UNDERGRADUATE STUDENTS

Quick Reference Guide to the Degree Progress Report

A guide to viewing your own unofficial degree audit with your Towson Online Services (TOS) account.
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What is the Degree Progress Report?
The Degree Progress Report is an audit of your academic work. With it, you can quickly and easily assess:

- General Education requirements ("GenEds")
- Credits earned towards graduation
- Major and Minor coursework

Getting Started:
- In your web browser, go to [http://students.towson.edu](http://students.towson.edu)
- On the right hand side, click on

  ![Towson Online Services](image)

- Log in to your Towson Online Services Account
Viewing Your Degree Progress Report:

- Click on Self Service, then Student Center.

![Menu](image1)

![Menu](image2)
Viewing Your Degree Progress Report:

- Under Academics, choose Degree Progress Report from the drop down menu.

- Click next to the drop down menu.
Viewing Your Degree Progress Report:

- You will see the page to view the Degree Progress Report.

- Choose “Towson University” for the Academic Institution and “1. Degree Progress Report” for the Report Type.

View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

*This process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place.*

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Report Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towson University</td>
<td>1. Degree Progress Report</td>
</tr>
</tbody>
</table>

Information For Students

- Click on [go] to process the degree progress report. It will take a few seconds to process.
What’s in it?

The report contains a listing of your:

1. **Upper-Level Credits**
   Upper-level credits are those that are equivalent to 300 level or above.

2. **Progress on each GenEd category**
   There are twelve different categories.

3. **Overall credits towards graduation**
   At least 120 are required for graduation.

4. **Overall GPA**
   At least a 2.0 GPA is required for graduation.

5. **Major and Minor course evaluation**
   Courses evaluated for the completion of your major or minor.

**Important!**

This report evaluates the courses you are currently taking, and assumes successful completion.
Interpreting the Report

A requirement that is NOT satisfied is listed in **bold** and **red**:

Example 1: GenEd not satisfied

```
GenEd Category II.C.3. Western Her
Requirement Not Satisfied -
```

Example 2: Required number of credits not satisfied

```
120 Credits

Requirement Not Satisfied -

Units (required/needed): 120.00/89.00
```

A requirement that IS satisfied is listed in plain text, usually followed by detail of what course satisfied the requirement:

Example 3: Transferred MATH231 course satisfies requirement

```
ECOM 100 or MATH 201 required.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2003</td>
<td>MATH 231</td>
<td>BASIC STATISTICS</td>
<td>4.00</td>
<td>C</td>
<td>TR</td>
</tr>
</tbody>
</table>
```
Cautions

Great care is being taken to create both accurate and complete reports of your academic progress; however, it is possible that the reports may contain errors or omissions.

If you have a question concerning your degree progress report, please contact Academic Advising at 410-704-2472 for GenEd requirements and the major department for major requirements.

Transfer Credits

If you have completed a transfer course that:

1. is equivalent to a TU GenEd course, then it is identified on the degree progress report as such, together with the credits earned at the transfer institution.

2. has no direct TU equivalent, it is evaluated individually. If it satisfies a GENED, then an alternate alpha and numeric code designates the GenEd category. It is posted with the GenEd “category” and a lower-level designation, e.g., a IB 10T course. The credits and grade are also posted.
What if you want to change your major?

The degree progress report also lets you see your progress with a different degree (BS, BA, etc.), major, or catalog year.

Choose 1. Degree Progress Report for Report Type.

Scroll down, and you will see the Quick What-If and Course List What-If buttons.

Quick What-If

Click on Quick What-If. You will see the fields below. Fill in career, program, plan, and/or subplan you would like to override and the requirement term (i.e. catalog year). If you are filling in the Plan override (major), you will also need to fill in the Career and Program override fields.
Click **OK**. The degree progress report will display your “new” evaluation.

### French Plan

**Requirements Not Satisfied**

- **Course requirements for the major in French.**
- **Requirement Not Satisfied -**
  - GPA (required/actual): 2.000/Unknown
  - **FREN301 and FREN302 are required.**

---

**Not sure if a particular course will fulfill a GenEd or major requirement?**

Click on **Course List What-If.**

Type in the subject of the class you are looking for, and click **Search.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>ART</td>
</tr>
</tbody>
</table>

All of the courses for the subject you picked will be displayed. Click on **View all** to display all courses.
Scroll down to find the course you are looking for, and click on ☑️ for that course.

- 009029  ART  92  TRF GUR 400 LEV
- 000251  ART  100  USING VISUAL INFORMATION EFFEC
- 000252  ART  102  DESIGN FOR NON-ART MAJORS
- Select course pushbutton

The course you would like to take will now be displayed

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Title</th>
<th>Units Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>102</td>
<td>DESIGN FOR NON-ART MAJORS</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Click OK. The course you would like to take will be displayed under the requirement it would satisfy on the degree progress report.

GPA (required/actual): 3.000/Unknown

GenEd Category II: Creativity and Creative Development

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>09999</td>
<td>PRT 102</td>
<td>DESIGN FOR NON-ART MAJORS</td>
<td>3.00</td>
<td>EN</td>
</tr>
</tbody>
</table>

This is a what-if course.