

Degree Completion Plan

HOW TO FILL OUT A DEGREE COMPLETION PLAN

1. OPEN YOUR ACADEMIC REQUIREMENTS:

Go to [Towson Online Services](#), click on “Self Service,” and then “Student Center.” On the left hand side, select “Academic Requirements” from the drop-down menu.

2. CHECK YOUR CORE COURSES.

Cross off core courses that have been completed. Write down all required “Core Courses” that you have not completed. Use the [Core Curriculum Course List](#) to learn more about which courses satisfy remaining core requirements.

3. CHECK YOUR PREREQUISITES AND REQUIRED COURSEWORK FOR YOUR MAJOR AND YOUR SPECIFIED TRACK (IF APPLICABLE).

To ensure that you are using the most accurate information while filling in your DCP, refer to coursework in the undergraduate catalog based upon your catalog year.

Your catalog year, also referred to as your requirement term, will be listed at the top of your Academic Requirements report found on your Towson Online Services (TOS) account.

Links to undergraduate catalogs are listed below:

[2018-2019](#)

[2017-2018](#)

[2016-2017](#)

[2015-2016](#)

[2014-2015](#)

Cross off courses (and prerequisites) that you have completed. This will help you decide which courses need to be taken first and the order of your remaining coursework.

4. DOWNLOAD THE DEGREE COMPLETION PLAN FORM FOR YOUR, MAJOR TRACK AND CATALOG YEAR.

Use the appropriate spreadsheet (based on your catalog year and major and track) to create your academic plan. You can find your spreadsheets on the Degree Completion Planning webpage.

Be mindful of remaining core classes, prerequisites, and sequential coursework for your major.

Save the file to your computer.***Save as: last name first name and semester you are completing your DCP. For example: Smith.AnnSP18***

5. CREATE YOUR DCP.

Using the spreadsheet, create an academic plan with the courses you need to complete in order to graduate. Remember to include prerequisites.

- After the spreadsheet is open in Excel, input the total earned units up to today.
- Put in the number of units in which you are currently enrolled.
- Fill in the remaining schedule by semester.
- Make sure you have a minimum of 120 credits to complete your degree plan.
- Make sure you have a minimum of 32 upper level credits to complete your degree plan.
- Make sure your selection of courses satisfies curriculum requirements for your major and track according to your catalog.

6. EMAIL YOUR DCP TO YOUR ADVISOR

Email your advisor an attachment of your DCP from your Towson University email account and request an appointment to meet in person to discuss your course plans.

7. MEET WITH YOUR ADVISOR.

Bring a hard copy of your DCP with you to your appointment with your advisor. After reviewing the DCP, your advisor will ask you to sign a copy of the DCP. You will retain a copy of the DCP for your records. A hard copy will also be kept in your advising file with the department.