How to Run a Degree Evaluation – Graduate Students

Students are encouraged to run regular degree evaluations in order to 1) verify student eligibility for funding (tuition waivers, assistantships, fellowships, etc.); 2) evaluate progress to degree; 3) review the courses taken each semester and individual course grades; 4) verify completion of non-course degree requirements; and/or, 4) determine degree plan and cumulative GPA.

To run a degree evaluation, follow these steps:

1. Log onto your Howdy account at howdy.tamu.edu
2. Click on the “My Record” tab.
3. In the center of the screen, under the Degree Evaluation Section, select “View degree Evaluation”
4. You will need to select the current term and then hit the submit button.

5. The Degree Evaluation Record will appear and you will need to select the blue “Generate New Evaluation” link at the bottom of the page.

6. The Generate New Evaluation section will appear, and you will need to select your program. Make sure the correct term is selected and then select the generate request button. The evaluation may take a few seconds to generate.
7. Once you generate the request, the three Degree Evaluation Options will appear: General Requirements, Detail Requirements, and Additional Information.

8. Select “Detail Requirements” to view your required courses and GPA information. Note: This screen will display the courses listed on the your degree plan, completed courses not applied to the your current degree plan, the cumulative graduate GPA (listed as Program GPA), and the degree plan GPA (listed under “Total Credits and GPA” in the “Courses for Degree Plan GPR” area). Both the cumulative and degree plan GPAs must be 3.0 or higher for you to be in good academic standing.
9. Select “Additional Information” to view the your examinations and non-course degree requirements. Note: This screen will display non-course requirements such as the graduate degree plan, preliminary exam, proposal, residency, admission to candidacy, final exam/defense, and thesis/dissertation/record of study, etc. Other information such as course and exam time extensions may also be displayed on this screen.