

## **Degree Completion Plan (DCP) Guidelines**

### **1. Check suggested degree plan for your major**

- a. Review and print the suggested four-year plan of study in the Undergraduate Catalog: <https://catalog.towson.edu/undergraduate/health-professions/speech-language-pathology-audiology/speech-language-pathology-audiology/#fouryearplanofstudytext>

### **2. Open Your Academic Requirements**

- a. Go to Towson Online Services, click on Self Service, and then Student Center. On the left-hand side, next to your schedule, select Academic Requirements.

### **3. Cross Off Completed University Core Courses**

- a. Using your Academic Requirements, cross off the University Core courses you have already completed from the Suggested Degree plan.

### **4. Cross Off Completed Major Courses**

- a. Using your Academic Requirements, cross off the major courses you have already completed from the Suggested Degree plan.

### **5. Check Your Prerequisites**

- a. Using your major prerequisite list within academic requirements, check to see if you have completed the prerequisites for required courses you still need to take for your major; if you have completed them, cross them off the Suggested Degree plan. If not, write down the prerequisites for the courses you still need to complete.

### **6. Create a Degree Completion Plan**

- a. Using the saved Degree Completion Form: <https://www.towson.edu/chp/departments/asld/undergrad/speechaudiology/sequence.html>, create an individualized degree completion plan with the courses you still need to complete in order to graduate. Keep in mind admission requirements to the major, your prerequisites, the courses you have completed, and the suggested degree plan for your major. In short, you still need to take anything you did not cross off in Steps #3-5.
  - Click on the spreadsheet to open it in Microsoft Excel and save it to your computer as Last Name and TU ID.xls (example LASTNAME123456).
  - Fill out top portion including Total Units Earned to date.
  - Fill in the schedule by term (use drop down menu for each term).
  - If you are unsure of what specific course you want to take in a core category, you can enter Core 5, Core 6, etc.

- Make sure you have planned a minimum of 120 credits.
- You must satisfy all University Core and major courses.
- You must have a minimum of 32 upper division credits (300 and 400).
- When you're done, save your file and attach the file in an email to your advisor prior to your scheduled advising meeting.

## 7. Contact and meet with your advisor

- a. The name and contact information for your advisor can be found in your PeopleSoft Student Center. Click on details under your advisor's name and send an email. Your advisor may also send out an email with their advising procedures. Pay attention to your TU email inbox.
- b. Schedule a meeting with your advisor. **Email a copy of your degree completion plan prior to meeting.** You and your advisor will review the plan, and when finished and approved, you will both sign (electronically) the approved plan. Final version of the document must be in an electronic format. You will keep a copy of the signed, approved plan; and your advisor will keep a copy of the signed, approved plan. Your advisor will then remove your academic advising hold.

## 8. Step 8: Ongoing Planning

Please note that academic changes, such as not receiving admission to the major, adding a minor, not finding an available course to take in a planned semester, failing a course, changing majors, etc. will affect your degree completion plan and possibly your time to graduation.

- In subsequent meetings with your advisor, please bring or email an updated version of your individualized degree completion plan if changes have occurred.
- You are responsible for your own plan, both your degree requirements and university requirements. Please use this plan as a guide to help you stay on track and complete all requirements in a timely manner.
- Please make sure you are carefully using your Academic Requirements report to identify any unmet course or credit requirements.
- To optimize on-time graduation, please communicate regularly with your advisor about any academic or non-academic issues that may affect your degree completion plan.