**Degree Completion Plan**

**HOW TO FILL OUT DEGREE COMPLETION PLAN**

**Step 1: Download the Degree Completion Plan form for your track in the English major and catalog year.**

**Step 2: Open Your Academic Requirements**

Go to [Towson Online Services](https://inside.towson.edu/psLogin/index.html), click on Self Service, and then on Student Center. On the left-hand side, next to your schedule, select Academic Requirements from the drop-down menu.

**Step 3: Write Down All Non-Completed Courses**

Using your Academic Requirements, write down all required and University Core courses that you have not completed.

**Step 4: Check Your Prerequisites**

Write down the prerequisites for the courses you have not completed. Check to see if you have completed the prerequisites. If so, cross them off. If not, take the prerequisites first.

**Step 5: Create a Degree Completion Plan**

Using the spreadsheet for your track (see Step 1), 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 UL credits to complete your degree plan.
* Make sure your selection of courses satisfies curriculum requirements **for your track** within the English major (see <http://www.towson.edu/english/2.1%20Undergraduate%20Majors/index.asp>).

**Step 6: Email Degree Completion Plan to Your Adviser**

* Save the file as LastName\_FirstName\_TUID#.xls (example: Doe\_John\_123456.xls).
* Email the file to your adviser as an attachment.