

ACADEMIC REQUIREMENTS

(UNDERGRADUATE)

USER GUIDE FOR STUDENTS, FACULTY & STAFF

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Contact Information

The Registrar's Office Academic Records and Technology area staff maintain all undergraduate Academic Requirements (AR) reports. Typically, AR reports are updated as part of the University Catalog update cycle for approved curricular revisions. On occasion, users may notice issues, errors or omissions in Academic Requirements reports that require changes or redesign during the academic year. These updates may result in changes to the appearance or functioning of AR reports.

For any questions regarding AR reports, please use the following contacts:

Students:

- For questions pertaining to University/Core Requirements, students should contact the Academic Advising Center (410-704-2472; advising@towson.edu)
- For questions pertaining to major or minor requirements, students should contact their faculty advisor or the office of the academic department offering the program.

Faculty/Staff:

- For all questions, faculty and staff should contact the Registrar's Office Academic Records and Technology area (academicrequirements@towson.edu).

Academic Requirements Overview

Academic Requirements (AR) is an interactive report available via Towson Online Services (PeopleSoft) that assesses student progress toward graduation for the following:

- University undergraduate degree requirements
 - Minimum 120 units overall
 - Minimum 2.00 cumulative grade point average (CGPA)
 - Minimum 32 upper (300-400) level units
 - Maximum 13 units graded PS (Pass)
 - Core Curriculum Requirements
 - Foreign Language requirement (Bachelor of Arts degree students only)
- Honors College Requirements (Honors College students only)
- Major requirements (including concentration or track requirements, if applicable)
- Minor requirements (if applicable)

The screenshot shows the 'Academic Requirements' report interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Campus Community', and 'Student Services Center'. Below this, the report title is 'Towson University | Undergraduate'. The report was last generated on 09/20/2021 at 11:25AM, and the cumulative GPA is 3.780. There are buttons for 'Collapse All', 'Expand All', 'View Report as PDF', and 'Unofficial Transcript'. A legend indicates that a green checkmark means 'Taken' and a yellow diamond means 'In Progress'. The main content is a list of requirements, each with a dropdown arrow on the left. A yellow bracket on the right side of the list groups the first 14 items (from '2019-2020 Catalog' to 'Core (14) Ethical Issues and Perspectives') under the label 'University undergraduate degree requirements'. A blue dashed arrow points from the 'Bachelor of Arts Foreign Language Requirement' to the label 'Requirement for BA degree only'. Another blue dashed arrow points from 'Honors College Requirements' to 'Requirement for Honors college only'. A yellow bracket on the right side of the last three items ('Foreign Languages Major - Spanish Concentration', 'Forensic Chemistry Major - Trace Evidence/Drug Analysis', and 'Linguistics Minor') is labeled 'Major/Minor Requirements'.

Favorites ▾ Main Menu ▾ > Campus Community ▾ > Student Services Center

Towson University | Undergraduate

This report last generated on 09/20/2021 11:25AM Cumulative GPA 3.780

Collapse All Expand All View Report as PDF Unofficial Transcript

✓ Taken ◆ In Progress

- ▶ 2019-2020 Catalog (Expand to see important information below)
- ▶ Courses In Progress & Incompletes
- ▶ 2.00 Cumulative Grade Point Average (CGPA)
- ▶ 120 Units
- ▶ 32 Upper-Level Units
- ▶ Core (1) Towson Seminar
- ▶ Core (2) English Composition
- ▶ Core (3) Mathematics
- ▶ Core (4) Creativity and Creative Development
- ▶ Core (5) Arts and Humanities
- ▶ Core (6) Social and Behavioral Sciences
- ▶ Core (7 & 8) Biological & Physical Sciences
- ▶ Core (9) Advanced Writing Seminar
- ▶ Core (10) Metropolitan Perspectives
- ▶ Core (11) The United States as a Nation
- ▶ Core (12) Global Perspectives
- ▶ Core (13) Diversity and Difference
- ▶ Core (14) Ethical Issues and Perspectives
- ▶ Bachelor of Arts Foreign Language Requirement
- ▶ Pass Option Maximum Units Verification
- ▶ Honors College Requirements
- ▶ Foreign Languages Major - Spanish Concentration [FORL-BA-SPAN]
- ▶ Forensic Chemistry Major - Trace Evidence/Drug Analysis [FCHM-BA TEDA]
- ▶ Linguistics Minor [LING]

University undergraduate degree requirements

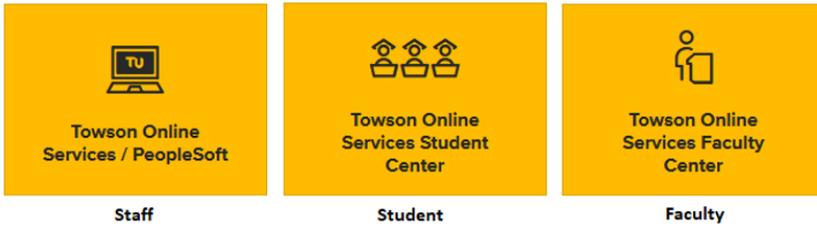
Requirement for BA degree only

Requirement for Honors college only

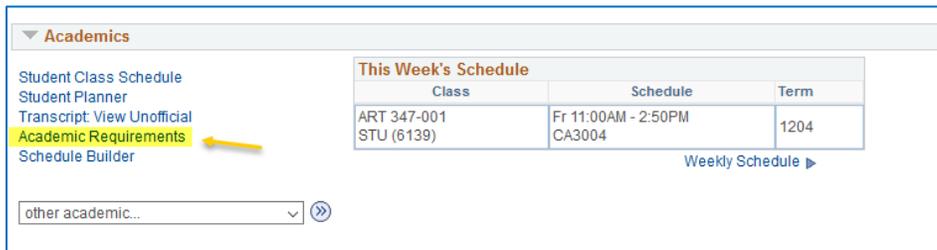
Major/Minor Requirements

Accessing Academic Requirements Reports

Academic Requirements reports can be accessed from myTU via one of the following paths:

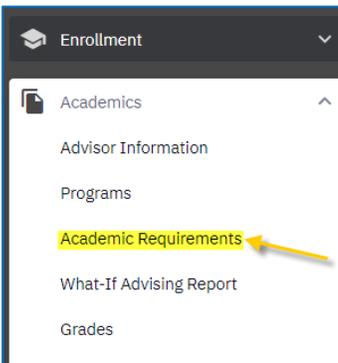


Staff Navigation: Main Menu > Campus Community > Student Services Center



in the Academics section, click on the **Academic Requirements** link.

Student Navigation

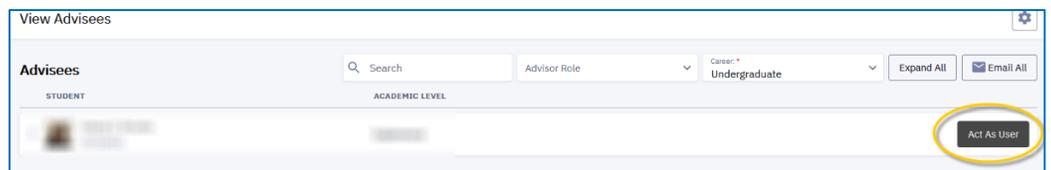
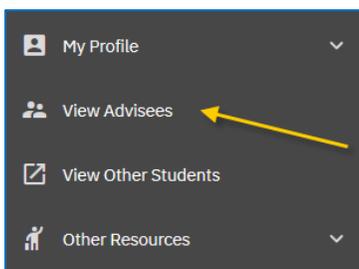


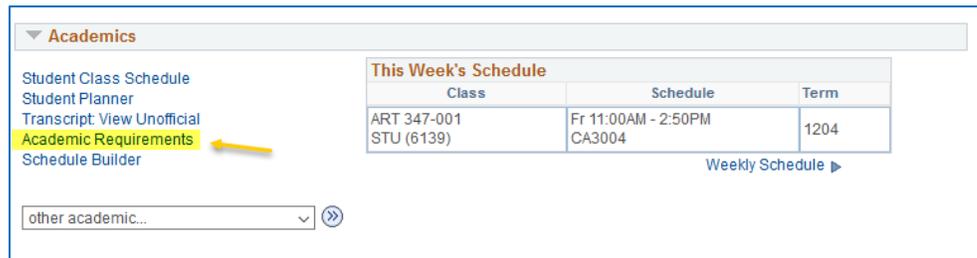
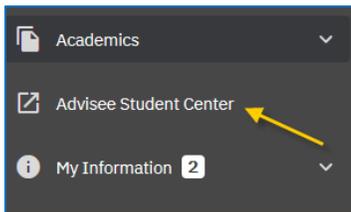
From the Dashboard, under the Academics menu, click on the **Academic Requirements** link.

Faculty Advisor Navigation

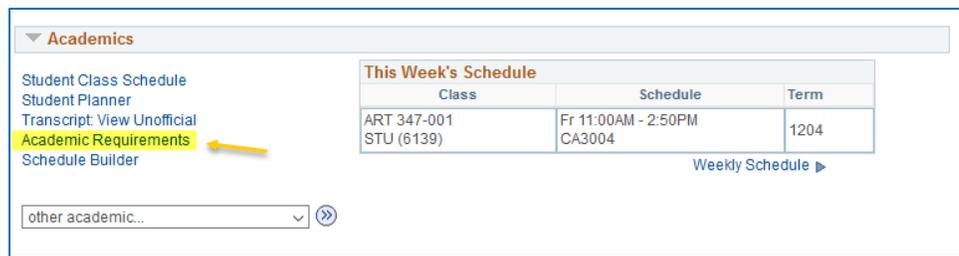
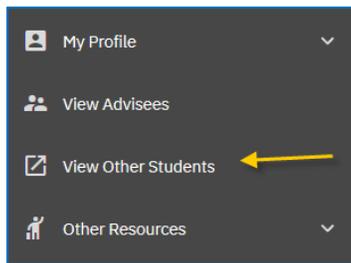
From the Dashboard, faculty advisors can view AR reports for their advisees (Option 1) or other students (Option 2).

Option 1: From the View Advisees menu item, select "Act As User" and access the Advisee Student Center menu item. In the Academics section, click the **Academic Requirements** link.



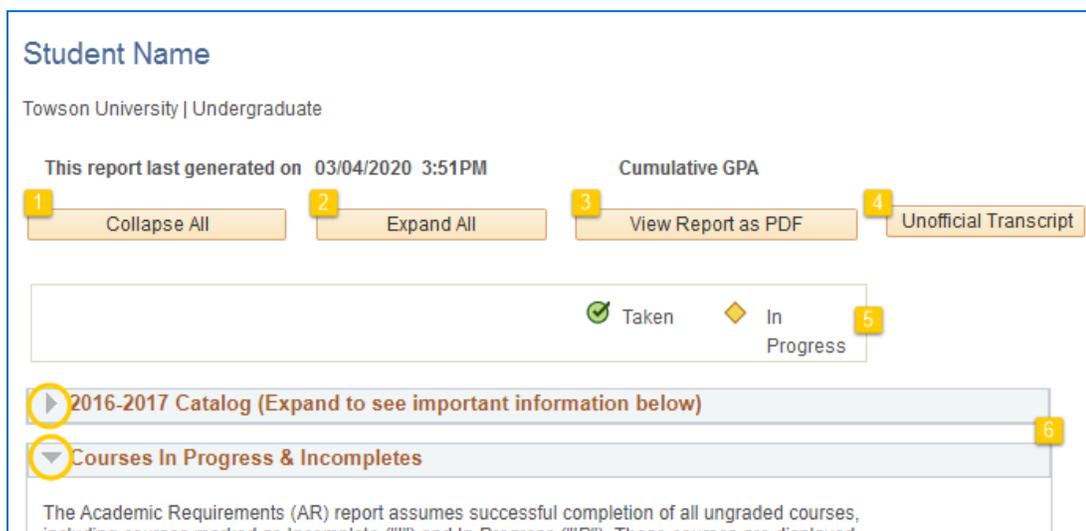


Option 2: From the View Other Students menu item, enter the student's TU ID. In the Academics section, click the **Academic Requirements** link.



Using Academic Requirements Reports

Academic Requirements (AR) reports include the following functions and features:



1. **Collapse All:** This option closes all requirement groups in the AR
2. **Expand All:** This option opens all requirement groups in the AR
3. **View Report as PDF:** Provides a printable version of the AR
4. **Unofficial Transcript:** Provides access to an unofficial copy of the student's transcript
5. **Course status icons:** These icons appear throughout the report as students register for and complete courses
6. **Navigation arrows:** Allow to expand and collapse individual portions of each requirement group

Understanding Academic Requirements Display

Academic Requirements (AR) reports are configured to display requirements based on student **catalog year/requirement term**. Student catalog information displays in the first requirement group at the top of the report:

2016-2017 Catalog (Expand to see important information below)

This report includes in-progress courses and assumes their successful completion. Please contact your advisor for more information.

Newly-admitted students viewing this report prior to freshman or transfer student orientation should consult with the Academic Advising Center or their major department before using this report for course planning and/or registration as requirements may change.

This report will not accurately represent progress toward degree completion until all applicable prior credit has been posted to the student transcript.

The AR includes a combination of **collapsed and expanded groups**. If there are unsatisfied requirements within a group, the group will be expanded. If all requirements within a group are satisfied, the group will collapse.

Core (4) Creativity and Creative Development

Core (5) Arts and Humanities

Core (4) Creativity and Creative Development

Satisfied: Core (4) Creativity and Creative Development (G1669)

The course used to fulfill the Core (4) requirement must be taken in a subject different from the course used to fulfill the Core (5) requirement.

Core (4) Creativity and Creative Development

The following courses were used to satisfy this requirement:

Course	Description	Units	When	When	Grade	Status
COSC 109	COMPUTERS AND CREATIVITY	3.00	Fall 2017	Fall 2017	A	✓

Expand collapsed groups with the navigation arrows to view details of satisfied requirements

In many cases, information explaining **progress toward completion** of an unsatisfied requirement is available:

120 Units

Not Satisfied: All students must complete a minimum total of 120 units to be eligible for graduation.

Please note: Coursework listed as taken toward the 120 unit requirement includes both completed and in-progress courses. Due to system constraints, in-progress third (or subsequent) repeat attempts will not display in the Academic Requirements (AR) report. Once the course is completed, the higher-graded attempt will be displayed in the report and the lower-graded attempt will be excluded from calculation. (G28)

120 Units

Not Satisfied: Completion of 120 units.

- Units: 120.00 required, 13.00 taken, 107.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	When	Grade	Status
COSC 109	COMPUTERS AND CREATIVITY	3.00	Fall 2017	Fall 2017	A	✓
COSC 175	GEN COMPUTER SCI	4.00	Fall 2017	Fall 2017	A-	✓
POSC 105	GOVERNMENTS OF THE WORLD	3.00	Fall 2017	Fall 2017	B	✓
TSEM 102	TOWSON SEMINAR	3.00	Fall 2017	Fall 2017	C	✓

Many **fully and partially completed** requirements will display the following text ahead of any courses used to meet the requirement: *"The following courses were used to satisfy this requirement."*

This is system-standard language and does **not** indicate that a requirement has been satisfied.

In course lists, the AR reports will recognize an **equivalent course or exception** as counting toward a requirement but will not remove the original course from the list if the requirement itself is not satisfied.

▼ **Required Courses**

Not Satisfied: Completion of the following required courses.

• Courses: 7 required, 1 taken, 6 needed

COMM 131C4 is equivalent to COMM 131

The following courses may be used to satisfy this requirement:

Personalize View All [2] First 1-8 of 8 Last						
Course	Description	Units	When	When	Grade	Status
COMM 131	PUBLIC SPEAKING	3.00	Fall, Winter, Spring & Summer	Fall, Winter, Spring & Summer		
COMM 131C4	FUNDAMENTALS SPEECH COM CORE 4	3.00	Fall 2021	Fall 2021	B	✓
COMM 201	INTRO TO COMMUNICATION STUDIES	3.00	Fall, Winter, Spring & Summer	Fall, Winter, Spring & Summer		
COMM 300	RESEARCH METHODS	3.00	Fall, Winter, Spring & Summer	Fall, Winter, Spring & Summer		
COMM 311	RHETORICAL THEORY & CRITICISM	3.00	Fall & Spring	Fall & Spring		
COMM 419	ORGANIZATIONAL COMMUNICATION	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
COMM 450	CAPSTONE IN COMM STUDIES	3.00	Fall & Spring	Fall & Spring		
COMM 477	INTERCULTURAL COMMUNICATION	3.00	Fall, Spring & Summer	Fall, Spring & Summer		

▼ **Required Courses**

Not Satisfied: Completion of the following required courses.

• Courses: 7 required, 6 taken, 1 needed

COMM 495 is an approved exception for COMM 201

The following courses may be used to satisfy this requirement:

Personalize View All [2] First 1-8 of 8 Last							
Course	Description	Units	When	When	Grade	Notes	Status
COMM 131	PUBLIC SPEAKING	3.00	Fall 2019	Fall 2019	B		✓
COMM 201	INTRO TO COMMUNICATION STUDIES	3.00	Fall, Winter, Spring & Summer	Fall, Winter, Spring & Summer			
COMM 300	RESEARCH METHODS	3.00	Spring 2021	Spring 2021	A		✓
COMM 311	RHETORICAL THEORY & CRITICISM	3.00	Fall 2021	Fall 2021			◆
COMM 419	ORGANIZATIONAL COMMUNICATION	3.00	Fall 2021	Fall 2021			◆
COMM 450	CAPSTONE IN COMM STUDIES	3.00	Fall & Spring	Fall & Spring			
COMM 477	INTERCULTURAL COMMUNICATION	3.00	Fall 2021	Fall 2021			◆
COMM 495	INDEPENDENT STUDY COMM STUDIES	3.00	Fall 2020	Fall 2020	B+	01	✓

Note	Description
01	Satisfied by exception with permission from the COMM-BS Program. Substituted COMM 201 with COMM 495.

[Return to My Academic Requirements](#)

The default view for the AR reports displays only **the first 10 courses** that can be used towards a requirement. Additional courses can be shown by using the View All link or the arrow buttons at the top of the list.

Required Courses

Not Satisfied: Complete the following required courses.

- Courses: 13 required, 0 taken, 13 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	When	Grade	Status
CIS 211	FUNDAMENTALS INFO SYS & TECH	3.00	Fall & Spring	Fall & Spring		
CIS 377	INTRODUCTION TO CYBERSECURITY	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
CIS 435	HUMAN-COMPUTER INTERACTION	3.00	Fall & Spring	Fall & Spring		
COSC 175	GEN COMPUTER SCI	4.00	Fall, Spring & Summer	Fall, Spring & Summer		
COSC 236	INTRO TO COMPUTER SCIENCE I	4.00	Fall, Spring & Summer	Fall, Spring & Summer		
COSC 418	ETHICAL & SOCIETAL COSC	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
ITEC 231	FUND OF WEB TECHNOLOGIES	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
ITEC 250	FUNDAMENTALS OF NETWORKS	3.00	Fall & Spring	Fall & Spring		
ITEC 274	FUNDAMNTALS OF SYS MNGT	3.00	Fall & Spring	Fall & Spring		
ITEC 315	DATA AND INFO MANAGEMENT	3.00	Fall, Spring & Summer	Fall, Spring & Summer		

Required Courses

Not Satisfied: Complete the following required courses.

- Courses: 13 required, 0 taken, 13 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	When	Grade	Status
CIS 211	FUNDAMENTALS INFO SYS & TECH	3.00	Fall & Spring	Fall & Spring		
CIS 377	INTRODUCTION TO CYBERSECURITY	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
CIS 435	HUMAN-COMPUTER INTERACTION	3.00	Fall & Spring	Fall & Spring		
COSC 175	GEN COMPUTER SCI	4.00	Fall, Spring & Summer	Fall, Spring & Summer		
COSC 236	INTRO TO COMPUTER SCIENCE I	4.00	Fall, Spring & Summer	Fall, Spring & Summer		
COSC 418	ETHICAL & SOCIETAL COSC	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
ITEC 231	FUND OF WEB TECHNOLOGIES	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
ITEC 250	FUNDAMENTALS OF NETWORKS	3.00	Fall & Spring	Fall & Spring		
ITEC 274	FUNDAMNTALS OF SYS MNGT	3.00	Fall & Spring	Fall & Spring		
ITEC 315	DATA AND INFO MANAGEMENT	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
ITEC 325	SYS ADMIN AND MAINTENANCE	3.00	Fall, Spring & Summer	Fall, Spring & Summer		
ITEC 345	SCRIPTING LANGUAGES	3.00	Fall & Spring	Fall & Spring		
ITEC 411	SYS ARCHITECTURE & INTEGRATION	3.00	Fall, Spring & Summer	Fall, Spring & Summer		

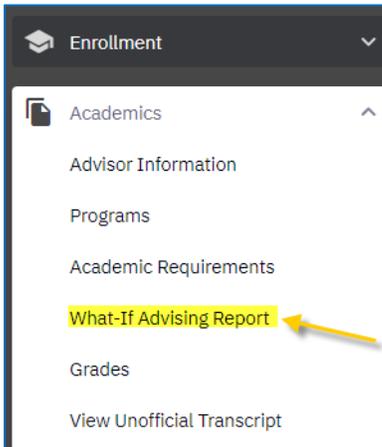
Although the AR reports evaluate progress toward graduation using both successfully completed and in-progress coursework, **in-progress repeat attempts** may not display or be used in the evaluation of progress toward graduation. Please note the following:

- Third or subsequent attempts of a course that is not repeatable for credit will not display in the AR report unless the repeats have been approved by the [Academic Standards Committee \(ASC\)](#) and have been completed with a higher grade.
- In progress repeated courses will not display in the report if a grade higher than “C” (2.0) was earned for the previously completed attempt, unless the course is repeatable for credit.

Using the What-If Advising Report

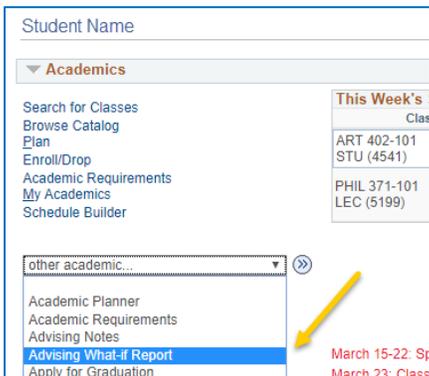
The What-If Advising Report provides a simulation of a student's progress within a different catalog, program (BS, BA, etc.), major, and/or concentration/track.

Student Navigation



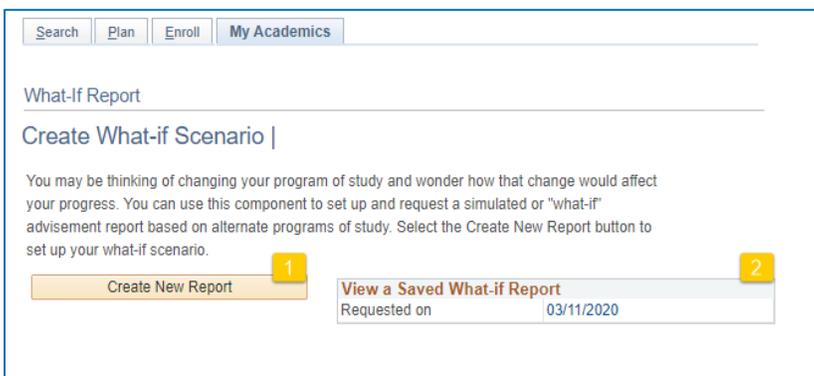
From the Dashboard, click on the **Advising What-If Report** link in the Academics menu.

Faculty/Staff Navigation



From the Student Services Center or Advisee Student Center page, click on the Advising What-If Report link in the dropdown menu.

Creating a New What-If Advising Report



1. To create a new report, click on **Create New Report**
2. To access the most recent report, click on the date link (this only works from the student's view)

The parameters screen defaults to the student's current catalog year and program of study. To simulate a scenario, simply select the desired combination from the following available categories:

1. **Career Scenario:** This option allows the user to change the student's career and catalog year they would like to follow.
2. **Program Scenario:** This option allows the user to change the student's program, major/minor, and/or concentration/track. Multiple majors/minors can be selected.
3. **Course Scenario:** This section allows the user to simulate a scenario where a course has been completed to satisfy a specific requirement.

Once all parameters have been selected for the desired scenarios, click on the **Submit Request** link to obtain the What-If Advising report.

Search
Plan
Enroll
My Academics

What-If Report

Create What-if Scenario

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Select the Submit Request button to request a degree progress report based on your what-if information.

[Load Latest Scenario](#)
[Return to Report Selection](#)

Career Scenario 1

Select a career for which you want the change to take place.

Institution	Career	Catalog Year
Towson University	Undergraduate ▼	Fall 2016 ▼

Program Scenario 2

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
Bachelor of Science ▼	Art + Design Major ▼	Fine Arts ▼
None ▼	None ▼	None ▼
None ▼	None ▼	None ▼

Course Scenario 3

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[Browse Course Catalog](#)

What-If Course List

[Personalize](#) | [View All](#) | [\[?\]](#)

First ◀ 1 of 1 ▶ Last

Course

[Submit Request](#)