

## How to Generate an Academic Progress Report in CalCentral

### GRADUATE STUDENTS

Graduate students can use the **Academic Progress Report (APR)** tool in CalCentral to confirm progress of their Graduate division and department requirements.

Please note: If you have questions about the APR requirements, or status of your degree progress, please see your department advisor immediately.

### Checking the status of the Academic Progress Report

- STEP 1** Log in to **CalCentral**.
- STEP 2** Navigate to the **My Academics** tab, go to **Degree Progress** in the middle column and select the **Academic Progress Report** link.



### Understanding the page layout

1. Note that the **APR** is organized in a hierarchy format - course requirements are categorized according to **Graduate division** and **department requirements**.
2. When you get to the page, the default displays all **Satisfied** requirements as collapsed and all **Not Satisfied** requirements are expanded. You can choose from the options to **Collapse All** or **Expand All** tabs based on your preference. Click on **View Report as PDF** to save a pdf version of the current report.

UC Berkeley | Graduate

This report last generated on 04/12/2018 10:11AM

[Collapse All](#)
[Expand All](#)
[View Report as PDF](#)
[Return to Default](#)

 Taken
  In Progress
  Planned

Academic Objective		1 of 1	Academic Summary
		<u>Req (Catalog) Term</u>	
Career:	Graduate	2012 Fall	Report Date: 04/12/2018
Program:	Graduate Academic Programs	2012 Fall	Last Term Enrolled: 2018 Spring
Plan:	Microbiology PhD	2012 Fall	Academic Standing: Good Standing
			CUM GPA: <u>3.946</u>

[▶ HEALTH POLICY PHD \(RG-1035\)](#)  
[▶ IMPORTANT INFORMATION REGARDING THE ACADEMIC PROGRESS REPORT \(RG-0928\)](#)  
[▶ MICROBIOLOGY PHD \(RG-0323\)](#)

[Return to Report Request](#)
[View Report Request Log](#)

- Be sure to understand the course status icons as they inform whether a course has been **Taken** or is **In Progress**.



- The **Academic Objective** and **Academic Summary** windows present information about degree, plans, sub-plan, cumulative GPA and others.

Academic Objective		1 of 1	Academic Summary
		<u>Req (Catalog) Term</u>	
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- Requirements are noted as **Satisfied** or **Not Satisfied**. A **Satisfied** requirement will not show the details unless you click on the gray triangle ( ▶ ) to expand the section and see how the requirement was satisfied. These reveal information about how the requirement was satisfied.

**NOTE:** In some cases, the revealed information will display a generic note such as “*Student satisfied requirement by way of exception from ...*”. There is no need to be concerned that a particular course does not appear. These notes confirm that the requirement is **Satisfied** and completed.

▼ International Studies

**Satisfied:**

- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Personalize | View All | [L&S](#) First 1 of 1 Last

Course	Description	Units	When	Grade	Status
ECON 115	20TH CEN WORLD ECON	4.00	2016 Spring	A	

Quantitative Reasoning (R-0293)

**Satisfied:** Students must complete the following with a C- or better letter grade or specified minimum test score.

▼ Quantitative Reasoning

**Satisfied:** Student satisfied requirement by way of exception from L&S 1.

You can choose to expand/collapse to see more/less details accordingly.

6. **Graduate Division Residency Requirement:** this requirement shows all the courses the student took in that semester which counted toward the minimum units for **Academic Residency**.

Graduate Division: Doctoral Academic Residency Units (R-02105)

**Satisfied:** Students must satisfy academic residency required of selected degree goal(s) by completing at least four semesters in residency.

▶ Fall 2012

▶ Spring 2013

▶ Fall 2013

▶ Spring 2014

7. Under the requirements tabs, a table of course(s) information appears. They contain information about **Course**, **Description**, **Units**, **Term** taken, **Grade** and **Status**. Select the course link to view information about the course.

**Upper Division Economics Course Requirement (R-0284)**

**Satisfied:** Students must take a minimum of 6 courses in Economics Upper Division.

**Upper Division Economics Course Requirement**

**Satisfied:**

- Courses: 6 required, 8 taken, 0 needed

**The following courses were used to satisfy this requirement:**

		Personalize	View All	First	1-8 of 8	Last
Course	Description	Units	When		Grade	Status
ECON 100A	MICRO ANALYSIS	4.00	2016 Spring		A	✔
ECON 100B	MACRO ANALYSIS	4.00	2015 Fall		A	✔
ECON 115	20TH CEN WORLD ECON	4.00	2016 Spring		A	✔
ECON 119	PSYCH AND ECON	4.00	2016 Fall		A	✔
ECON 140	ECONOMETRICS	4.00	2017 Spring		A	✔
ECON 191	TOPIC ECON RESEARCH	4.00	2017 Fall			⚠
ECON 197	FIELD STUDY	1.00	2016 Summer		P	✔
ENVECON C151	ECONOMIC DEVELOP	4.00	2017 Fall			⚠

8. **Milestones** are requirements that are filled by **Grad Division** or the **Department Advisor** when the student has met the requirement. Examples of a Department Milestone is a **Lab Rotation: Dept Milestones**.

**Lab Rotations (R-0893)**

Students must rotate through three different laboratories during the first year, for 10 weeks per rotation, giving them an opportunity to explore areas of interest as possibilities for Ph.D. research. A fourth rotation is required if you do not select a lab after the third rotation.

There are also a number of **Grad division Milestones** such as the following:

**Graduate Division: Qualifying Examination (R-0820)**

**Satisfied:** Qualifying Exam results are valid for five years only.

- ▶ **Qualifying Examination Approval**
- ▶ **Qualifying Examination Results**

**Graduate Division: Advancement to Candidacy (R-0822)**

**Satisfied:**

- ▶ **Incompletes**
- ▶ **Graduate Division Approval**

**Graduate Division: Dissertation (R-0828)**

**Not Satisfied:** Filing your doctoral dissertation is one of the final steps leading to the award of your graduate degree.

- ▼ **Dissertation Filed**

**Not Satisfied:**

## Reporting Errors in the APR

If there are any inaccuracies (missing information or miscalculation of units), please check in with your department advisor immediately.

There are two different ways in which you might find inaccuracies when running your APR:

1) *The stated requirements are not correct.* For example, a requirement might indicate that 4 courses are required for your degree, but it should show only two as required. Also, if your degree has multiple tracks or concentrations (called "sub-plans" in our new system) the requirements won't be accurate if your sub-plan is not accurately recorded. Your sub-plan should be displayed below your degree on your main CalCentral profile.

2) The requirements that are listed are correct, but *it is not correctly showing that I've satisfied one or more requirements.* If you believe you've completed requirements that aren't showing as satisfied on the APR, please see your advisor. Note – all milestone-type requirements require manual entry (such as foreign language requirements) and may not yet be entered on your record.

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### Support

For questions or assistance, please contact SIS Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call [510-664-9000](tel:510-664-9000) (press option 6 to reach SIS support)
- For additional SIS resources, please visit: [sis.berkeley.edu/training](https://sis.berkeley.edu/training)