

Degree Audit Walkthrough

The degree audit is your guide to completing a degree at Park University. You will find all the requirements for your particular degree program listed on your degree audit. You can view your degree audit in your MyPark account under the "Student" tab. We recommend that you view your degree audit in MyPark prior to speaking with an Enrollment Counselor. A PSSC Enrollment Counselor will be happy to review your degree audit with you and answer any questions that you have.

When you review your degree audit you will find it is divided up into several sections. Those areas and their requirements are listed below:

Overall Total hours (120-122 hrs)

- At least 122 for a Bachelor of Arts (BA)
- At least 120 for a Bachelor of Science (BS)

It is important to remember that you may earn more than 120-122 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.

Upper Division hours (45 hrs)

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. 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.

Core Requirements / Major Courses

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.

Graduation Requirements

- Student Seminar - LE100 (3hrs) (likely to be waived for transfer students)
- Writing Competency Test (WCT) (see page 2 of this guide)
- Professional Writing - EN306 or equivalent (3hrs)
- Modern Language Requirement (3-8hrs) **BA only**

Liberal Education Requirements (37 hrs)

Specific Courses:

- Writing Seminar - EN105 (3hrs) and EN106 (3hrs)
- Math Requirement - MA120 or MA135 (3hrs)
- Communications - CA103 or TH105 or CA105 (3hrs)
- Computer Science - CS140, CS144, CS151, CS219 or higher (3hrs)
- Science with lab (4hrs)

Liberal Education Electives:

- LE Natural Science course – choose 1 from list (3hrs)
- LE Humanities courses – choose 2 from list (6hrs)
- LE Social Science courses – choose 2 from list (6hrs)
- LE300 Seminar – different each term (3hrs)

Note: A minor is required for all Bachelor of Arts degrees.

Electives

Once you have completed all of the specific requirements above, you may still need additional courses in order to meet the "Overall Total Hours" requirement. If so, you are free to choose elective classes based upon your interests or career plans. Frequently, transfer students have some classes from other colleges or universities that transfer in as electives.

Writing Competency Test (WCT)

What is the WCT?

The Writing Competency Test (WCT) is a short test designed to make sure you know how to structure, cite and write essays and research papers. **The WCT is a graduation requirement for all students.**

Are there pre-requisites for the WCT?

The test should be taken within your first three terms of enrollment or before you obtain 60 hours credit. **You must have completed EN105 and EN106 to take the WCT.**

Where do I take the WCT?

There are two ways for you to take the WCT. If you live within an hour's drive of a **Park Campus Center**, you will take the WCT at one of the Campus Centers' scheduled testing times. If you **do not** live within an hour of a Park campus center, you can arrange for an external proctor. The proctor is the approved person who will administer your proctored WCT exam.

What is a Proctor and how do I get one?

A proctor is a person that the Distance Learning Administrator has approved to give you the Writing Competency test. It is your responsibility to arrange for a proctor who will be accepted by the Distance Learning Administrator. Approved proctors must have official business e-mails, mailing addresses and phone numbers.

Acceptable Proctor Sites:	List of Potential Proctors:
College or University	Accredited College/University Faculty or Testing Center Administrator
Public Library	Certified Librarian
US Embassy	US Embassy Official
US Military Bases	Testing Control Officer/Unit Education Officer

Excluded from approval as proctors:

- Family/Relatives (this includes extended family and in-laws).
- Neighbors
- Friends or other students
- Clergy
- Employers/Supervisors/Co-Workers (This includes anyone within the same school district, college/university system, or company).
- Adjunct Faculty Members
- K-12 Schools

How do I apply to take the WCT? Is there a cost?

The WCT costs \$25.00 payable by mailing a check or money order or calling Cathy McClelland at 1-877-505-1059 to pay by MasterCard or Visa. You apply to take the WCT by filling out the Proctor Form (see below). Then, simply mail your proctor form and payment to: Cathy McClelland/Park University/ Box 54, 8700 NW River Park Drive, Parkville, MO 64152.

What do I do if I am overseas?

If you are overseas, send an e-mail to pssc@park.edu. In the subject line type, "WCT Proctor for (your name)". Please reply with the following information:

- a. Your Name and Student ID #
- b. Your Phone #
- c. Your street address
- d. Your city, state and zip code
- e. Proctor first and last name
- f. Proctor title
- g. Proctor company name
- h. Proctor company address
- i. Proctor phone and fax number

j. Proctor e-mail address

When your proctor request has been approved, you will receive an email notifying you of the fact and you should then call 1-877-505-1059 with your credit card information. The proctor form should be completed and signed by the proctor. Upon returning the completed WCT, the proctor must sign the form and mail it back with your blue book. You will have four weeks to return your test and blue book for grading. Failure to complete and return the test within the allotted time will result in the test becoming null and void.

After I have paid, what happens?

On receipt of the payment, a WCT packet will be mailed to you and your proctor. The student packet includes: articles to read in preparation for the WCT. The proctor receives: a copy of the approved proctor form, a blue book to be utilized by the student for the taking of the WCT and an envelope for returning the test. You will prepare for the test by reading the articles. Remember to set up a date to test with the proctor. The test takes a maximum of two hours.

How long do I have to take the WCT after receiving the packet?

For the online student living within the continental forty-eight states, you are given approximately 21 days or three weeks. For students living abroad, you have 28 days or a month to complete the test. The test must be mailed with a postmark before or on the due date.

When will I receive my WCT results?

The grading of the WCT is dependent upon Park University's English department. During the regular fall and spring semesters; exams are graded every four weeks. During the summer, the test is graded twice. Once the test is scored, your results will be e-mailed to you with an explanation of what the score means. **The WCT grade is final and can not be disputed.**

What are the reasons my WCT proctor form would be rejected?

Your WCT proctor form will be rejected if:

- a. You have not completed EN105 or EN106.
- b. You live within one hour of a campus center.
- c. You have not completed 60 hours of credit or three semesters of online work.
- d. You have chosen an unacceptable proctor (see above list).
- e. You have not paid the application fee.

If I have any further questions, who do I call?

You can call Cathy McClelland, Administrative Specialist for Park's Student Success Center at 1-877-505-1059 or 816-584-2102. Cathy can be reached by e-mail at: pssc@park.edu