

# Degree Completion Plan

## HOW TO FILL OUT YOUR DEGREE COMPLETION PLAN

### Step 1: Check suggested Degree Completion Plan for your major

Go to the TU catalog website and check the “Four Year Plan of Study” for your **major/concentration** and **catalog year**:

<https://catalog.towson.edu/undergraduate/liberal-arts/languages-literatures-cultures/french/>  
<https://catalog.towson.edu/undergraduate/liberal-arts/languages-literatures-cultures/french-education/>

<https://catalog.towson.edu/undergraduate/liberal-arts/languages-literatures-cultures/spanish/>

<https://catalog.towson.edu/undergraduate/liberal-arts/languages-literatures-cultures/spanish-education/>

### Step 2: Open Your Academic Requirements

Go to [Towson Online Services](#), click on Self Service, and then on Student Center. On the left-hand side, next to your schedule, select Academic Requirements from the drop-down menu.

### Step 3: Write Down All Non-Completed Courses

Using your Academic Requirements, write down all required and University Core courses that you have not completed.

### Step 4: Check Your Prerequisites

Write down the prerequisites for the courses you have not completed. Check to see if you have completed the prerequisites. If so, cross them off. If not, take the prerequisites first.

### Step 5: Create a Degree Completion Plan

Using the DCP spreadsheet available on the Department of Languages, Literatures and Cultures web page under Advising and Resources: <https://www.towson.edu/cla/departments/languages-literatures-cultures/resources/>, create an academic plan with the courses you need to complete in order to graduate. Remember to include prerequisites.

- After the spreadsheet is open in Excel, input the total earned units up to today.
- Put in the number of units in which you are currently enrolled.
- Fill in the remaining schedule by semester.
- Make sure you have a minimum of 120 credits to complete your degree plan.
- Make sure you have a minimum of 32 UL credits to complete your degree plan.
- Make sure your selection of courses satisfies curriculum requirements **for your major/concentration**.

### Step 6: Meet with Your Adviser

- Save the file as LastName.FirstNameTUID#.xlsx (example: Picasso.Pablo123456.xlsx).
- Email the file to your adviser as an attachment.
- Bring a copy of your Degree Completion Plan to your advising meeting
- You and your adviser will review the plan and sign it.
- Your adviser will then remove your registration hold.