

ACADEMIC REQUIREMENTS

(GRADUATE)

USER GUIDE FOR STUDENTS, FACULTY & STAFF

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Contact Information

The Registrar's Office Academic Records and Technology area staff maintain all graduate 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:

- Students should contact their graduate program director or faculty advisor.

Faculty/Staff:

- 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 graduate degree requirements
 - Time limit
 - Number of 500 level courses
 - Number of courses graded with a C
 - Thesis or dissertation (if applicable)
- Program requirements

Towson University | Graduate

This report last generated on 03/09/2023 9:04AM

Cumulative GPA 0.000

[Collapse All](#) [Expand All](#) [View Report as PDF](#) [Unofficial Transcript](#)

 Taken  In Progress

- ▶ **IMPORTANT INFORMATION - Expand to read information below**
- ▶ **Prior Graduate Degree Courses**
- ▶ **7 Year Master's Course Expiration Screening**
- ▶ **500 Level Course Screening** 
- ▶ **Courses Graded with a "C" Screening** 
- ▶ **Biology (MS)** 
- ▶ **Thesis Submission** 

Accessing Academic Requirements Reports

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

 Towson Online Services / PeopleSoft	 Towson Online Services Student Dashboard	 Towson Online Services Faculty Dashboard
Staff	Student	Faculty

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

▼ Academics

- Student Class Schedule
- Student Planner
- Transcript: View Unofficial
- Academic Requirements

This Week's Schedule		
Class	Schedule	Term
HRD 650-101 LEC (3266)	Tu 6:00PM - 8:40PM LA3103	1232

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

Student Navigation

Enrollment

Academics

- Advisor Information
- Programs
- Academic Requirements
- What-If Advising Report
- Grades

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.

My Profile

View Advisees

View Other Students

Other Resources

View Advisees

Advisees

STUDENT

ACADEMIC LEVEL

Act As User

Academics

Advisee Student Center

My Information 2

▼ Academics

- Student Class Schedule
- Student Planner
- Transcript: View Unofficial
- Academic Requirements

This Week's Schedule		
Class	Schedule	Term
HRD 650-101 LEC (3266)	Tu 6:00PM - 8:40PM LA3103	1232

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:

Student Name

Towson University | Graduate

This report last generated on 03/09/2023 10:19AM

Cumulative GPA 4.000

- 1 Collapse All
- 2 Expand All
- 3 View Report as PDF
- 4 Unofficial Transcript

✔ Taken
◆ In Progress
5

▼ **IMPORTANT INFORMATION - Expand to read information below**

THIS REPORT IS NOT A GUARANTEE OF YOUR DEGREE REQUIREMENTS BEING MET. To verify all your requirements for graduation, please contact your program director.

This report includes in-progress courses and assumes their successful completion.

This report may temporarily include courses earned from a previously conferred master's degree program at TU. Please remember that courses used toward a conferred master's degree cannot be used to satisfy requirements of a new master's or doctoral degree. (G92)

▶
Prior Graduate Degree Courses
6

▶
7 Year Master's Course Expiration Screening

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**.

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.

▶ Required Courses

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

▼ Required Courses

Satisfied: BIOL 796 & 797

The following courses were used to satisfy this requirement:

Personalize View All  First 1-2 of 2 Last						
Course	Description	Units	When	When	Grade	Status
BIOL 796	PROFESSIONAL ASPECTS OF BIOL	2.00	Fall 2020	Fall 2020	A-	
BIOL 797	GRADUATE SEMINAR	1.00	Fall 2020	Fall 2020	A-	

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

▼ Research Area - Molecular, Cellular and Microbiology

Not Satisfied: 9 units of coursework in research area of Molecular, Cellular and Microbiology

Students must complete 9 units in this research area OR in Organismal Biology and Ecology area

(Refer to your advisor for a full listing of research area courses)

• Units: 9.00 required, 3.00 taken, 6.00 needed

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.

The following courses were used to satisfy this requirement:

Personalize View All  First 1 of 1 Last						
Course	Description	Units	When	When	Grade	Status
BIOL 621	CELL SIGNALING	3.00	Fall 2022	Fall 2022	A	

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

▼ **HRD Professional Required Courses**

Not Satisfied: Students must complete the following 5 required courses

Students with a minimum of 3 years experience as an HR manager or director may request to waive HRD 601 and replace it with an approved elective. Please consult with your advisor to request this waiver & substitution.

• Courses: 5 required, 3 taken, 2 needed

HRD 679 is an approved exception for HRD 605

The following courses may be used to satisfy this requirement:

Personalize View All [21]								First	1-6 of 6	Last
Course	Description	Units	When	When	Grade	Notes	Status			
HRD 601	INTRO TO HUMAN RESOURCES	3.00	Fall 2019	Fall 2019	A		✓			
HRD 605	APPLIED RESEARCH IN HRD	3.00	Fall & Spring	Fall & Spring						
HRD 606	ORGANIZATIONAL BEHAVIOR	3.00	Spring 2021	Spring 2021	A		✓			
HRD 607	MANAGING ORGANIZATIONAL CHANGE	3.00	Fall & Spring	Fall & Spring						
HRD 627	SEM:TRNG & DEVEL	3.00	Fall & Spring	Fall & Spring						
HRD 679	SPECIAL TOPICS: HRD (Human Relations Analytics)	3.00	Spring 2022	Spring 2022	A	01	✓			

Note	Description
01	HRD 679 (SP22) substitutes for HRD 605 per HRD program director

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.

HRD Core Electives

Not Satisfied: Students within the General Track must complete a total of 36 units in core courses, elective core courses and up to 9 units of general electives. **2012-13 catalog and forward (R516)

• Units: 18.00 required, 9.00 taken, 9.00 needed

HRD Core Electives

Not Satisfied: Students within the General Track must complete a total of 36 units in core courses, elective core courses and up to 9 units of general electives. **2012-13 catalog and forward (R516)

• Units: 18.00 required, 9.00 taken, 9.00 needed

▼ HRD Core Electives

Select a minimum of 12 units (4 courses) from the courses listed below:

• Units: 12.00 required, 9.00 taken, 3.00 needed

▼ HRD Core Electives

Select a minimum of 12 units (4 courses) from the courses listed below:

• Units: 12.00 required, 9.00 taken, 3.00 needed

Personalize View All [21]								First	1-10 of 27	Last
Course	Description	Units	When	When	Grade	Notes	Status			
HRD 629	STAFFING RECRUITMENT & SELECTN	3.00	Fall	Fall						
HRD 630	COMP & BENEFITS MANGT HRD PROF	3.00	Spring	Spring						
HRD 635	MANAGING EMPLOYEE RELATIONS	3.00	Fall	Fall						
HRD 639	HUMAN RESOURCE INFORMATION SYS	3.00	Fall	Fall						
HRD 640	LEAD THEOR AND PRACTICE	3.00	Fall 2021	Fall 2021	A		✓			
HRD 644	GROUP DYNAMICS AND TEAM BUILD	3.00	Spring	Spring						
HRD 646	CONF MNGT AND RESOLUTION	3.00	Fall	Fall						
HRD 650	EMPLOYEE WELLNESS/HEALTHY WORK	3.00	Spring 2023	Spring 2023			◆			
HRD 655	TALENT MANAGEMNT HUMAN CAPITAL	3.00	Spring	Spring						
HRD 658	MANAGING WORKPLACE DIVERSITY	3.00	Summer	Summer						

Personalize View 10 [21]								First	1-27 of 27	Last
Course	Description	Units	When	When	Grade	Notes	Status			
HRD 629	STAFFING RECRUITMENT & SELECTN	3.00	Fall	Fall						
HRD 630	COMP & BENEFITS MANGT HRD PROF	3.00	Spring	Spring						
HRD 635	MANAGING EMPLOYEE RELATIONS	3.00	Fall	Fall						
HRD 639	HUMAN RESOURCE INFORMATION SYS	3.00	Fall	Fall						
HRD 640	LEAD THEOR AND PRACTICE	3.00	Fall 2021	Fall 2021	A		✓			
HRD 644	GROUP DYNAMICS AND TEAM BUILD	3.00	Spring	Spring						
HRD 646	CONF MNGT AND RESOLUTION	3.00	Fall	Fall						
HRD 650	EMPLOYEE WELLNESS/HEALTHY WORK	3.00	Spring 2023	Spring 2023			◆			
HRD 655	TALENT MANAGEMNT HUMAN CAPITAL	3.00	Spring	Spring						
HRD 658	MANAGING WORKPLACE DIVERSITY	3.00	Summer	Summer						

Reminders:

- This report is being used to assist in a student's path to graduation and help the graduate program directors advise students and review student records for graduation. However, the program director has the final say in whether a student does or does not graduate.
- **If students see what they believe are mistakes in their record or courses are missing, they must contact their program director or advisor so that the faculty can review the issue.** If it is determined that something needs to be fixed, the program director will contact the Registrar's Office on the student's behalf to request an exception or substitution. Because of the nature of Academic Requirements, only the program director can authorize changes.