



Preparing a Degree Completion Plan

Collect Your Progress Sheets

Planning out what courses you will take and when you will take them helps to solidify your educational goals and ensure that you are able to graduate without extra time and expense.

To develop your plan, you will need to have an up-to-date list of the courses you have taken and/or had accepted as transfer credits. You should know the grades you received in each course and have a record of how each course applies to the PSC general studies requirements or your degree program. This type of record is referred to as a “progress sheet.” You should have one progress sheet for general studies (the common course work required for all baccalaureate degrees at PSC) and one for each degree program (major and minor) you are pursuing. If you are an Education major, you need to have a Teacher Education Core Curriculum progress sheet and a progress sheet for each endorsement area you are pursuing (in addition to the general studies progress sheet). The Student Records Office maintains your official progress sheets and will provide you with copies upon request. Blank progress sheets are available at http://www.peru.edu/studentrecords/progress_sheets.htm; use these by filling in your completed course information yourself.



What requirements have you already fulfilled? If you have received approval of transfer credits, you need to know what courses, if any, they substitute for. CLEP and other tests may substitute for courses. If you have transferred in with an AA or AS, the general studies requirements are waived. If you are taking more than one major or a major and minor, you may be able to count courses in more than one context.

Take Charge of Your Academic Process:

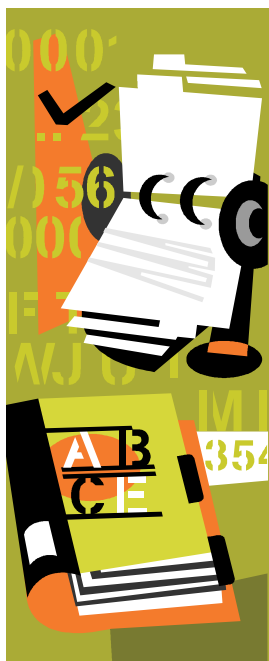
1. Collect your progress sheets and maintain your own file.
2. Track your progress to date.
3. Use course rotation schedules to know when courses you need will be offered.
4. Develop and follow an enrollment plan.
5. Work closely with your faculty advisor.

See What Courses You Still Need to Take

The next step is to see what you still need to take to complete your degree. In some cases, you will have specific courses that you must take. In other cases, you will be permitted to choose between two or more courses, so you should select the course(s) that seem most interesting to you or most relevant to your career plans.

If your progress sheet contains a line with the word *OR* within a list of courses, this means that you are to choose either the course directly above the word *OR* or the course directly below it.

Pay attention to section headings that tell you how many of the courses you must take and/or what types of courses qualify. Also, pay attention to notes at the bottom that tell you about minimum grade requirements and whether courses can be counted in more than one area. **Courses used to fulfill major requirements may not be used to fulfill general studies requirements, and you the minimum grade for courses within your major is a C.** Look up course descriptions to see if prerequisites apply.



Some courses are only offered once every two years, others more often.

The higher the course number, the more advanced the course, so take the lower-level courses first.



Your faculty advisor has valuable expertise in your program and can help ensure you haven't missed anything.

See When the Courses You Need Will Be Offered

You will then need to access the course rotation schedules to see when the courses you still need to take will be offered. Some courses are offered every semester, some once a year, and some once every two years. You will have to refine your course selections to fit the course rotation schedule. You can find course rotation schedules on the following web pages:

http://www.peru.edu/artsandsciences/docs/course_rotation.pdf

<http://www.peru.edu/education/rotation.htm>

<http://www.peru.edu/professionalstudies/> (under course rotation on the left)

Develop Your Enrollment Plan

Next to each of the courses you will take to meet each of the general studies and/or program requirements, in the column for the term, pencil in when the course will be offered. If it is offered every spring or every fall, write in "S" or "F" accordingly. If you can take the course in the summer, write in "M" for summer. If a course is offered only once every two years, indicate this by writing in the years along with the semesters (e.g. "S 2011 & 2013" for a course offered only in the spring of odd-numbered years).

Now count how many of the courses are only offered in the fall and compare this to how many are offered only in the spring. You will need to distribute your enrollment over the total number of semesters (and perhaps summers) you have left for college. If too many of the courses are in the spring or too many are in the fall, you will need to reconsider your selections in sections where you have choices and find courses offered in the semesters with a lower count. For example, if you have two years left and twenty courses to take, you will probably want to have ten fall courses and ten spring courses. Once your semesters are balanced, look again at any prerequisites (requirements to take other courses first) and co-requisites (requirements to take courses together) so you can plan accordingly. Note that 100-level courses are intended to be taken by freshmen, 200 by sophomores, 300 by juniors and 400 by seniors.

Next, striving for balance in course type and level of difficulty, write in the specific semester when you will take each course (e.g., 12S for spring of 2012). Once you have this done, you will have a tentative degree completion plan.

Consult with Your Faculty Advisor

Submit your tentative plan to your faculty advisor and ask him/her to look it over and provide feedback. Your advisor may know of factors you cannot anticipate and advise you accordingly so you end up with a plan that is most appropriate for you.