

Degree Audit Elective Calculation Guide & Formula

Use the following steps to determine elective hours. All calculations should be recorded in hours not number of courses.

Section I: Upper Division Hours (UD):

Use only the totals in the **Upper Division Hours** section of the degree audit.

1. UD hours required: 45
2. UD hours completed to date: _____ (This is the sum of all Park graded hours, transferred hours (TR) from other institutions and the hours listed in the Electives). Remember, upper division hours taken at other colleges/universities may transfer as lower division Park equivalencies.
3. UD hours in progress (IP): _____
4. Sum of lines 2 and 3: _____ Subtract this number from 45 to determine UD hours not complete.
5. UD hours not complete: _____
 - a. Count the 300 and 400 level courses listed on the degree audit that have **not** been graded (no grades or TR credit).
 - b. CJ Majors: CJ450 and 451 should only be counted once.
 - c. Don't forget to count any **Liberal Learnings** hours that have **not** been completed.
6. Sum of lines 4 and 5: _____
 - a. If line 6 is greater than or equal to 45, no additional UD electives are required.
 - b. If line 6 is less than 45 subtract line 6 from "45" = _____ to find the number of additional UD electives needed to meet the upper division requirement. See Section III for Upper Division Electives options.

Section II: Overall Total Hours (OTH):

Bachelor of Science degrees require completion of 120 hours **and** the courses in the Core Curriculum, English, Math, Science, General Education and Electives.

1. OTH hours required: 120
2. OTH hours completed to date: _____ (This is the sum of all Park graded hours, transferred hours from other institutions and hours listed in the Electives section of your degree audit).
3. Hours In Progress (IP): _____
 - Count only IP hours in the Core, English, Math, Science, General Education and Liberal Learning sections of the degree audit.
 - CJ Majors: CJ450 and 451 should only be counted once.
4. Sum of lines 2 and 3: _____ Subtract this number from 120 to determine overall hours not complete
5. Overall hours not complete: _____
 - Count **all** hours in the Core, English, Math, Science, General Education and Liberal Learning sections that have **not** been completed (no grades or TR credit)
6. Sum of lines 4 and 5: _____
 - a. If line 6 is greater than or equal to 120; No OTH electives are required.
 - b. If line 6 is less than 120, subtract line 6 from "120" = _____ to find the number of **OTH elective hours** needed to meet the overall total hour requirements.

Section III: Option for Upper Division Electives:

The following are options to earn credit for Upper Division electives. Any 300-400 level course counts as upper division.

1. Of the **OTH elective hours** required to meet the 120 requirement, take as many of these as needed at the 300-400 level to full any upper division electives.
1. If you need to complete hours in Science, Natural Science, Humanities or Social Administrative Sciences, take them at the 300-400 level.
2. If you have a choice between MG101 and MG352, take MG352. It will count as U/D and is a pre-requisite for several upper level management courses.
3. CIS Majors: Take the two CS/IS courses required in the core at the 300-400 level.
4. To receive credit by examination take a CLEP or DANTES test equivalent to a Park 300-400 level course.
5. Take all upper division electives at the 300-400 level.