

Interpretation of Your Degree Audit

You can access your personal degree audit by visiting www.park.edu/open. Use your student id and password to login to your account. The degree audit is a listing of all the requirements needed to complete your degree. It is a good tool to advise you on the requirements you have already completed and those you will still need to complete.

When reading your audit, you will notice it comes in sections. Look at all of the sections to determine what requirements you still need to complete.

- A. Overall Total Hours
- B. Upper Division Hours
- C. Core Requirement
- D. English, Math, and Science Requirement
- E. General Education Requirement
- F. Liberal Learning

Figure1

CORE REQUIREMENTS	Courses to complete:	9	Sequences to complete:	1
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Example: Figure 1 - the student has not yet completed the Core Requirements section because there are 9 "Courses to complete". The "Sequences to complete" means that there is 1 sequence in this section to complete. Do not worry about completing sequences because they will be fulfilled after all courses in this section have been completed.

Figure2

CORE REQUIREMENTS	Courses to complete:	0	Sequences to complete:	0	COMPLETE
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Example: Figure 2 - when you complete a section of the degree requirement, the word "Complete" will be displayed.

Figure3

EN105	Writing Strategies & Concepts	EN105	FA93	4	A
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Example: Figure 3 - this course is listed on the audit in the English/Math/Science Requirements section. The Park course number is EN 105 and next to it is the Park course name. FA93 indicates the course was taken in fall of 1993. Lastly, the grade earned in the course is listed.

Figure4

*T	NS199	Physical Education	PE100	OTHER	4	TR		
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Example: Figure 4 - if you transfer a course from another college/university, the letters TR will take the place of the grade. TR credits are **NOT** calculated in your Park University GPA.

A. Overall Total Hours

Figure5

OVERALL TOTAL HOURS					COMPLETE
	GPA	Res GPA	Hours	Res Hrs	
Required	2.00	0.00	120	30	
Completed	3.28	3.28	80	50	

Figure 5 is an example of what you will see in the Overall Total Hours Section. The "Required" row indicates the minimum requirement for each column. The "Completed" row indicates what you have actually completed/earned in each column.

1. The GPA, grade point average, (which does **NOT** include transfer grades) is in the first column. A minimum 2.0 GPA is required and the Completed GPA shows your earned Park University GPA.
2. The second column or the Res GPA, Resident Grade Point Average is not applicable to you since Park does not count transfer work toward your GPA.
3. The third column, Hours, indicates the number of hours required for degree completion. Most degrees require 120 credit hours. Completed Hours are the actual number of hours you have completed toward your degree. Note: Transfer hours **ARE** counted toward the total number of hours completed.
4. The fourth column or Res Hrs, (Resident Hours), indicates how many hours you have completed at Park University. Most degrees require 30 resident hours.
5. **It is important to remember that you may earn more than 120 overall credit hours, but you may still need to complete the specific course requirements in each section of the degree audit in order to graduate.**

B. Upper Division Hours

Figure6

Statistics for UPPER DIVISION HOURS				
	GPA	Res GPA	Hours	Res Hrs
Required	0.00	0.00	45	0
Completed	3.64	3.64	39	33

45 hours of Upper Division course work is required for most degrees. **Any** 300 – 400 level course listed on your degree audit counts as upper division including all Liberal Learnings (MLL/LL). It is possible that some of your transfer hours which were upper division classes at your previous college/university might be equivalent to a Park University lower division course and will transfer as lower division.

In Figure6 above, this student has completed 39 upper division hours. This total includes Park graded hours and transfer credits. On this student's audit, each course that counted towards the 39 would be listed directly under this table except for any course with a grade of IP (in progress). Since 45 hours are required, this student needs 6 hours to complete the upper division requirement. These 6 hours will be completed upon:

1. Completion of any upper division course hours listed on the degree audit as IP (in progress)
and
2. Completion of upper division course hours listed elsewhere on your degree audit for which you have not yet enrolled.
or
3. By completing hours in Science, Natural Science, Humanities or Social

Administrative Sciences at the 300-400 level.

and/or

4. By completing 6 hours of electives at the 300-400 level

C. Core Requirements

Figure7

MANAGEMENT-BS				
CORE REQUIREMENTS-UG02	Courses to complete:	1	Sequences to complete:	1
	CORE REQUIREMENTS-UG02	Options:		1

Core courses are the courses relating directly to your major. For instance, if you are majoring in Management, core courses are the hours listed under the Management Core Requirement section. The number of required courses in your core area varies based on your selected degree program. (For specific core requirements, please view our catalog at <http://www.park.edu/catalog/>)

D. English/Math/Science Requirements

Figure8

ENGLISH/MATH/SCIENCE-BS	COMPLETE
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This area requires 3 English courses, 1 Math course and 1 Science course to show COMPLETE. A passing score on the Writing Competency Test MUST be achieved prior to enrolling in EN306 (or CJ450/451) Professional Writing in the Disciplines.

English: Every student must complete EN105, EN106, the Writing Competency Test, (WCT) (after successful completion of EN105/106 and at least 60 credit hours) and EN306 (or CJ450 or CJ451 for CJ majors). The WCT assesses your ability to write at the college level and is a mandatory requirement for graduation. Click this link to read FAQ about the WCT Process - http://www.park.edu/online/faq_currentstudent.aspx.

Math: Only MA131 College Algebra or equivalent will complete this requirement.

Science: These courses include but are not limited to: BI301 Human Ecology and CH301 Chemistry in Society. Any Park University science course taken at the 300-400 level will count as upper division

E. General Education (GE)

Figure9

GENERAL EDUCATION-BS

Completion of the general education requirement can be satisfied by completing at least 9 hours in each of the three academic divisions. Only ONE course from the student's major discipline will be counted as satisfying part of the GE requirement of 27 credit hours. The discipline of this major is MANAGEMENT.

The Bachelor of Science degree requires 27 General Education hours for graduation. Your degree audit will tell you the exact number of hours required in the disciplines of; Natural Science, Humanities and Social Science. As a rule, at least nine hours are

required in each discipline. General Education classes are indicated with a "GE" in the catalog and course schedule.

On occasion, with prior approval, a course that is, for example, a History course will be substituted as a Humanities course. So next to the course (ex. HI 395), you will see: HU****. This merely means the course was substituted as a humanities course.

Any General Education (GE) course taken at the 300-400 level will count towards upper division hours.

F. Liberal Learning (MLL/LL)

You must complete at least three courses (9 hours total) designated as Liberal Learning (MLL/LL). Liberal Learnings are upper division courses. Note: **Only** courses listed in the catalog or schedule as an LL or MLL count as Liberal Learnings. These courses must be 300 or 400 level and must be from 3 DIFFERENT disciplines OUTSIDE YOUR MAJOR DISCIPLINE.