

# Degree Completion Plan Guidelines + Checklist

DEPARTMENT OF ART + DESIGN, ART HISTORY, ART EDUCATION

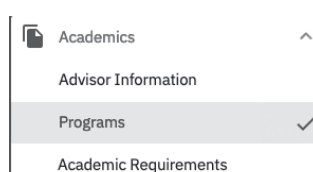
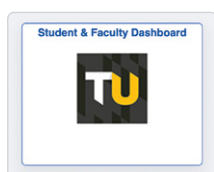
Step  
**1**

Download the **Degree Completion Plan**. Open in Excel. Complete the fields below.

Name (Last, First):		
Towson Student ID #:		Catalog Year:
Major:		
Concentration/Track:		
Academic Advisor:		

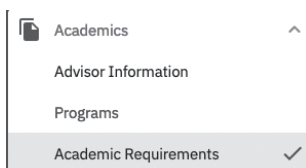
To find your **[Major] + [Concentration/Track]** go to [mytu.towson.edu](https://mytu.towson.edu).

Select Towson Online Services — Peoplesoft / Student & Faculty Dashboard / Academics / Programs from the left navigation. *Note: Major = Plan. Concentration/track = Subplan.*



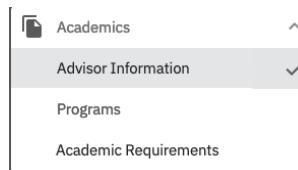
To find your **[Catalog Year (e.g. 2021–2022)]**

Select Academics / Academic Requirements from the left navigation. The catalog year is listed in topmost drop-down title.



To find your **[Academic Advisor]**

Select Academics / Advisor Information from the left navigation.



Step  
**2**

Return to Academic Requirements. Scroll to the **[120 Units]** tab. Enter the Total Units Taken in the highlighted field:


Total Units Earned:		Total Units Planned:	
Total Career Units:			



Don't put anything here!

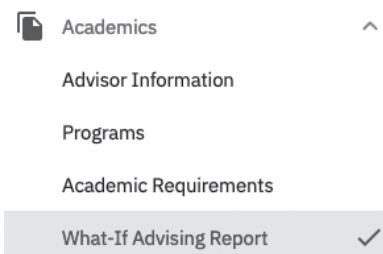
Step  
**3**

Find your major + concentration/track's Four-Year Plan of Study for your catalog year.

 Find your catalog year by following instructions in Step One.

If you intend to screen for the BFA, use Peoplesoft's What-If simulation:

Select Academics, then What-If Advising Report



OR

If you prefer, you can use the University Catalog:

Click for current catalog year ONLY

Click for all previous catalog years.

Next choose your **[Major]**, and then your **[Concentration]**.

Print/view your **[Four-Year Plan of Study]**.

Click for instructions to create a report.

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## Step 4

**Using your 4-year plan, place only courses you have NOT completed on the Degree Completion Plan in Excel.**

Follow the 4-year plan suggestions. Pay attention to the prerequisites and semesters a course is offered!

✗ Don't include failed or withdrawn classes. They have no credit and can't progress a degree.

! Enter [# of Units] for each course. The [Total] box will auto-populate.

Use Notes section to list Core courses or when you plan to screen.

Fall 2022				Mini 2022				Spring 2023			
Course	# of Units	Note		Course	# of Units	Note		Course	# of Units	Note	
1 ART 110	3			1	3	Core 12		1 ART 123	3		
2 ART 222	3			2				2 ART 223	3		
3 ART 330	3			3				3 ART 332	3		
4 ARTH 444	3			4				4 ARTH 441	3		
5	3	Core 9		Notes: Screen at end of spring 2023				5	3	Core 4	
6								6			
7								7			
8								8			
9								9			
10				10				10			
<b>Total</b>	<b>15</b>			<b>Total</b>	<b>3</b>			<b>Total</b>	<b>15</b>		

Like this!

## Step 5

**Verify:**

- ☐ A minimum of 120 credits are showing in the [Total Career Units] box.
- ☐ At least 32 upper level credits (300–400 classes) from core/major/elective classes are listed, or already completed.
- ☐ All University Core and major course requirements NOT completed for your catalog year are listed.

## Step 6

**When done:**

- ☐ Save/export your plan as an Excel file and attach it in an email to your advisor.
- ☐ Schedule a meeting with your advisor to review the plan.
- ☐ When finished and approved, you both sign the approved plan.
- ☐ Each of you keep a copy of the signed, approved plan.
- ☐ Your advisor may then remove your registration (mandatory advising) hold.