

CAPP Report Guide: Program Evaluation

You will find a description based on each of the red highlighted letters in the following screen shot of a PLU CAPP Report. The letters will have a corresponding description below.

Program Evaluation

Program : **A** General University Reqmts
 Campus : **B** Main Campus
 College : **C** No College Designated
 Degree : **D** Degree Seeking Undec.
 Level : **E** Undergraduate
 Majors : **F** Sociology
 Departments : **G** Sociology

Catalog Term : **H** Fall Semester 2006
 Evaluation Term : **I** Fall Semester 2008
 Expected Graduation Date : **J** 05/28/2010
 Request Number : **K** 17
 Results as of : **L** 12/09/2008
 Minors : **M**
 Concentrations : **N** Crime & Deviance

	Met	Credits V		Courses W	
		Required	Used	Required	Used
Total Required :	O No	128.00	<u>94.00</u>		35
Program GPA :	P Yes	.00	<u>2.52</u>		
Overall GPA :	Q Yes	2.00	<u>2.52</u>		
Other Course Information R					
Transfer :	S		2.00		1
In Progress :	T		35.00		11
Unused :	U		3.00		4

The lettered items below marked with an asterisk (*) are considered the most important to understand and view when looking at the CAPP Report. These are the most helpful and critical pieces of information that the CAPP provides. They are also underlined in yellow on the screen shot above. Please note that items on the CAPP Report in Red indicate an unmet requirement.

A. Program: General University Requirements – The CAPP Report shows your GUR progress while at PLU. This field indicates that the CAPP Report is reflecting your General University Requirement progress.

B – E. Campus, College, Degree, and Level – These fields will always appear as they do on this example when the CAPP program (field A) is General University Requirements.

F. * Majors – This field shows any majors that you have declared at the time of the report. It will also show your intended major if you have not yet declared a major.

G. Departments – This field indicates the academic department in which you have declared your major.

H. * Catalog Term – The catalog term is the term that you began at PLU. You are responsible for completing the requirements that were in place at the time of your catalog term.

I. Evaluation Term – This is the term in which the CAPP Report was run.

J. Expected Graduation Date – This is the projected date of your graduation. If you have declared your major, this date should be an accurate date of your expected graduation. If you have not declared your major, this date is simply five years from the time you started at PLU. The date is just

a projection. It doesn't factor in to any final decisions about whether or not you are eligible to graduate.

K. Request Number – This field shows the CAPP Report number. Each CAPP Report has a request number. If the number is 6, the report is the sixth CAPP Report to be run for you.

L. * Results as of – This field shows the date that the CAPP Report was run. Any changes made to your student record, such as dropping a class, will not show up on the CAPP Report if done after the “Results as of” date. It is a snapshot of your academic record at the time it is run.

M. Minors – This field shows any minors that you have declared at the time of the report.

N. Concentrations – If you have declared a concentration in your major, it will show in this field.

O. * Total Required – This is a very important field because it shows your total hours and whether or not you've met the 128 minimum needed to graduate. If you have 128 or higher it will show “Yes” in the Met column, otherwise it will show “No.” The “Used Courses” column shows how many total courses you've taken.

P – Q. * Program GPA & Overall GPA – Since the CAPP Report shows your GUR progress and all the courses for which you've received credit, the program and overall GPA are the same. This is your cumulative PLU GPA. It does not include transfer courses.

R. Other Course Information – This field is not used for the General University Requirements CAPP Report.

S. Transfer – This field shows how many transfer semester hours are counted in your record. It is the total number of transfer hours from all other institutions you've attended. These are counted in your total hours.

T. In Progress – This field shows the number of semester hours that you have in progress. Included are classes you are currently taking and any classes that you are enrolled in for future terms. These hours are counted in your total hours.

U. Unused – These are classes that were not included on your CAPP Report. Most often the reason for this is that they were repeated classes. If you have courses and credits here, you can find them by scrolling to the bottom of the CAPP Report and clicking on the “Back to Display Options” link. Then click on “Additional Information” and submit to find the class(es).

V – W. Credits & Courses Columns - These columns break down into credits (semester hours) and courses the information presented in fields O through U. The credits (V) columns are the most important because PLU General University Requirements are based on credits not on courses. For example, you need at least 40 credits of Upper-Division hours to graduate, and you need at least 128 total credits to graduate. You can meet these requirements with any number of courses, but you must meet the minimum number of credits to satisfy each requirement.