issue(s).