

UNDERSTANDING YOUR PROGRESS

Your audit is comprised of a list of **Requirements**. Within each **Requirement** will be one or more **Subrequirements**. Each **Requirement** and **Subrequirement** will display a progress indicator. In order to meet graduation eligibility for your **Program of Study**, each **Requirement** (and **Subrequirement**) must show a status of **Complete**.

① >	✖	ASSOCIATE OF ARTS IN GENERAL STUDIES CREDIT HOUR REQUIREMENTS The Associate of Arts in General Studies requires at least 62 hours of college level credit in compliance with the Academic Catalog and all OTC policies.
② >	✖	GENERAL DEGREE REQUIREMENTS: All of the following requirements must be met in order to be eligible for graduation from OTC.
③ >	✔	CORE 42 MATHEMATICAL SCIENCES
④ >	✖	CORE 42 WRITTEN COMMUNICATION
⑤ >	✔	CORE 42 ORAL COMMUNICATION
⑥ >	✖	CORE 42 HUMANITIES AND FINE ARTS
⑦ >	✖	CORE 42 NATURAL SCIENCES
⑧ >	✖	CORE 42 SOCIAL AND BEHAVIORAL SCIENCES
⑨ >	✖	CORE 42 ELECTIVES
⑩ >	✖	INSTITUTIONAL ELECTIVES
>		EXCESS COURSES

Example:

The AA.GEN is comprised of 10 Requirements. Each Requirement section can then be expanded to view the Subrequirements

▼ ✖ **CORE 42 WRITTEN COMMUNICATION** ← Requirement

✔ 1) **Written Communication I** ← Subrequirements

Complete 1 course; minimum 3 credit hours
Credit in excess of 3 hours has been applied to eligible elective requirements.

3.0 hrs complete

19FA	ENG 100	3.00	B	>S
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✖ 2) **Written Communication II** ← Subrequirements

Complete 1 course; minimum 3 credit hours

Needs 3.0 hours

Select From ENG 102 OR 150

AN EXPLANATION OF STATUSES:

- Complete

This status indicates all courses and hours within the **Requirement** or **Subrequirement** have been met and the section is completed. No further coursework or hours are needed.

All **Requirements** must show a **Complete** status after final grades are submitted in the student's last semester in order for the student to be eligible to graduate.

- Unfulfilled

At the **Requirement** level, this status indicates one or more **Subrequirements** have not been met. Additional coursework or hours are needed.

At the **Subrequirement** level, this status indicates one or more courses or credit hours is still needed to fulfill the **Subrequirement**. Additional coursework or hours are needed.

- In Progress

This status indicates the **Requirement** or **Subrequirement** will be complete pending the successful completion of in-progress coursework. If the in-progress coursework is not successfully completed, the status will revert to **Unfulfilled**.

- Planned

This status indicates that the **Requirement** or **Subrequirement** will be complete if the student successfully follows their academic plan of anticipated coursework. This status will change to **In Progress** and **Complete** as coursework is taken and successfully completed.