

Degree Completion Plan Guidelines + Checklist

DEPARTMENT OF ART + DESIGN, ART HISTORY, ART EDUCATION

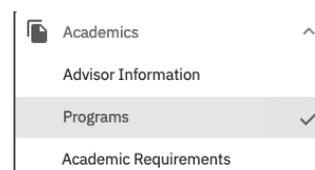
Step 1

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:		

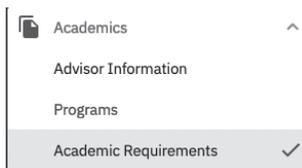
To find your [Major] + [Concentration/Track] go to mytu.towson.edu.

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:	<input type="text"/>	Total Units Planned:	<input type="text"/>
		Total Career Units:	<input type="text"/>

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



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✗ Don't include failed or withdrawn classes.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					
Total	15					Total	3		Total	15	



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.



Department of Art + Design, Art History, Art Education

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