

## APPENDIX - H

### INSTRUCTIONS FOR CALCULATING ITEM 5 - CC FORM 104-R

#### Credit Hours

- a. Total required hours for degree **120**  
(Does not include ROTC)
- (1) ROTC Hours that do not count **20**  
(Include any ROTC hours that do not count towards the degree to ensure academic and military alignment is maintained)
- (2) Total Hours Required for NAPS **140**  
(120 + 20)

#### Normal Academic Progression **17.50**

(divide the Total Hours Required for NAPS by the total number of semesters/quarters established in the school catalog to complete the degree. If catalog calls the academic program a 4-year program, then use 8 semesters or 12 quarters. If the catalog establishes the program as a 5-year program then use 10 semesters or 15 quarters.)  
(example:  $140/8 = 17.50$ )

- b. Transfer credits accepted **35**  
(Accepted towards degree)
- c. Credits towards degree completed to date **60**
- d. Remaining for Degree **45**  
([Total Hours Req for NAPS] - [Transfer credit accepted + Credits towards degree comp to date])  
Example:  $(140 - (35 + 60) = 45)$
- e. Number of authorized semesters **3**  
(Remaining for Degree/Normal Academic Progression)  
Example:  $45/17.50 = 2.57$  (round up to 3)  
(Any fraction equal to or less than .5 will be rounded down to the lower whole number and anything greater than .5 will be rounded up to the next higher whole number)