

# Degree Audit Training Manual

**Last updated:  
September 29, 2008 by Adam Moore**

# Sample Audit

Bachelor of Arts  
History Major

# Degree Audit Basics

```

=====
NO ← HISTORY REQUIREMENTS
    EARNED:  21.0 HOURS          3 SUB-GROUPS
        IP:    6.0 HOURS
--> NEEDS:   6.0 HOURS          2 SUB-GROUPS
+ 1)          5 COURSES TAKEN
  05.3 HIS 1305  3.0 C+  06.3 HIS 2365  3.0 B
  07.1 HIS 2366  3.0 B   07.3 HIS 1307  3.0 B
  08.1 HIS 1306  3.0 C
+ 2) American History Courses:
          1 COURSE TAKEN
    IP:          1 COURSE TAKEN
  07.3 HIS 4365  3.0 B   08.3 HIS 4374  3.0 RG IP
  
```

The diagram consists of red arrows and numbers 1 through 5 pointing to various elements in the table above:

- 1**: Points to the 'NO' status of the 'HISTORY REQUIREMENTS' section.
- 2**: Points to the 'NEEDS' section, which shows 6.0 hours and 2 sub-groups are still required.
- 3**: Points to the '5 COURSES TAKEN' section, specifically to the course '06.3 HIS 2365'.
- 4**: Points to the 'American History Courses' section, specifically to the '1 COURSE TAKEN' status.
- 5**: Points to the 'IP' (in progress) status of the course '08.3 HIS 4374'.

## 1. “NO” and “OK”

“NO” means the requirement is not currently met. “OK” means the requirement is currently being met. In order for a student to graduate, the audit must read “OK” all the way down the document.

## 2. Year and Term (06.3)

To the immediate left of each class on the audit is a number. This number represents the year and term the course was taken. In the example above, 06 means 2006 and .3 means the fall term. .1 = spring, .2 = summer, .3 = fall

## 3. Plusses and minuses

The plus symbol (+) indicates that the sub-requirement is currently met. The minus symbol (-) indicates that the sub-requirement is not currently met.

## 4. RG = registered

## 5. IP = in progress (RP = repeated course)

See the following page for a more complete listing of codes, terms, and symbols used on the degree audit.

# Degree Audit - Bachelor of Arts

---

PREPARED: 08/05/08 - 09:14

888888888

Anonymous,

This is a 'WHAT IF' audit

PROGRAM CODE: AS BA HIS

CATALOG YEAR: 200830

BA in History

=====  
The University reserves the right to correct errors in records at  
any time.  
=====

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED  
=====

---

## *Catalog Year*

When a student begins at Baylor he/she is listed under the most current Undergraduate Catalog. The student may choose to change to a later catalog year. However, for most students the catalog year will be the same as when the student started at Baylor.

**200810** = Spring 2008

**200820** = Summer 2008

**200830** = Fall 2008

When a student is currently registered for all remaining classes needed to graduate, the following statement will show on the degree audit.

=====  
>>>> ALL REQUIREMENTS COMPLETED - IN-PROGRESS COURSES USED <<<<  
=====

When a student has completed all requirements for graduation, the following statement will show on the degree audit.

=====  
\*\*\*\* ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET \*\*\*\*  
=====

## Minimum hours and GPA

---

```
=====
NO      MINIMUM HOURS AND GPA
      A minimum of 124 hours must be earned.
      (Elective hours may be required.)
-      124 hours must be completed with a minimum GPA of 2.0.
-      60 hours must be earned in residence.
-      The last 30 hours must be earned in residence.
      NEEDS:   30.0 HOURS
=====
```

---

### ***124 hours must be completed with a minimum GPA of 2.0.***

This section of the audit is very important. All degrees in the College of Arts & Sciences require at least 124 total hours. This is the minimum requirement. A student may end up with more hours than the minimum requirement. In addition, a student may complete all the general requirements for the BA and all the requirements for their major and still have less than 124 total hours. In this situation the student must take additional elective courses (or the student may want to earn an additional major or minor).

### ***60 hours must be earned in residence.***

In order to graduate from Baylor, a student must earn at least 60 hours at Baylor. This is an important requirement for transfer students.

### ***The last 30 hours must be earned in residence.***

In order to graduate from Baylor, a student must earn his/her last 30 hours at Baylor. A student cannot take summer school away from Baylor, return to Baylor for the fall semester, and then graduate in December.

**See next page for an example of a current student's audit**

## Example - Minimum hours and GPA

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NO      MINIMUM HOURS AND GPA

A minimum of 124 hours must be earned.  
(Elective hours may be required.)

-      124 hours must be completed with a minimum GPA of 2.0.

         85.0 HOURS EARNED

         78.0 GPA HOURS                      205.0 POINTS      2.62 GPA

IP: 16.0 HOURS

         Hours from Transfer Courses:

         ( 10.0 HOURS TAKEN )

+      60 hours must be earned in residence.

         ( 75.0 HOURS TAKEN )

IP: 16.0 HOURS

+      The last 30 hours must be earned in residence.

         ( 14.0 HOURS TAKEN )

IP: 16.0 HOURS

---

**Hours Earned** = total hours successfully completed.

**GPA Hours** = total hours counting towards the GPA. This includes any failed courses.

**Points** = total of all GPA points earned from all classes completed.

### *Hours from Transfer Courses*

This includes any courses taken before coming to Baylor, and any courses transferred into Baylor after matriculation at Baylor. Students are allowed to transfer a maximum of 15 hours into Baylor after matriculation.

# Minimum Advanced Hours

---

```
=====
NO      MINIMUM ADVANCED HOURS
        36 hours advanced credit (including courses in the major)
        must be earned.
=====
```

---

## ***36 hours advanced credit must be earned***

This is a very important and often overlooked requirement. In order to graduate from Baylor, a student must earn at least 36 advanced hours. Advanced hours are 3000 and 4000 level courses. All 3000 and 4000 level courses taken at Baylor, or transferred into Baylor, count toward this requirement (all advanced level general requirements, courses in the major, electives, etc.)

In most cases a student will not earn all of his/her advanced hours in the general requirements and major requirements combined. In most cases the student will need to take additional 3000 or 4000 level courses to complete this requirement. A student may earn these additional advanced hours by taking elective courses and/or earning an additional major or minor.

In a few cases a student will earn all of his/her advanced hours without needing additional electives. However, it is very important to always double-check this requirement, because a student will not be able to graduate with less than 36 advanced hours.

**See next page for an example of a current student's audit**

## Example - Minimum Advanced Hours

---

```
=====
NO      MINIMUM ADVANCED HOURS
        36 hours advanced credit (including courses in the major)
        must be earned.
-       15.0 HOURS EARNED
IP:     6.0 HOURS
07.3 LAS 4350      3.0 B+      08.1 CSD 3308      3.0 A
08.1 CSD 3357      3.0 B+      08.1 LAS 3390      3.0 A
08.2 CSD 4352      3.0 A        08.3 CSD 4301      3.0 RG IP
08.3 CSD 4309      3.0 RG IP
        NEEDS: 15.0 HOURS
=====
```

---

This example shows a student who has completed 15 hours of advanced credit, is currently registered for 6 hours of advanced credit, and will still need an additional 15 hours of advanced credit – for a total of 36 advanced hours.

All advanced courses currently completed and in progress will show under the minimum advanced hours section of the degree audit.

# University Requirements

---

```
=====
NO      UNIVERSITY REQUIREMENTS
- 1) Complete 2 courses (semesters) of Chapel.
      NEEDS:                2 COURSES
      SELECT FROM: CHA 1088
- 2) SELECT FROM: PSC 2302
=====
```

---

## ***Complete 2 courses (semesters) of Chapel.***

A student must complete two semesters of Chapel in order to graduate from Baylor. Transfer students bringing in 60 hours or more will only need one semester of Chapel.

## ***PSC 2302***

Most all students in the College of Arts & Sciences must take PSC 2302. This course must be taken at Baylor – it cannot be transferred in from another institution. However, transfer students who have already completely PSC 1305 and PSC 1306 before coming to Baylor will not have to take PSC 2302. This exception is only valid for transfer students who have completed these two classes before coming to Baylor.

# English Requirement

---

```
=====
NO      ENGLISH REQUIREMENT
--> NEEDS:                                4 SUB-GROUPS
- 1) NEEDS:                                1 COURSE
      SELECT FROM: ENG 1302 FAS 1302
- 2) Complete ENG 1304,3300, or 3 courses from FAS 1118,
      1128, 1138.
- 3) SELECT FROM: ENG 2301
- 4) Select one course:  ENG 2304, 2306, or 3 hours of GTX
      at the 2000 level or above.
=====
```

---

**FAS** = Freshman Academic Seminar (only available for freshman students)

**3 courses from FAS 1118, 1128, 1138** = this option is for an Engaged Learning Group (ELG). ELGs are for first year students and are completed over three successive semesters. For this particular ELG the student is given credit for the second English requirement. There are additional ELGs available for other requirements. These are noted throughout.

**GTX** = Great Text

# Religion Requirement

---

```
=====
NO      RELIGION REQUIREMENT
--> NEEDS:                1 SUB-GROUP
- 1)  NEEDS:                2 COURSES
      SELECT FROM: REL 1310,1350(R)
- OR)  NEEDS:                3 COURSES
      SELECT FROM: REL 1211,1221,1231
=====
```

---

**SELECT FROM: REL 1211, 1221, 1231** = this option is for an Engaged Learning Group (ELG). ELGs are for first year students and are completed over three successive semesters. For this particular ELG the student is given six hours of credit in place of taking REL 1310 and REL 1350. There are additional ELGs available for other requirements. These are noted throughout.

# Math Requirement

---

```
=====
NO      MATH REQUIREMENT
- 1)   NEEDS:                1 COURSE
      SELECT FROM: MTH 1301,1304,1321 STA 1380
=====
```

---

## ***MTH 1309 (Business Calculus)***

If a student changes from the Business School into the College of Arts & Sciences, MTH 1309 can be petitioned to count for the BA math requirement (the student must have earned a 'C' or better in the course). MTH 1308 (Business Pre-Calculus) will not meet the BA math requirement.

## ***MTH 1315***

For education majors only - does not meet the BA math requirement.

# Fine Arts Requirement

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```
=====
NO      FINE ARTS REQUIREMENT
       Complete 3 courses from the following groups, each from
       a different group.
- 1) SELECT FROM: ART 2302,2303,1300
- 2) SELECT FROM: JOU 1303 FDM 1303
- 3) SELECT FROM: CLA 3380
- 4) SELECT FROM: MUS 1220,3322,3323
- 5) SELECT FROM: THEA1206,2374
- 6) SELECT FROM: CSS 1301,1302,1304
- 7) SELECT FROM: FCS 3313,4313
- 9) SELECT FROM: FAS 1306, or 3 courses from FAS 1116,
       1126, 1136
=====
```

---

A student must complete three courses, each from a different group. This requirement does not require a certain number of total hours, only a total of three classes from three different groups (MUS 1220 and THEA 1206 are two hour courses). 3000 or 4000 level courses listed under the fines arts requirement will count towards the overall advanced hours requirement (all 3000 and 4000 level classes count towards the overall advanced hour requirement).

**FAS** = Freshman Academic Seminar (only available for freshman students)

**3 courses from FAS 1116, 1126, 1136** = this option is for an Engaged Learning Group (ELG). ELGs are for first year students and are completed over three successive semesters. For this particular ELG the student is given credit for one fine arts course. There are additional ELGs available for other requirements. These are noted throughout.

# History Requirement

---

```
=====
NO      HISTORY REQUIREMENT
- 1) Complete 2 history courses.
      NEEDS:                2 COURSES
      SELECT FROM: HIS 1305,1307,2365,2366  FAS 1304
=====
```

---

## ***HIS 1306***

This course is no longer available. However, students who already have credit for this course will receive credit towards the history requirement.

**FAS** = Freshman Academic Seminar (only available for freshman students)

# Social Science Requirement

---

NO SOCIAL SCIENCE REQUIREMENT

--> NEEDS: 3 SUB-GROUPS

Complete 3 courses, each from a different group to total 9 hours.

- 1) SELECT FROM: ANT 1305,3301
- 2) SELECT FROM: ECO 1305,2306,2307
- 3) SELECT FROM: GEOG1300
- 4) SELECT FROM: HON 3100,3101,3200,3201
- 5) SELECT FROM: PHI 1306,1307,1308,1321,3301,3310,3312,  
PHI 3322
- 6) SELECT FROM: PSC 1305 OR 1306
- 7) SELECT FROM: PSY 1305
- 8) SELECT FROM: SOC 1305
- 10) SELECT FROM: FAS 1303, 1305, or 3 courses from FAS 1115  
1125, 1135

---

A student must complete three courses, each from a different group. This requirement must add up to nine total hours. 3000 or 4000 level courses listed under the social science requirement will count towards the overall advanced hours requirement (all 3000 and 4000 level classes count towards the overall advanced hour requirement).

**HON** = Honors (only available to students in the Honors Program). To earn credit under group 4 a student must earn at least three hours from the HON courses listed (this will require taking more than one class).

**FAS** = Freshman Academic Seminar (only available for freshman students)

**3 courses from FAS 1116, 1126, 1136** = this option is for an Engaged Learning Group (ELG). ELGs are for first year students and are completed over three successive semesters. For this particular ELG the student is given credit for one social science course. There are additional ELGs available for other requirements. These are noted throughout.

# Language Requirement

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=====

NO	LANGUAGE REQUIREMENT
- 1)	Complete one language through 2320 (or 2321 or 2322) level.
- OR	Complete two Classical languages (Greek, Latin, Hebrew) through 1302 or 1402 level.

=====

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There are two options for the foreign language requirement. A student may complete one language through the fourth semester (2320) or complete two classical languages through the second semester (1302 or 1402). Please note that the Classics department does not recommend taking two semesters of Greek and two semesters of Latin. The department recommends students to take four semesters of either Greek or Latin.

Students may need to take a placement exam for Spanish, German, and French.

There is not a requirement for total hours under the language requirement. If a student takes the placement exam and is able to start at the third semester of the language, then the student will only need to complete the third and fourth semesters of the language.

### ***SPA 1412, GER 1412, and FRE 1412***

These courses are only available for students who have taken the placement exam. These courses cover material from the first two semesters of the language and will allow the student to complete the foreign language requirement in three total semesters.

For most foreign languages the first two semesters of the language (1401 and 1402) are four hour classes, and the last two semesters (2310 and 2320) are three hour courses. With most languages, a student beginning with the first semesters of the language will take a total of 14 hours to complete the language requirement.

# Laboratory Science Requirement

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LABORATORY SCIENCE INFORMATION

The BA lab science requirement has 3 sections.

Section 1: Biology, Geology, or NSC 1306-1106

Section 2: Chemistry or Physics

Section 3: Additional lecture and lab choices

All 3 sections (listed separately below) must be completed.

AN INCOMPLETE SECTION WILL HAVE "NO". A COMPLETED SECTION WILL HAVE EITHER AN "OK" OR "NA".

=====

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A student must complete three courses, one from each of the three sections. Each laboratory science class must have both a lecture and a lab. In some cases the student will need to sign up for two separate courses to meet the requirement (example: BIO 1305 and 1105). In other cases the student will only need to sign up for one class (BIO 1405). Each lecture and lab course will add up to four hours total. The laboratory science requirement requires a total of 12 hours.

**NA** = both “NA” and “OK” indicate the student has completed the section. Incomplete sections will be labeled with “NO.” This is often a point of confusion.

# Laboratory Science – Section 1

---

```
=====
NO      LABORATORY SCIENCE - SECTION 1
        Complete a lecture and a lab from Biology, Geology,
        or complete Neuroscience 1306 & 1106.
-       NEEDS:    4.0 HOURS
        SELECT FROM: BIO 1105 & 1305,1106 & 1306 NSC 1106 &
        NSC 1306 BIO 1401 GEO 1401,1402,1403,1405,1406,
        GEO 1408
=====
```

---

A student must complete one of the course options under Section 1. Some options require two separate courses for the lecture and lab (Example: BIO 1305 and BIO 1105). Other options only require one course, which includes both the lecture and lab (Example: BIO 1401).

***Courses for non-science majors***

BIO 1401

GEO 1401, 1402, 1403, 1405, 1406, 1408

## Laboratory Science – Section 2

---

=====  
NO      LABORATORY SCIENCE - SECTION 2  
         Complete a lecture and a lab from Chemistry \*1300 & 1100,  
         \*1301 & (1100 or 1316), 1302 & (1102 or 1316), \*1405,  
         1341 & 1146, or PHY 1404, 1405, 1407, 1408, 1422 or 1425,  
         1455. (\*Credit allowed for only one.)

=====  
NO OR (Section 2 continued)  
=====

---

A student must complete one of the course options under Section 2. Some options require two separate courses for the lecture and lab (Example: CHE 1300 and CHE 1100). Other options only require one course, which includes both the lecture and lab (Example: CHE 1405).

### *Courses for non-science majors*

CHE 1405

PHY 1404, 1405, 1407, 1455

## Laboratory Science – Section 3

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=====  
NO      LABORATORY SCIENCE - SECTION 3  
  
          Complete a lecture and lab from Biology, Chemistry,  
          Geology, Physics, NSC 1306 & 1106, ANT 1404  
          ENV 1301 & 1101, ENV 1303 & 1103, or FAS 1407.  
=====

NO OR (Section 3 continued)  
=====

---

A student must complete one of the course options under Section 3. Some options require two separate courses for the lecture and lab (Example: ENV 1301 and 1101). Other options only require one course, which includes both the lecture and lab (Example: ANT 1404).

### *Courses for non-science majors*

BIO 1401  
GEO 1401, 1402, 1403, 1405, 1406, 1408  
CHE 1405  
PHY 1404, 1405, 1407, 1455  
ANT 1404  
ENV 1301/1101, ENV 1303/1103

**FAS** = Freshman Academic Seminar (only available for freshman students)

# Human Performance Activity Requirement

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```
=====
NO      HUMAN PERFORMANCE ACTIVITY REQUIREMENT
-       4 courses of activity human performance required.
=====
```

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Any 1100 level HP course (HP 11\_\_) will count for the Human Performance requirement. 2000, 3000, and 4000 level HP courses do not count towards the Human Performance requirement.

### ***Other options for the Human Performance requirement***

- CCS 1100 – Civic Education and Community Service (can be taken once)
- HED 1145 – Health and Human Fitness
- MUS 0102 – Marching Band
- AS 1111 – ROTC
- AS 1112 – ROTC
- AS 2111 – ROTC
- AS 2112 – ROTC

### ***Age Waiver***

The HP requirement may be waived for persons over 25 years of age at the time of matriculation. If a person reaches age 25 subsequent to matriculation, the requirement stipulated in the degree plan must be completed.

### ***Athletes***

All students participating in intercollegiate athletics may receive two semesters of credit by completing HP 1128 and HP 1129. The remaining credit must be taken from other available courses.

### ***Military Veterans***

Military veterans will be exempted from one semester of activity for each 135 days of active duty. Students must submit a copy of DD Form 214 to the Program Director, Division of Non-major Human Performance, to be granted this exemption.

### ***Adaptive Human Performance***

No student is excused from human performance because of physical limitations. Prior to the beginning of each semester, students with disabilities must make arrangements with the Coordinator for HP 1104 Adaptive HP (Margaret Woody).

## Major Requirements (History)

---

```
=====
NO      HISTORY REQUIREMENTS
--> NEEDS:   33.0 HOURS           5 SUB-GROUPS

- 1) NEEDS:           4 COURSES
    SELECT FROM: HIS 1305,1307,2365,2366

- 2) American History Courses:
    NEEDS:           2 COURSES
    SELECT FROM: HIS 3360,3362,3371,3380,3395,4357,4360,
    HIS 4362,4363,4365,4368,4371,4374,4378,4380,4383,
    HIS 4384,4386,4392,4395,4396,4398

- 3) Global History - African, Asian, Latin American or
    Middle Eastern:
    NEEDS:           2 COURSES
    SELECT FROM: HIS 3305,3307,3310,3311,3353,3355,4305,
    HIS 4312,4313,4350,4357

- 4) European History Courses:
    NEEDS:           2 COURSES
    SELECT FROM: HIS 2380,3305,3307,3308,3310,3315,3340,
    HIS 3342,3344,3395,4305,4322,4324,4326,4327,4328,
    HIS 4329,4331,4332,4333,4336,4337,4338,4339,4341,
    HIS 4343,4345,4346,4348

- 5) Complete 3 hours of history electives.
    NEEDS:   3.0 HOURS
=====
```

---

In this example (History), a student must complete all five of the subgroups. Each subgroup lists the number of required courses. The total hours will vary between majors. The total for history is 33 hours. The total hours for the major are not always listed.

## Major Requirements, continued

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```
=====
NO      HISTORY 4000 LEVEL COURSES
- 1) 9 hours from the History Major must be 4000 level.
      NEEDS:    9.0 HOURS
=====
```

---

### *History 4000 Level Courses*

This separate part of the history requirements is not an additional number of hours to be completed. Rather, this requirement is stating that at least 9 hours of the 33 total hours in History must be 4000 level courses.

This section of the major requirements is not present for all majors.

## Major Requirements, continued

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```
=====
NO      MAJOR HRS/GPA/RESIDENCE REQUIREMENTS
-      HISTORY HRS/GPA: 33 hours and a minimum GPA of
      2.00 must be achieved on all History courses.
      NEEDS:   33.0 HOURS           2.00 GPA
-      ADVANCED HOURS: 15 hours of 3000-4000 level courses
      must be completed in the major.
      NEEDS:   15.0 HOURS
-      ADVANCED HOURS IN RESIDENCE: 12 hours of advanced
      credit in the major must be earned in residence.
      NEEDS:   12.0 HOURS
=====
```

---

### *Major Hours/GPA/Residence Requirements*

This separate portion of the major requirements section is included for all majors and is primarily important for graduation purposes. Each major has a requirement for minimum hours earned in the major, minimum GPA, advanced hours earned in the major, and advanced hours earned in residence (courses taken at Baylor).

Some majors require students to earn a minimum 2.0 GPA for each course taken for the major. If this is a requirement, it will be listed in this section of the audit.

**See next page for an example of a current student's audit**

## Example – Major Hours/GPA/Residence Requirements

---

```
=====
NO    MAJOR HRS/GPA/RESIDENCE REQUIREMENTS
-    HISTORY HRS/GPA: 33 hours and a minimum GPA of
      2.00 must be achieved on all History courses.
      21.0 HOURS EARNED
      21.0 GPA HOURS          61.5 POINTS    2.92 GPA
IP:   6.0 HOURS
05.3 HIS 1305      3.0 C+    06.3 HIS 2365      3.0 B
07.1 HIS 2366      3.0 B     07.3 HIS 1307      3.0 B
07.3 HIS 4365      3.0 B     08.1 HIS 1306      3.0 C
08.1 HIS 4336      3.0 A     08.3 HIS 3344      3.0 RG IP
08.3 HIS 4374      3.0 RG IP
      NEEDS:    6.0 HOURS          2.00 GPA
-    ADVANCED HOURS: 15 hours of 3000-4000 level courses
      must be completed in the major.
      6.0 HOURS EARNED
IP:   6.0 HOURS
      NEEDS:    3.0 HOURS
+    ADVANCED HOURS IN RESIDENCE: 12 hours of advanced
      credit in the major must be earned in residence.
      6.0 HOURS EARNED
IP:   6.0 HOURS
=====
```

---

The above example shows the requirements in the major for overall hours/GPA, advanced hours, and advanced hours in residence.

# Electives Requirement

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=====

ELECTIVES REQUIREMENT

Elective hours vary according to the program of study.

=====

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All classes that do not count as a general requirement or towards a major/minor will show up under the electives requirement section.

Some majors do not require any electives, but other majors may require a considerable number of electives.

***Determining how many electives are needed***

The number of electives needed is determined by calculating how many overall hours and how many advanced hours the student will likely earn after completely all of his/her general requirements and major requirements. If the student does not end up with 36 hours of advanced credit, he/she will need to make up the rest as electives. After counting the estimated advanced electives needed, if the student does not earn at least 124 hours total, then the student will need some additional any-level electives.

**The following is an example of how you can determine the number of electives needed (using the History major as an example).**

The BA degree requires approximately 78 hours of general requirements (this number is variable depending on how many foreign language courses are needed and how many hours are taken under the fine arts requirement)

The History major requires an additional 27 hours (this number is not 33 hours because six hours of history that count for the major are earned for the BA general requirements)

78 hours	BA general requirements
<u>27 hours</u>	History major
105 hours	Total hours

124 hours are needed to earn the BA degree (minimum). This means the student will need at least 19 hours of electives (124-105=19).

The next number to calculate is how many (if any) of the elective hours need to be advanced electives.

By looking at the classes required in the major, you can determine that a student with a History major can earn a maximum of 21 advanced hours when completing the 33 hours for the major. This means the student will need to earn at least an additional 15 hours of advanced credit somewhere else. Some of these hours can be earned under the BA general requirements (Example: 3000 and 4000 level GTX, fine arts, and/or social science courses). However, most students will earn these hours with electives. And since the History major requires approximately 19 hours of electives, a student can easily earn 15 advanced hours within the 19 hours of total electives.

It is important to remember all of these calculations are approximate and depend on various choices the student will make during his/her career at Baylor.

### **Summary**

#### 124 hours total required

- 78 hours are general requirements
- 27 hours are for the history major
- 15 hours are advanced electives
- 4 hours are any-level electives

These numbers will vary for every major and every individual student. That is why it is important to calculate these numbers for each individual student based on the information in the degree audit.

**See next page for an example of a current student's audit**

## Example - Electives Requirement

---

```
=====
ELECTIVES REQUIREMENT
Elective hours vary according to the program of study.
06.3 ART 2000      3.0 TA      006836213
07.1 ART 1000      2.0 TA  RP  006836141
07.1 ART 2321      3.0 TA      006836233
07.1 ENG 2000      3.0 TC      006836223
07.3 ART 1000      1.0 TA  RP  006836290
07.3 MTH 1000      3.0 TC      006836163
=====
```

---

The above is an example of classes showing up under the electives requirement. These are all classes that are not counting for the student under his/her general requirements or major/minor requirements.

### *Transfer students*

You can observe that all the classes listed above have been transferred into Baylor because all of the grades are preceded with a 'T.' This is always something to watch for. For this example it is important to note the classes that have transferred in as generic "1000" or "2000" classes. When a class transfers in as "1000," "2000," "3000," or "4000" this indicates that the course is not counting as a specific Baylor equivalent course. However, in many cases the student should pursue course equivalency approval or a petition to gain credit for specific course requirements. The courses above are counting as credit but are not meeting any specific requirements – they are only counting as electives, which may or may not be needed.

In particular, the classes above that should stick out are ART 1000, ENG 2000, and MTH 1000. All of these classes could potentially count for specific Baylor classes such as ART 1301, ENG 2301, and MTH 1304. If a student does not petition to gain credit for these classes, he/she will lose this potential credit towards a course requirement. Of course, not all course equivalency requests and petitions will be approved, but many times students should make the attempt.

## Work Not Applicable

---

```
=====
WORK NOT APPLICABLE
=====
***** END OF ANALYSIS *****
```

---

Any courses listed in this area are not counting for credit. Failed courses will be listed in this portion of the audit. Courses without missing grades are also listed in this section. There may be other instances when courses are listed in this section, but those instances are uncommon.

**See next page for an example of a current student's audit**

## Example - Work Not Applicable

---

```
=====
      WORK NOT APPLICABLE
05.3 SPA 1401      0.0 F  >X 06.1 CHA 1088      0.0 NC
06.1 CHE 1301      0.0 F
=====
```

---

The above is an example of how failing (F) and “no credit” (NC) grades show up under the “work not applicable” section of the degree audit. These classes do not count towards the overall earned hours but they do count towards the GPA hours, unless the class has been retaken. In the example above the SPA 1401 class has been retaken and the grade has been replaced. The >X symbol signifies that the failing grade has been replaced with a new grade.