

INSTRUCTIONS FOR COMPLETING THE BIOLOGY DEGREE COMPLETION PLAN (DCP)

General Information and Tips

- Developing and finalizing your Degree Completion Plan will take you some time to complete, so do NOT put it off until the last minute.
- Make sure that you read the instructions carefully, following the directions step-by-step so that you only have to complete your DCP once or only have one revision with minor edits.
 - The directions outlined below have a “checkbox” provided so that you can easily follow the steps. Please utilize this resource to help keep you on track.
 - Please read through the ENTIRE step BEFORE carrying out that step.
 - Do not proceed to the next step without completing the step prior.
- Five documents need to be submitted in order for your DCP to be assessed (see Step 66 for a list of the five documents). The DCP needs to be PERFECT as it will be submitted to the University upon completion.
- Your finalized DCP provides you with a “plan/framework/guide” to follow in order to graduate from Towson University with your indicated concentration in Biology.
 - Note that this plan can/may change due to course availability, change of concentration/major/career goals, or failure to successfully pass required courses.
 - The faculty member reviewing your plan will do their best to make sure that your plan will allow you to complete requirements for the B.S. degree in Biology.
 - However, ultimately it is **YOUR responsibility** to make sure that, when you are applying for graduation, you will have completed ALL course (major, minor, CORE) and University requirements.
 - You can determine your eligibility for graduation (e.g., which classes/requirements are still needed) by accessing your Academic Requirements Report (found in your TU Student Center).
 - *The Academic Requirements Report is ultimately what determines your eligibility to graduate once all requirements have been completed, regardless of what an advisor may tell you.*
 - We strongly recommend that you review and update your plan every semester **and** review it with your advisor before registering for your next set of courses. Indeed, your advisor may require you to do this.
 - At least once a year, you are strongly encouraged to get an updated list of when BIOL courses are going to be offered over the coming four semesters (available in the Biology Department office) and double-check your DCP to make sure that courses will still be offered when you think they will be offered. The rotation scheme for courses is NOT set in stone and changes occur every year for various reasons.
- Available on the TU Biology Department Website are example Four Year Plans for each of the four biology concentrations. Note that these plans show suggested coursework per semester starting freshman year. Since you have already completed at least one biology course, your plan will not look exactly like the four year plan. However, you can use these plans as a reference/guide as you complete your DCP.
- Link to the TU Biology Department Degree Completion Plan (DCP) Documents:
 - <https://www.towson.edu/fcsm/departments/biology/resources/degreecompletion.html>

The Degree Plan Hold and Your Ability to Register for Courses

- If you have the “Degree Completion Plan” hold on your account, you will NOT be allowed to register until your degree plan is finalized and approved by **your advisor**. Once your advisor has approved your plan they will release the hold and you will be able to register for classes.

Steps for Completing the Degree Completion Plan

- Step 1. Locate the “Degree Completion Plan template”.
- i. This document can be found on the TU Biology Department website or may be provided to you by your BIOL advisor via email.
- Step 2. Download the Degree Completion Plan template to a known location on your computer.
- i. Tip: We strongly suggest that you make a Folder on your computer that contains all of the files you need/create in order to finalize your DCP. This way you have all the information in one place and can reference/obtain the documents easily if needed in the future.
- Step 3. Open the Degree Completion Plan template.
- i. This is an Excel file. You will need to have access to Microsoft Office with Excel.
 - ii. When you submit this file, it must be in the Microsoft Excel format (not .numbers).
 - iii. Where can I obtain Microsoft Excel (the program)?
 - The library computers have the full version of Microsoft Excel.
 - The University also provides currently enrolled students with access to Office 365. Thus, you can download Microsoft Excel (the program) to your computer.
 - a. For more information, go to the TU website and search for “Office 365”.
- Step 4. Save the template (File → “Save As”) with a new file name using the following format:
- student ID number_ your last name_ current date.xlsx
- Ex. 0555432_Smith_10.30.2020.xlsx
- Step 5. Obtain your CURRENT unofficial transcript using the following steps:
- i. Log into your Student Center (aka TU Online Services main webpage)
 - ii. Under the dropdown menu on the left side select “Transcript View: Unofficial”
 - iii. Click the “double arrow”  to the right of drop down box
 - iv. On the next screen choose “Unofficial Transcript” in the dropdown menu
 - v. Click “View Report” – your current unofficial transcript will now be displayed
 - vi. Download and save your current unofficial transcript to a known location on your computer by clicking the  symbol in the top right of the screen
 - Alternative method #1: using your mouse, “right click” and then choose “Save As”
 - Alternative method #2: press the “Ctrl” and the letter “S” button at the same time
 - vii. Rename the file using the following format:

your last name_transcript_date.pdf

Ex. Smith_transcript_10.30.2020.pdf
 - viii. Note: You will submit this document to your advisor.
- Step 6. Obtain your CURRENT Academic Requirements Report (ARR) using the following steps:
- i. Log into your Student Center (aka TU Online Services main webpage)
 - ii. At the top left corner, click on “Academic Requirements”
 - iii. You will then be brought to your ARR
 - iv. At the top of the page, click the button that says “View Report as a PDF”
 - ix. Download your current Academic Requirements Report to a known location on your computer by clicking the  symbol in the top right of the screen
 - Alternative method #1: using your mouse, “right click” and then choose “Save As”
 - Alternative method #2: press the “Ctrl” and the letter “S” button at the same time

- v. Rename the file using the following format:
 your last name_ARR_date.pdf
 Ex. Smith_ARR_10.30.2020.pdf
- vi. Note: You will submit this document to your advisor.

Figure 1

Name (Last, First): <input type="text"/> TU Student ID #: <input type="text"/> Major: <input type="text"/> Concentration: <input type="text"/> Advisor's last name: <input type="text"/> BIOL204 instructor's last name: <input type="text"/>	Catalog year: <input type="text"/> Transfer student? (Yes/No): <input type="text"/> (Yes? See bottom of sheet) Second major (if any): <input type="text"/> Minor (if any): <input type="text"/> In the Honors College? (Yes/No): <input type="text"/> (Yes? See bottom of sheet)	Describe your career interests: <input style="width: 100%; height: 40px;" type="text"/>
Does your financial aid package require you to complete 30 credits of coursework a year? (Yes/No) <input type="text"/>		List CORE classes still needed: <input type="text"/>
Number of credits earned to date: <input type="text"/> Number of credits on plan below: <input type="text" value="0"/> Total credits at graduation (need ≥ 120): <input type="text" value="0"/>	Number of <u>upper level</u> credits earned to date: <input type="text"/> Number of <u>upper level</u> credits on plan below: <input type="text"/> Total upper level credits at graduation (need ≥ 32): <input type="text" value="0"/>	Note: CORE 9 courses are upper-level courses worth 3 credits.
Add any notes to faculty reviewing your plan here: Also feel free to ask questions or explain your choices for <input style="width: 100%;" type="text"/>		

- Step 7. Complete the personal information at the top of your DCP file (see Figure 1 above).
 - i. Full Name (Last, First)
 - ii. TU Student ID # – seven digit number found in your Student Center or on your student ID
 - iii. Major
 - iv. Biology Concentration
 - v. Advisor's Last Name – can be found in your Student Center (right side)
 - vi. BIOL 204, Instructors Last Name (if applicable) – can be found in your BIOL204 Syllabus
 - vii. Catalog year – found at the bottom of your unofficial transcript (see Step 6)
 - viii. Transfer student? (Yes/No)
 - ix. Second major (if any)
 - x. Minor (if any)
 - xi. Honors College? (Yes/No)
 - xii. Career Interests – feel free to list multiple possible interests; you can also indicate that you are uncertain about a career choice
 - xiii. Financial Aid Question (30 credits required per academic year in order to receive financial aid package) – contact the Financial Aid Office (410-704-4236) if unsure
 - xiv. Any notes or questions for the faculty member reviewing plan – complete only if needed

- Step 8. Fill in the “Number of credits earned to date” (see Figure 1 above and the associated figure below).
 - i. Open your unofficial transcript
 - ii. At the very end of the transcript, under “Undergraduate Career Totals,” find your cumulative total (“Cum Totals”) number of credits EARNED to date

Undergraduate Career Totals	Cum GPA: 0.000	→ Cum Totals:	32.00	0.00	0.00	0.000
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 - iii. Enter this number in the appropriate cell on the DCP

- Step 9. Fill in the “Number of upper level of credits earned to date” (see Figure 1 and associated figure).
- Open your ARR
 - Find the section that says “32 Upper-Level Units”
 - Identify your number of upper level credits taken thus far
 - Enter this number in the appropriate cell on the DCP

32 Upper-Level Units

All students must complete a minimum total of 32 upper-level (300 level and above) units to be eligible for graduation. These upper-level units include any coursework completed toward the major, Core requirements, or electives.

Please note: Coursework listed below as taken toward the 32 upper-level unit requirement includes both completed and in-progress courses. (G27)

32 Upper-Level Units

Not Satisfied: Completion of 32 units at the 300 level or above.

• Units: 32.00 required, 0.00 taken, 32.00 needed

- Step 10. Indicate the CORE classes that you still need to take in order to graduate from TU (see Figure 1 and associated figure below).
- Open your ARR
 - Find the section that lists the CORE courses (Ex. Core 1-14)
 - Identify those COREs that you still need to complete
 - Completed COREs have the boxes “closed/flipped up” or in the PDF version, the course fulfilling the requirement is listed below.
 - COREs that are not satisfied remain “open/flipped down”; it states “Not Satisfied”.
 - In the example to the right, the student completed CORE 1, 2, 3, 5, but needs 4 and 6.
 - Enter the specific COREs that you STILL NEED in the appropriate space on the DCP (ex. CORE 4, 6, 9, 11, 12, 13, 14)
 - Note that there are 14 COREs total.
 - If below a CORE it says “Satisfied with permission of the University” this means that the CORE is complete/satisfied. The box will not close in this specific instance.

Core (1) Towson Seminar

Core (2) English Composition

Core (3) Mathematics

Core (4) Creativity and Creative Development

Not Satisfied: Core (4) Creativity and Creative Development (G1669)

Core (5) Arts and Humanities

Core (6) Social and Behavioral Sciences

Not Satisfied: Core (6) Social and Behavioral Sciences (G1671)

- Step 11. Locate the “Courses Still Needed” document.
- This document can be found on the TU Biology Department website or may be provided to you by your BIOL advisor via email.
- Step 12. Download the “Courses Still Needed” template to a known location on your computer.
- Step 13. Open the Courses Still Needed template.
- This is a Word file. You will need to have access to Microsoft Office with Word.
 - When you submit this file, it must be in the Microsoft Word format (not .pages).
 - Where can I obtain Microsoft Word (the program)?
 - The library computers have the full version of Microsoft Word.
 - The University also provides currently enrolled students with access to Office 365. Thus, you can download Microsoft Word (the program) to your computer.
 - For more information, go to the TU website and search for “Office 365”.
- Step 14. Save the template (File → “Save As”) with a new file name using the following format:
- your last name_CoursesNeeded_date.docx
- Ex. Smith_CoursesNeeded_10.30.2020.docx
- Step 15. Type in your full name at the top of the document in the appropriate location.

- Step 16. Type in the current date at the top of the document in the appropriate location.

Figure 2

COURSES STILL NEEDED					
Name:					
Date:					
Course ID Number (Provide Subject and Course Number; if it is a CORE, put CORE #)	Full Course Name	Number of Credits (Note: CORE courses are 3 credits)	Prerequisite(s) Needed to Take Course (If no prerequisite is required, put N/A)	Course added to DCP?	I have checked that I have taken all pre-reqs for this course PRIOR to taking the class during a specific semester on the DCP?
Ex. CORE 6	PSYC 101 (if a class is known)	3	N/A		
Ex. CORE 9		3	N/A		
Ex. BIOL 309	Genetics	4	BIOL 200/200L and BIOL 202		
Ex. CHEM 132	General Chemistry II Lecture	3	CHEM 131/131L		
Ex. CHEM 132L	General Chemistry II Lab	1	CHEM 131/131L		
Ex. CHEM 331	Organic Chemistry I	5	CHEM 132/132L		
Ex. CHEM 332	Organic Chemistry II	5	CHEM 331		
Ex. CHEM 351	Biochemistry	3	CHEM 332 or CHEM 330		

- Step 17. Type in the COREs you need to complete in the first column under “Course ID Number”. (Figure 2.)
- Step 18. If you know the specific course that you wish to take to fulfill a specific CORE, please put this information in the second column (“aka Full Course Name”).
- Ex. The sample student will take PSYC 101 for CORE 6.
 - If you do not know a specific course to fulfill a CORE at this time, please leave this column blank (ex. CORE 9 is left blank).
- Step 19. Each CORE course is worth THREE credits, type this number (3) in the third column.
- Step 20. Put “N/A” under the prerequisite column for each CORE; COREs do not usually have prerequisites.
- An exception to this is CORE 9, which requires you to typically be of junior standing.
- Step 21. Double-check you listed all COREs you need to complete on the “Courses Still Needed” document.
- Use your ARR to double-check → See Step 10 above.
- Step 22. Save the Courses Still Needed document so that you do not lose the changes/edits you made.
- Step 23. Locate the “Course Checklist for Your Chosen Concentration” documents.
- The TU BIOL concentration checklists can be found on the TU Biology Department website or may be provided to you by your BIOL advisor via email.
- Step 24. Download the appropriate Course Checklist to a known location on your computer.
- Unsure of which checklist to use? See below for some tips. Make sure to discuss your choice with your advisor.
 - *Cell and Molecular Biology (CMB) Concentration*
 - Overview: Completion of this concentration provides background for advanced studies in cell biology, molecular biology, genetics, microbiology, immunology and diverse fields that involve molecular tools in research.
 - Students who choose this major typically have career interests in:
 - Medical school (“pre-med”)
 - Dental school (“pre-dent”)
 - Biomedical research technician
 - Fields that integrate biology with other disciplines (ex. business/sales, law)
 - *Functional Biology of Animals (FBA) Concentration*
 - Overview: Completion of this concentration provides students with an understanding of animal physiology.
 - Students who choose this major typically have career interests in:
 - PA school (“pre-PA”)
 - Vet school (“pre-Vet”) or vet technician
 - Clinical or basic science research technician
 - Some “pre-med” and “pre-dent” students choose this concentration
 - *Ecology, Evolution, and Conservation (EEC) Concentration*

- a. Overview: Completion of this concentration provides background for advanced studies in botany, zoology, conservation biology or ecology.
- b. Students who choose this major typically have career interests in:
 - i. Environmental education
 - ii. Conservation and wildlife biologist including forestry, fisheries, marine biology
 - iii. Governmental regulatory agencies and private sector
 - iv. Evolution/Ecology research technician
- **Biology Secondary Education Concentration**
 - a. Overview: Completion of this concentration prepares students to be effective teachers of science and to articulate the knowledge and practices of biology in the classroom.
 - b. Students who choose this major typically have career interests in:
 - i. Biology secondary education
 - ii. Natural sciences secondary education

- Step 25. Open the Course Checklist that you downloaded.
 - i. This is a Word file. You will need to have access to Microsoft Office with Word.
 - ii. When you submit this file, it must be in the Microsoft Word format (not .pages).
 - iii. Where can I obtain Microsoft Word (the program)?
 - The library computers have the full version of Microsoft Word.
 - The University also provides currently enrolled students with access to Office 365. Thus, you can download Microsoft Word (the program) to your computer.
 - a. For more information, go to the TU website and search for "Office 365".

- Step 26. Save the template (File → "Save As") with a new file name using the following format:
 your last name_Checklist_date.docx
 Ex. Smith_Checklist_10.30.2020.docx

- Step 27. Open/Access your unofficial transcript.
 - i. You will use your transcript to identify any BIOL, CHEM, MATH, or PHYS course you have previously taken or are currently taking.

Figure 3

Beginning of Undergraduate Record					
Fall					
Program:	Bachelor of Science				
Plan:	Biology Major				
Course	Description	Attempted	Earned	Grade	
BIOL 200	INTRO CELL BIO & GENETICS (LEC)	3.00	0.00	A	
BIOL 200L	INTRO CELL BIO & GENETICS (LAB)	1.00	0.00	A	
ENGL 102	WRITING FOR LIBERAL EDUCAT	3.00	0.00	A	
GEOG 102	WORLD REGIONAL GEOGRAPHY	3.00	0.00	A	
MATH 119	PRE-CALCULUS	4.00	0.00	A	
ORIE 305	FIRST YEAR ADVISOR	0.00	0.00		
PHIL 101	INTRODUCTION TO PHILOSOPHY	3.00	0.00	A	
					GPA Hrs
Term GPA:	0.000	Term Totals:	17.00	0.00	0.00
Cum GPA:	0.000	Cum Totals:	17.00	0.00	0.00
Spring					
Program:	Bachelor of Science				
Plan:	Biology Major				
Course	Description	Attempted	Earned	Grade	
BIOL 202	INTRO TO ECOLOGY & EVOLUTION	4.00	0.00		
CHEM 131	GENERAL CHEMISTRY I LEC	3.00	0.00		
CHEM 131L	GENERAL CHEMISTRY LAB I	1.00	0.00		
MATH 237	ELEMENTARY BIOSTATISTICS	4.00	0.00		
TSEM 102	TOWSON SEMINAR	3.00	0.00		
					GPA Hrs
Term GPA:	0.000	Term Totals:	15.00	0.00	0.00
Cum GPA:	0.000	Cum Totals:	32.00	0.00	0.00
Undergraduate Career Totals					
Cum GPA:	0.000	Cum Totals:	32.00	0.00	0.00
Catalog Year					
End of Undergraduate Record End of Transcript					

Figure 4

Name:		Catalog Year:	
COURSE REQUIREMENTS FOR THE CELL AND MOLECULAR BIOLOGY CONCENTRATION			
Foundation Courses (13 units)			
BIOL 200+200L or 201 or 205 - Biology I: Cellular Biology and Genetics (4)			<u>A</u>
BIOL 202 - Biology II: Introduction to Ecology and Evolution (4)			<u>A</u>
BIOL 204 - Educational and Career Planning for the Biologist (1)			<u>IP</u>
BIOL 309 - Principles of Genetics (4)			
Breadth Courses			
Need: BIOL 208 Biodiversity (3) or both BIOL 205 Gen Botany (4) and BIOL 207 Gen Zoology (4)			
Need: BIOL 325 Anim Phys (4) or BIOL 436 Plant Phys (3)			
or both BIOL 221/221L and 222/222L Human A&P I, II (4, 4)			
Need two of the following (BIOL 408 and 409 strongly recommended):			
BIOL 405 - Molecular Ecology and Evolution (4)			
BIOL 408 - Cell Biology (4)			
BIOL 409 - Molecular Biology (4)			
Elective Lab Course - need one of the following:			
BIOL 312 - Genetics Lab (2)		BIOL 412 - Cell Biology Lab (2)	
BIOL 410 - Molecular Biology Lab (2)		CHEM 356 - Biochemistry Lab (2)	
Other Elective Courses - need two of the following:			
BIOL 318 - Microbiology (4)		BIOL 421 - Immunology (4)	
BIOL 355 - Parasitology (3)		BIOL 428 - Virology (3)	
BIOL 360 - Histology (4)		BIOL 463 - Developmental Biology (3)	
BIOL 411 - Cancer Biology (3)		CHEM 351 - Biochemistry (3)	
BIOL 415 - Biotechnology (3)		MBBB 301 - Intro to Bioinformatics (4)	
BIOL 419 - Environmental Microbiology (3)		MBBB 315 - Genomics (3)	
BIOL 420 - Microbio of Infectious Disease (3)		or transfer credit for upper level medical microbiology course	
Free Elective			
Take any 300-400 level BIOL, CHEM, or MBBB course that fulfills requirements for this or any other concentration in biology or take BIOL 221/221L+BIOL 222/222L or complete Biol 491 (Ind Study) or Biol 499 (Thesis)			
Course taken: _____			
Ancillary courses			
Chemistry (13-18 credits)	CHEM 131/131L+132/132L Gen Chemistry I, II (4, 4)		<u>IP/ IP</u> / ___
	Also take CHEM 330 - Essentials of Organic Chemistry (5)		
	or CHEM 331+332 - Organic Chemistry I, II (5, 5)		
Physics (8 credits)	PHYS 211+212 - General Physics I, II (4, 4)		
	or PHYS 241+242 - Gen Physics I, II Calculus-Based (4, 4)		
Math (3-4 credits)	Need one of the following (a calculus course is recommended):		
	MATH 237 - Elementary Biostatistics (4)*		<u>IP</u>
	PSYC 212 - Behavioral Statistics (4)**		
	MATH 273 - Calculus I (4)		
	MATH 211 - Calculus for Applications (3)		

- Step 28. With your transcript and checklist both available, go through the transcript semester-by-semester to identify any BIOL, CHEM, MATH, or PHYS courses you have taken or are currently taking.
- i. Write these courses down on a piece of paper or highlight the courses as shown above.
 - ii. See Figure 3 for an example transcript with highlighted courses.
- Step 29. If/When you identify a BIOL, CHEM, MATH, or PHYS course on your transcript, you must then reference your Checklist document to see if that specific course is a BIOL major and concentration requirement. If it is on the Checklist, indicate this using the following scheme:
- i. If you completed the course at TU → indicate the **grade** received on/in the blank (ex. A)
 - ii. If you received Advanced Placement credit → put **“AP”** on/in the blank
 - iii. If you received transfer credit for the course → put **“Trans”** on/in the blank
 - iv. If a requirement was waived by the University → put **“Waive”** on/in the blank
 - v. If you are currently enrolled in the course → put **“IP”** for “in progress”
 - See Figure 4 for an example of completing the CMB Checklist.
 - a. Note: MATH119 was taken by the sample student. However, this course does not count toward the Biology Major as is it NOT found on the checklist. This course is a prerequisite for a 200-level math class.
- Step 30. Save your Checklist document so that you do not lose the changes/edits you made.
- Step 31. Close your transcript document. You will no longer need this document for the assignment.
- Step 32. Reopen your Courses Still Needed document.
- Step 33. Reopen your concentration Checklist document.
- Step 34. Identify the courses on the Checklist that you previously completed.
- i. If you received a D+ or lower, you MUST RETAKE the course.
 - Add any class that you have to retake to your Courses Still Needed document.
 - ii. If you received a C or higher, you are not required to retake this course.
- Step 35. Starting at the top of the Checklist (and working towards the bottom of the page), read each line separately, identifying classes that you still have to complete in order to graduate with a Biology major (with your specific concentration). **Read the next step and example below.**
- Step 36. For any course you still need to complete on your concentration checklist, put in the following THREE pieces of information in your “Courses Still Needed” document:
- i. Course ID
 - ii. Course Name
 - iii. Credits course is worth

The “Sample Student” still needs to take the following courses (as they are not completed, “In Progress”, or are currently registered for them in a future semester; see Figure 5 to the right):

- a. Foundation Courses:
 - i. BIOL204 and BIOL309 (IP is BIOL202)
- b. Breadth Courses:
 - i. BIOL208 or both 205 and 207
 - ii. BIOL 325 or BIOL436 or both BIOL221/L and BIOL222/L
 - iii. Needs TWO of the courses listed (405, 408, or 409)
- c. Elective Lab Course:
 - i. Needs ONE of the labs listed
- d. Other Elective Courses:
 - i. Needs TWO of the courses listed in the boxes
- e. Free Elective:
 - i. Needs BIOL Upper Level Course (see specifics in section)
- f. Ancillary Courses:
 - i. CHEM132 and CHEM132L (IP is CHEM131 and 131L)
 - ii. CHEM330 or CHEM331 and CHEM332
 - iii. PHYS211 and PHYS212

Figure 5

Name:	Catalog Year:
COURSE REQUIREMENTS FOR THE CELL AND MOLECULAR BIOLOGY CONCENTRATION	
Foundation Courses (13 units)	
BIOL 200+200L or 201 or 203 - Biology I: Cellular Biology and Genetics (4)	A, A
BIOL 202 - Biology II: Introduction to Ecology and Evolution (4)	IP
BIOL 204 - Educational and Career Planning for the Biologist (1)	_____
BIOL 309 - Principles of Genetics (4)	_____
Breadth Courses	
Need: BIOL 208 Biodiversity (3) or both BIOL 205 Gen Botany (4) and BIOL 207 Gen Zoology (4)	_____ or _____ & _____
Need: BIOL 325 Anim Phys (4) or BIOL 436 Plant Phys (3)	_____ or _____ / _____ / _____
or both BIOL 221/221L and 222/222L Human A&P I, II (4, 4)	_____ or _____ / _____ / _____
Need two of the following (BIOL 408 and 409 strongly recommended):	
BIOL 405 - Molecular Ecology and Evolution (4)	_____
BIOL 408 - Cell Biology (4)	_____
BIOL 409 - Molecular Biology (4)	_____
Elective Lab Course – need one of the following:	
BIOL 312 - Genetics Lab (2)	_____
BIOL 410 - Molecular Biology Lab (2)	_____
BIOL 412 - Cell Biology Lab (2)	_____
CHEM 356 - Biochemistry Lab (2)	_____
Other Elective Courses – need two of the following:	
BIOL 318 - Microbiology (4)	_____
BIOL 355 - Parasitology (3)	_____
BIOL 360 - Histology (4)	_____
BIOL 411 - Cancer Biology (3)	_____
BIOL 415 - Biotechnology (3)	_____
BIOL 419 - Environmental Microbiology (3)	_____
BIOL 420 - Microbio of Infectious Disease (3)	_____
BIOL 411 - Immunology (4)	_____
BIOL 428 - Virology (3)	_____
BIOL 469 - Developmental Biology (3)	_____
CHEM 351 - Biochemistry (3)	_____
MBBB 301 - Intro to Bioinformatics (4)	_____
MBBB 315 - Genomics (3)	_____
or transfer credit for upper level medical microbiology course	_____
Free Elective	
Take any 300-400 level BIOL, CHEM, or MBBB course that fulfills requirements for this or any other concentration in Biology or take BIOL 221/221L+BIOL 222/222L or complete Biol 491 (Ind Study) or Biol 499 (Thesis)	
Course taken: _____	
Ancillary courses	
Chemistry (13-18 credits)	CHEM 131/131L+132/132L Gen Chemistry I, II (4, 4)
	Also take CHEM 330 Essentials of Organic Chemistry (5)
	or CHEM 331+332 Organic Chemistry I, II (5, 5)
Physics (8 credits)	PHYS 211+212 General Physics I, II (4, 4)
	or PHYS 241+242 Gen Physics I, II Calculus-Based (4, 4)
Math (3-4 credits)	Need one of the following (a calculus course is recommended):
	MATH 237 Elementary Biostatistics (4)*
	PSYC 212 Behavioral Statistics (4) **
	MATH 279 Calculus I (4)
	MATH 211 Calculus for Applications (3)
	IP

- Step 37. Save the Courses Still Needed document so that you do not lose the changes/edits you made.
- Step 38. Locate the “List of Pre-requisite Courses for BIOL Courses” document.
 - i. The List of Pre-requisite Courses for BIOL TU courses can be found on the TU Biology Department website or may be provided to you by your BIOL advisor via email.
- Step 39. Download the List of Prerequisites document to a known location on your computer.
- Step 40. Open the List of Prerequisite Courses for BIOL Courses document.
- Step 41. For each BIOL course listed in your Courses Still Needed document, fill in the prerequisites as indicated in the List of Prerequisite document. (See Figure 2 for example.)
- Step 42. Save the Courses Still Needed document so that you do not lose the changes/edits you made.
- Step 43. Go to the Towson University website to determine the CHEM, PHYS, and MATH prerequisites.
 - i. Below are links for your convenience. Note that these links may change. If they change, go to the Towson Undergraduate Course Catalog to determine the prerequisites.
 - CHEM: <https://catalog.towson.edu/undergraduate/fisher-science-mathematics/chemistry/#courseinventory>
 - PHYS: [https://catalog.towson.edu/undergraduate/physics-astronomy-geosciences/#courseinventory](https://catalog.towson.edu/undergraduate/fisher-science-mathematics/physics-astronomy-geosciences/#courseinventory)
 - MATH: [https://catalog.towson.edu/undergraduate/physics-astronomy-geosciences/#courseinventory](https://catalog.towson.edu/undergraduate/fisher-science-mathematics/mathematics/#courseinventory)
- Step 44. Are you interested in pursuing a “Pre-Professional” career? Examples include Pre-Med, Pre-PA, Pre-Dent, Pre-Vet.
 - i. If no, disregard this step.
 - ii. If yes, follow the following steps:
 - Go to the TU BIOL Department DCP website (<https://www.towson.edu/fcsm/departments/biology/resources/degreecompletion.html>) and scroll to the bottom.
 - Find the “Sample Guidelines” document for the specific Pre-Professional career you wish to pursue.

- Read this document.
- Write down any “Required” and “Suggested” courses that you are advised to take prior to applying for the specific Pre-Professional program.
 - a. Ex. Pre-PA students are suggested to take CHEM331 and CHEM332, CHEM351, SOCI101, PSYC101, and other courses.
- Type any/all suggested supplemental classes into your Courses Still Needed document (if it is not already on there).
- Fill in the required information for each course (Course ID, Course Name, Credits, Prerequisites)
- **TIP:** Short on time, see the “Quick Guide to Professional Programs” document for suggested courses for Pre-Med, Pre-PA, or Pre-Vet students.
 - a. HOWEVER, it is HIGHLY suggested that you read the full Sample Guideline document online to obtain a better understanding of information for the Pre-Professional program you are interested in.
 - b. The “Quick Guide to Course Requirements for the Biology Concentrations” document is also found in the Biology Department Office.

- Step 45. Are you interested in pursuing a minor while at Towson University? Note that this could extend your time here at TU.
- i. If no, disregard this step.
 - ii. If yes, go to the Towson University website and “Search” the specific minor and its course requirements. Add these courses (Course ID, Course Name, Credits, Prerequisites) to your Courses Still Needed document (if it is not already on there).
- Step 46. Are you interested in pursuing a second major while at Towson University? Note that this WILL extend your time here at TU.
- i. If no, disregard this step.
 - ii. If yes, go to the Towson University website and “Search” the specific major and its course requirements. Add these courses (Course ID, Course Name, Credits, Prerequisites) to your Courses Still Needed document (if it is not already on there).
- Step 47. Are you in the Honors College?
- i. If no, disregard this step.
 - ii. If yes, go to the Towson University website and “Search” for the TU Honors College Curriculum. This website will outline all of the requirements that students need to complete in order graduate with honors from TU. Add these courses (Course ID, Course Name, Credits, Prerequisites) to your Courses Still Needed document (if it is not already on there).
- Step 48. At this point you should have the first four columns completed in your “Courses Still Needed document. Complete any missing information at this time.
- Step 49. Save the Courses Still Needed document so that you do not lose the changes/edits you made.
- Step 50. Open your Degree Completion Plan. (Double check to make sure that the top section of your DCP is completed. If not, complete steps 1-10.)
- Step 51. You will next indicate on your Degree Completion Plan when (during which semester/minimester/summer session) you plan to take each course listed on your Courses Still Needed document. **BUT, before you start filling in your classes, you must consider the following five notes of caution:**

i. Not every course is offered every semester!

- Use the Anticipated Offerings of Biology Courses document to determine in which term Biology courses are offered. (See Figure 6 for example of this document.)
 - a. Located and download the “Anticipated Offerings of Biology Courses” document to a known location on your computer.
 - i. The Anticipated Offerings of BIOL TU courses can be found on the TU Biology Department website or may be provided to you by your BIOL advisor via email.
 - b. Open and review this document to become familiar with its set up.
 - c. The image to the right is an example of this document.
 - i. For EACH BIOL course you list on your DCP, you **MUST check that the course is offered during that semester!**

Figure 6

SUMMER 2021	MINISTER 2022 (PROVISIONAL)
BIOL 200/200LorR Intro to Cell Bio & Genetics.....3+1	BIOL 204 Educ/Career Planning for BIOL mjrs....1
BIOL 202 Intro to Ecology and Evolution.....4	BIOL 210 Medical Terminology.....3
BIOL 204 Educ/Career Planning for BIOL mjrs....1	BIOL 425 Dissection of the Upper Extremity.....2
BIOL 208 Biodiversity.....3	
BIOL 210 Medical Terminology.....3	SPRING SEMESTER 2022 (PROVISIONAL)
BIOL 221/222 Hum A & P I & II let+lab.....3+1	BIOL 200/200LorR Intro to Cell Bio & Genetics...3+1
BIOL 382 Env Educ/Service Learning in Tropics.....3	BIOL 202 Intro to Ecology and Evolution.....4
MBBB 301 Bioinformatics.....4	BIOL 204 Educ/Career Planning for BIOL mjrs....1
CHEM 351 Biochemistry.....3	BIOL 205 General Botany.....4
BIOL 447 Trop Field Eco in Peru (odd years only)....6	BIOL 207 General Zoology.....4
	BIOL 208 Biodiversity.....4
FALL SEMESTER 2021 (PROVISIONAL)	BIOL 210 Medical Terminology.....3
BIOL 200/200LorR Intro to Cell Bio & Genetics.....3+1	BIOL 221/222 Hum A & P I & II let+lab.....3+1
BIOL 202 Intro to Ecology and Evolution.....4	BIOL 306 Human Ecology and Sustainability.....3
BIOL 204 Educ/Career Planning for BIOL mjrs....1	BIOL 309 Genetics.....4
BIOL 207 General Zoology.....4	BIOL 310 Conservation Biology.....4
BIOL 208 Biodiversity.....3	BIOL 312 Genetics Laboratory.....2
BIOL 210 Medical Terminology.....3	BIOL 318 General Microbiology.....4
BIOL 221/222 Human A & P I & II let+lab.....3+1	BIOL 325 Animal Physiology.....4
BIOL 309 Genetics.....4	BIOL 367 Endocrinology.....3
BIOL 318 General Microbiology.....4	BIOL 371 Animal Behavior.....4
BIOL 325 Animal Physiology.....4	BIOL 381 Writing in Biological Sciences (online)....3
BIOL 353 Invertebrate Zoology.....4	BIOL 402 General Ecology.....4
BIOL 355 Parasitology.....3	BIOL 408 Cell Biology.....4
	BIOL 409 Molecular Biology.....4

- **Note:** The Anticipated Offerings of Biology Courses document may not show course offerings for your last 1-2 semesters at TU. However, the Biology Department has a four-semester course rotation scheme. Thus, you can assume that Fall 2023 will have the same courses as Fall 2021. Likewise, what will be available in Spring 2024 will likely match what is available in Spring 2022.

ii. Many BIOL, CHEM, PHYS, and MATH classes have prerequisite requirements!!

- Ex. You must take both CHEM131 and CHEM131L before you take CHEM132 and CHEM132L.
- Ex. You must take BIOL309 before you take many upper level BIOL courses.

iii. You CANNOT take a class that is required for another class during the same semester!!!

- Ex. You cannot take both CHEM 131/L and CHEM132/L in the same semester. All classes that are prerequisites must be taken during the semester/term BEFORE the course that requires it.
 - a. Note: if you do not pass a prerequisite course, you will not be able to take the next course in the sequence.
 - i. Ex. If a student does not pass CHEM131 and/or CHEM131L, the student CANNOT take CHEM132 and CHEM132L the following semester. The student will have to repeat and pass the class before proceeding to the next course in the sequence.

iv. It is NOT recommended to take more than two lab courses or three science courses in a semester!!!!

- You can do this, but it will be unlikely/hard for you to receive As (or even Bs) in all of your courses during that semester. Lab courses, and science courses in general, will require a lot of your time both in class and outside of class.
 - a. Remember that pre-professional schools, graduate schools, and scholarships all require students to have a GPA of 3.5 or higher in order to be competitive!!!

- i. See “Sample Guidelines” document for the specific Pre-Professional career you wish to pursue (see Step 44) or speak with the Pre-Professional Advisor here at TU.
 - b. Simply blasting through courses in order to graduate with no concern for your GPA is NOT a good tactic for your career in the science field.
- If you include more than three science or two lab classes in a semester, your DCP may be rejected by your advisor. If this happens, you will have to modify your plan to be more “realistic” in order to aid in your success.
- **New Trends at Undergraduate Institutes:** Many undergraduates seeking careers in the medical field are now extending their time in undergrad to either ~5 years or 4 years with multiple summer and minimester courses/sessions. By doing this, the students are then able to take fewer classes during each semester in order to best focus on those (fewer) classes allowing them to get good grades. Although this extends their time at TU, by spreading out the workload across additional terms, students are more likely to get higher grades and be more competitive as compared to students with a lower GPA. Something to consider when developing your DCP.
- v. It is NOT recommended to take more 16-17 credits in a semester.**
 - Many colleges recommend taking around 15 credits per semester, which totals 120 credits after four years.
 - Course Load:
 - a. Regular Semester (Fall/Spring):
 - i. All students in good academic standing may register for a maximum of 19 units in any fall or spring term.
 - ii. Students must ask permission from the Registrar’s Office to take units beyond 19.
 - b. Summer Sessions
 - i. Students cannot take more than 13 total credits.
 - c. Minimester Session:
 - i. Students cannot take more than 4 total credits.
 - Other items to consider:
 - a. All college classes are not created equal - not even when they are worth the same amount of credit. You will almost certainly spend more hours on a three-credit biology course than a three-credit philosophy course.
 - b. Remember that GPA is important!!!
 - c. Do you have an internship or a job? If so, consider this as well when thinking about the amount of credits you take each semester.

- Step 52. Okay, let’s get started on your DCP! ☺ Using your “Courses Still Needed” document, start to fill out the template, indicating what courses you will take in each of your remaining terms. **Please read all of the points in this step BEFORE working on your DCP.**
- i. Your DCP lists out the classes you still need to take and when you will take it.
 - ii. Start with the CURRENT TERM (these are the classes you are currently taking) and list the classes you are currently enrolled in/are taking.
 - iii. Fill in the semesters from left-to-right on the template.
 - Ex. Top left grid is the current semester. Top right grid is the following semester, etc.
 - iv. Include any minimester and/or summer terms if appropriate.
 - v. Before adding a BIOL course to your DCP, check to make sure that the class is offered that semester (or minimester/summer session) using the Anticipated Offerings of Biology Courses document. (Reread Step 51 if necessary.)
 - If a course is offered during that semester and you have to prerequisites to take that class → you can add it to the semester.

- If a course is NOT offered during that semester (as per the Anticipated Course Offerings document) or you will not have completed the prerequisites for that course by that semester → you CANNOT take the class that semester.
- vi. Once you are ready to add a course to your DCP, for each class type (do not copy/paste the information from the BIOL website into the DCP) in the:
- Course number (or simply say CORE or Elective)
 - a. Note that for Core courses you only need to write “Core” and indicate the number of credits. You do not need to specify the core category or give the course name as mentioned in Steps 17-20.
 - b. Note that Electives are extra classes needed to graduate
 - i. Electives can be a BIOL course or any other course that you wish to take.
 1. If it is a BIOL course and you know the specific course you would like to take, indicate it.
 - ii. Electives can be lower level (100- or 200-level) or upper level (300- or 400-level) courses.
 1. If you know that it must be an “upper level elective” – put “Upper Level Elective” in the description (see Figure 7 below for an example).
 - Course name
 - Number of credits
 - List any pre-requisites for the course
- vii. Note: If a course requires you to enroll for the lecture and lab separately (ex. CHEM132 and CHEM132L), you MUST put these classes on separate lines of the DCP.
- viii. Remember that 12 credits is full time
- ix. If you said “Yes” to the financial aid question in Step 7, you MUST remember to have a total of 30 credits across the academic year; this also includes any classes you take during the minimester (but you must notify the financial aid office if you would like to count credits taken during the minimester to your financial aid package).
- Ex. 15 credits in Fall + 15 credits in Spring = 30 credits
 - Ex. 14 credits in Fall + 16 credits in Spring = 30 credits
- x. After you add a class listed in your Courses Still Needed document to your DCP, put an “X” in the fifth column (“Course Added to DCP?”). This will help you keep track of classes that you still need to include on your DCP.
- xi. Again (because this is important, it is stated again), make sure to pay attention to when courses are offered and course prerequisites. To make sure that you have double-checked this, we provided a column to “check off” on the Courses Still Needed document – see last column.
- Again, if you do NOT have the prerequisites for a course, you CANNOT take it. Make sure to “take” the prerequisite during a semester and then “take” the class that requires the prerequisite in a subsequent semester.

See Figure 7 below for a “Sample Student” DCP.

- Note that this student is currently taking BIOL204 “during the minimester”. The current semester/minimester/summer session course list is entered into the top left grid.
- The student has listed the classes they are registered to take in the Fall 2020 semester.
- This student is not taking more than 3 science classes during any semester listed.
- This student is taking several classes during the summer and minimester to “reduce their load” during the regular semester.

- For this example...because it is an example...we only listed “elective”. When it comes to registering for classes, the student will then look to see what classes are available and will select a class at that time.

Figure 7

Start here with the BIOL term in which you will take courses.

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Minimster 2020	1 BIOL204	Educational & Career Planning	1	BIOL major
	2			
	3			
	4			
	5			
	Total for term:			1

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Fall 2020	1 BIOL309	Genetics	4	BIOL 200/200L and BIOL 202
	2 CHEM132	General Chemistry II Lecture	3	CHEM131/131L
	3 CHEM132L	General Chemistry II Lab	1	CHEM131/131L
	4 CORE		3	
	5 CORE		3	
	Total for term:			14

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Spring 2021	1 BIOL221	Human Anatomy & Physiology I Lec	3	BIOL200/L
	2 BIOL221L	Human Anatomy & Physiology I Lab	1	BIOL200/L
	3 CHEM331	Organic Chemistry I	5	CHEM132/132L
	4 CORE		3	
	5 CORE		3	
	Total for term:			15

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Summer 2021	1 BIOL208	Biodiversity	3	BIOL 200/200L and BIOL 202
	2			
	3			
	4			
	5			
	Total for term:			3

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Fall 2021	1 CHEM332	Organic Chemistry II	5	CHEM331
	2 BIOL222	Human Anatomy & Physiology II Lec	3	BIOL221/L
	3 BIOL222L	Human Anatomy & Physiology II Lab	1	BIOL221/L
	4 CORE		3	
	5 Elective		3	
	Total for term:			15

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Minimster 2021	1 CORE		3	
	2			
	3			
	4			
	5			
	Total for term:			3

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Spring 2022	1 BIOL409	Molecular Biology	4	BIOL309
	2 BIOL410	Molecular Biology Lab	2	BIOL309
	3 BIOL318	Microbiology	4	BIOL200/L, BIOL309, CHEM132/132L
	4 Elective		3	
	Total for term:			13

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Summer 2022	During the summers, consider completing internships or study abroad! Note: It is a STUDENT's responsibility to set up internships to gain experience.			
	1			
	2			
	3			
	4			
	Total for term:			0

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Fall 2022	1 BIOL408	Cell Biology	4	BIOL309
	2 PHYS211	General Physics I	4	MATH115
	3 Elective	Upper Level Elective	3	
	4 Elective		3	
	Total for term:			14

Term/Year:	Course Number	Course Name	Credits	Prerequisite(s)
Spring 2023	1 CHEM351	Biochemistry	3	CHEM332 or CHEM330
	2 PHYS212	General Physics II	4	PHYS211
	3 Elective	Upper Level Elective	3	
	4 Elective		3	
	Total for term:			13

- Step 53. Save your Degree Completion Plan so that you do not lose the changes/edits you made.
- Step 54. Save the Courses Still Needed document so that you do not lose the changes/edits you made (ex. checks in the last two columns).
- Step 55. Almost done!! In order to graduate from Towson University you need to complete the following:
 - i. All requirements for the BIOL major concentration
 - You checked the classes you still need to take by completing the BIOL concentration Checklist and adding those classes that you still need to take to your “Courses Still Needed” document and then your DCP – good job.
 - ii. Complete a class in one of each of the 14 CORE courses
 - You checked your ARR for CORE classes that you still need to take and then added the classes to your “Courses Still Needed” document and then your DCP – good job.
 - iii. Complete at least 120 credits
 - You will assess this in the steps below
 - iv. Complete at least 32 upper level credits
 - You will assess this in the steps below
- Step 56. To see if your DCP contains ≥ 120 credits, scroll to the top of your DCP and locate the area that says “Total credits at graduation (need ≥ 120)”. (See Figure 8 below, red arrow.)
 - i. The template will automatically calculate the number of credits for each term and will then display the total number of credits you have on the plan. Again, the total number of credits at graduation must be at least 120.
 - **DO NOT EDIT THIS NUMBER**
 - See next step.

Figure 8

Number of credits earned to date:		Number of <u>upper level</u> credits earned to date:		Note: CORE 9 courses are upper-level courses worth 3 credits.
Number of credits on plan below:	0	→ Number of <u>upper level</u> credits on plan below:		
Total credits at graduation (need ≥ 120):	0	Total upper level credits at graduation (need ≥ 32):	0	

- Step 57. Assess the number of Total Credits at Graduation.
- If the number is LESS than 120, go back to your DCP and add “CORE” or “Elective” courses in order to get this number ≥ 120 .
 - Remember to pay attention to the number of credits you are enrolled in per semester.
 - Remember that if you shift classes to check the Anticipated Course Offerings document to make sure the class is offered during that specific semester.
 - If the number is MORE than 120, proceed to the next step.
- Step 58. Save your Degree Completion Plan so that you do not lose the changes/edits you made.
- Step 59. Next, you will need to calculate the total number of Upper Level Credits listed on your DCP. With your DCP open, scan through the document semester-by-semester to identify any UPPER LEVEL courses you have listed.
- Note:** Do NOT count the Upper Level Credits you are taking in the current semester or a semester that you have already registered for. (This means any course(s) that can be found on your transcript.) These credits have already been taken into account in Step 9.
 - Reminder:
 - Upper level courses are 300- or 400-level classes.
 - All Core 9 courses are upper level courses worth 3 credits, so make sure to include those upper level credits if you still need to take a CORE 9.
 - Certain CORE courses are also upper level courses. See: <https://www.towson.edu/academicadvising/current/curriculum.html>
 - If you plan to take one of these upper level CORE courses, indicate in the “Student Notes” box at the top of the spreadsheet which other upper level Core course(s) you plan to take and what Core category each course fulfills. For example: “CORE 13 = FMST 310 – LGBT Families.”
 - Caution: Some upper level Core courses have restrictive prerequisites. Check the course descriptions in the undergraduate catalog.
- Step 60. Fill in the “Number of upper level of credits on Plan below”. (See Figure 8 above, blue arrow.)
- Step 61. Assess the number of “Total Upper Level Credits at Graduation (need ≥ 32)”
- If the number is LESS than 32, go back to your DCP and upper level credits to your plan to get above the 32 upper level credits needed.
 - This can easily be completed by:
 - stating than an elective or CORE (in the description) is an upper level course. (See Figure 9 below, red arrows.)
 - NOTE: at the time of registration, **YOU** will need to check to make sure that the course you are enrolling in has that specified number of credits or this can delay your graduation
 - adding a known upper level course to your DCP and counting its upper level credits
 - Remember to check the Anticipated Course Offerings document to make sure the class is offered during that specific semester
 - If the Total Number Upper Level Credits at Graduation is MORE than 32, proceed to the next step.

Figure 9

Term/Year: Fall 2022				Term/Year: Spring 2023			
Course Number	Course Name	Credits	Prerequisite(s)	Course Number	Course Name	Credits	Prerequisite(s)
1	BIOL408 Cell Biology	4	BIOL309	1	CHEM351 Biochemistry	3	CHEM332 or CHEM330
2	PHYS211 General Physics I	4	MATH115	2	PHYS212 General Physics II	4	PHYS211
3	Elective Upper Level Elective	3		3	Elective Upper Level Elective	3	
4	Elective	3		4	Elective	3	
		Total for term:	14			Total for term:	13

- Step 62. Save your Degree Completion Plan so that you do not lose the changes/edits you made.
- Step 63. Are you a Transfer Student?
 - i. If no, disregard this step.
 - ii. If yes, complete the special grid (see Figure 10 below) at the bottom of the DCP.
 - 1. Here you will indicate how many Biology course credits you will take at TU. Be aware that Biology majors must take a minimum of 19 course credits in Biology at TU, with at least 10 of these credits being upper level. "Biology courses" include all "BIOL" courses that satisfy concentration requirements, as well as MBBB 301 & 315, and CHEM 351 & 356.

Figure 10

If you are a TRANSFER STUDENT, complete BOTH grids below:

Number of Biology* course credits already completed at TU:	[]	Number of <u>upper level</u> Biology* credits already completed at TU:	[]
Number of Biology* course credits you are taking in current term:	[]	Number of <u>upper level</u> Biology* credits you are taking in the current term:	[]
Number of Biology* course credits on plan above:	[]	Number of Biology* <u>upper level</u> course credits on plan above:	[]
Total number of Biology* credits to be earned at TU (need ≥ 19):	[] 0	Total number of <u>upper level</u> Biology* credits to be earned at TU (need ≥ 10):	[] 0

* Includes all BIOL courses as well as MBBB 301 & 315 and CHEM 351 & 356

- Step 64. Are you in the Honors College?
 - i. If no, disregard this step.
 - ii. If yes:
 - 1. Go to the TU Biology DCP webpage (<https://www.towson.edu/fcsm/departments/biology/resources/degreecompletion.html>) and read through the "Degree Completion Plans for Honors Students" document
 - 2. Then, complete the special grid (see Figure 11 below) at the bottom of the DCP.
 - 1) At the bottom of the template, include the number of non-elective Honors courses you will have completed by the end of the **current** term, and how many credits are from Honors Seminar courses.

Figure 11

If you are an HONORS STUDENT, complete the grid below:

Total number of lower-level Honors class credits earned to date (other than required ENGL and TSEM):	[]	(need 6 total)
Total number of upper-level Honors Seminar credits earned to date:	[]	(need 6 total)
Total number of Experiential/Advanced Learning credits earned to date:	[]	(need 6 total)

- Step 65. Save your Degree Completion Plan so that you do not lose the changes/edits you made.
- Step 66. Submit the following FIVE documents to the faculty member responsible for reviewing your plan (aka your advisor) via email.
 - 1. Your completed concentration checklist (Word document - appropriately named)
 - 2. Your "Courses Still Needed" document (Word document - appropriately named)
 - 3. Your Degree Completion Plan (Excel document - appropriately named)
 - 4. Your Unofficial Transcript (PDF document - appropriately named)
 - 5. Your Academic Requirement Report (PDF document - appropriately named)

- Step 67. Celebrate! You have completed your DCP. Your advisor will be in contact with you shortly regarding your DCP.
- i. Note that you should be checking your email account daily (at least once Monday through Friday) to see if there are any edits you need to make in order to finalize your DCP.
 - ii. You will not be allowed to register until your DCP has been approved/finalized and submitted to the University.
 - iii. Lastly, just a reminder, this DCP, once finalized, is a guide for you to use as you progress toward graduation. Ultimately it is YOUR responsibility to make sure you have fulfilled all graduation requirements prior to graduation by accessing/viewing your Academic Requirements Report.
 - The Academic Requirements Report is ultimately what determines your eligibility to graduate once all requirements have been completed, regardless of what an advisor may tell you.