

**Purpose:** The purpose of this worksheet is to help you determine whether you will meet the minimum graduation requirements:

(a) at least 40 hrs. from 3000 & above level courses and (b) minimum of 122 credit hours for a bachelor's Degree

if you register your cooperative education course(s) for one credit hour.

Please feel free to consult your Academic Advisor & Planner if you have any question or if you need assistance.

**Run your degree audit and KEEP it open**

*MyBGSU >> Student Center >> Degree Progress >> Degree Audit (on the left) >> Continue >> Run Declared Program >> Open All Sections below the Pie-Chart*

**Part 1: Check for A MINIMUM OF 40 Hrs. IN COURSES NUMBERED 3000 AND ABOVE**

1	The minimum number of hours in courses numbered 3000 and above <b>REQUIRED</b>		1	40
2	Number of credit hours in courses numbered 3000 and above <b>EARNED</b> <i>You will find this on 3) below hours required for your degree reported as ( xx hours taken)</i>	2		
3	Number of hours in courses numbered 3000 and above <b>IN-PROGRESS</b> <b>NOT INCLUDING TECH 3890 or TECH 4890</b> (unless you have registered for TECH 3890 this semester) <i>From the list of courses in-progress, top of the audit, ADD the number of hours numbered 3000 and above</i>	3		
4	Total number of hours in courses numbered 3000 and above <b>REMAINING. NOT INCLUDING TECH 3890 or TECH 4890</b> <i>Go over your remaining courses and add the number of hours from courses numbered at 3000 and above &amp; enter the number on line 4 to the right</i>	4		
5	ADD Lines 2, 3 and 4		5	

If Line 5 is Greater or Equal to Line 1, you will meet the minimum number of hours (40 hrs.) in courses numbered 3000 and above.

If Line 5 is Less than Line 1 by 2 **AND** you have yet to take TECH 3890 & TECH 4890, you will meet the minimum number of hours (40 hrs.) in courses numbered 3000 and above **by registering the coop courses.: TECH 3890 AND TECH 4890 for 1 hr.**

If Line 5 is Less than Line 1 by more than 2, you **will NOT** meet the minimum number of hours (40) in courses numbered 3000 and above. You may **NOT** want to register TECH 3890 and/or TECH 4890 for 1 hour; you may have to register for TECH 3890 and/or TECH 4890 for 4 hrs.

**Please consult your Academic Advisor & Planner**

**Part 2: Check for A MINIMUM OF 122 Hrs. TOTAL REQUIRED FOR A BACHELOR'S DEGREE**

6	The minimum number of credit hours required for a bachelor's degree		6	122
7	The number of hours you've earned <i>You will find this just below the Foreign Language Admissions Requirement on your audit</i>	7		
8	The number of credit hours from non - degree applicable courses such as: — Credit hours from DEVELOPMENTAL COURSES: MATH 95, MATH 99, WRIT 1010 <i>You will find this on 4) below hours required for your degree labeled as "Developmental courses.."</i> — Excess credit hours above 6 from: WRIT (GSW) 1100, 1110 & 1120 MATH 1200,1210 & 1220 <i>You will find these on 6) and 7) below hours required for your degree labeled</i>	8		
9	<b>SUBTRACT</b> Line 8 from Line 7. <b>Degree Applicable Hours Earned:</b>	9		
10	The number of hours you have <b>IN-PROGRESS:</b> Credit hours you've registered for or courses you have graded as In-progress: IP such as flight LAB courses or two-semester coop course hrs. TECH 2890, TECH 3890 or TECH 4890 <i>From the list of courses in-progress, top of the audit, ADD the total number of credit hours, including for courses you have In-progress</i>	10		
11	<b>ADD</b> Line 9 and Line 10: This is the expected total degree applicable hours you will earn by end of the current semester:	11		
12	The number of credit hours you have remaining <b>NOT including hours from Coop. Courses</b> <i>Go over all remaining courses and add the total number of credit hours - except hours for the remaining coop courses &amp; enter the hours on the right - line 12</i>	12		
13	<b>ADD</b> Line 11 and Line 12: <b>This is the total number of hours that you will earn without hours from remaining coop course(s) upon completing all degree requirements</b>	13		
14	<b>SUBTRACT</b> Line 13 from Line 6. Expected Degree Applicable Hours you <b>WILL Earn without hours from remaining coop course(s):</b>	14		

If Line 14 is zero or less, you will meet the minimum number of hours for the degree (122) and you may register the remaining coop course(s) for 1 hour

If Line 14 is 1 and you have one or more coop courses remaining: you may register the coop courses for 1 hour to reach minimum number of hours for the degree (122)

If Line 14 is 2 and you have two or more coop courses remaining: you may register the coop courses for 1 hour to reach minimum number of hours for the degree (122)

If Line 14 is 3 and you have three coop courses remaining: you may register the coop courses for 1 hour to reach minimum number of hours for the degree (122)

If Line 14 is more than 3, you will **NOT** meet the minimum number of hours for the degree (122) by registering coop course for 1 hour. You may want to register for at least one coop, TECH 3890 or TECH 4890 for 4 hrs.

**Consult with your Academic Advisor & Planner**