

INSTRUCTIONS: IDP DEGREE PLAN EXCEL WORKSHEET

Items Needed

1. Download the **Degree Plan Worksheet** (Microsoft Excel document) from the Center for Individualized Learning (CIL) website. Use the “Post-2012” worksheet. If you were first enrolled before Fall 2012, check with your IDP Advisor.
2. **Degree Progress Report (aka “DegreeWorks”)** (student hub)
3. **MSU Denver Unofficial Transcript** (student hub>>main menu>>transcripts)
4. Any “wish list” of courses you may have created, or a list of courses recommended by your faculty or IDP advisor.

As you complete the following sections, ask your IDP Advisor for sample degree plans to provide visual guidance.

Step 1: Top Section

Complete all items at the top of the Degree Plan (900#, name, address, working title, etc.). As soon as you identify someone, type the name of your faculty advisor on their signature line. If you don’t know your College/School, B.A. or B.S., or Major/Minor codes, leave them blank.

Step 2: General Studies Section

1. Use your **Degree Progress Report** to identify courses that are applied to the different general studies categories.
2. Enter the courses in the appropriate general studies category on your degree plan.
3. If transfer courses are being used, enter the MSU Denver course numbers and titles as they appear on your MSU transcript, not your transfer institution’s course numbers/titles.
4. Complete all columns (Type, Dept., Number, Credits, Title) in the degree plan. Refer to the instructions given on the degree plan itself for completing the “Type” column.
5. As you enter the courses on your degree plan, place a check mark by the course on your **MSU Denver Transcript** and confirm you have correctly entered all details.
6. For any general studies not yet met, search the MSU Denver Catalog to identify approved general studies courses you will take in the future and enter them on your degree plan.

7. Important general studies rules to follow:

- The global diversity course is part of the general studies requirements. You may use a global diversity course to satisfy another general studies requirement if the course is approved for both categories. HOWEVER, you may count the credits for the course only once in your degree plan (place “0.00” for the course in the global diversity section and “3.00” in the in the general studies section where it will also be listed).
- The multicultural course is a university requirement, not a general studies requirement. You may use an approved multicultural course to satisfy both the multicultural requirement **AND** a general studies requirement (if the course is also approved for one of the general studies categories), **OR** a requirement in your major or minor. HOWEVER, you may count the credits for the course only once in your degree plan (i.e., place “3.00” for the course in your major/minor section and “0.00” in the in the multicultural section).

Step 3: Catalog Major or Minor (department programs that are not IDPs)

****If you are completing an IDP extended major, skip this step and go to Step 4.**

1. If you have declared a catalog major or minor, refer to your **Degree Progress Report** to identify the courses that are required for the program.
2. Enter the courses in the applicable section of the degree plan (major or minor).
3. As you enter the courses on your degree plan, place a check mark by the course on your **MSU Denver Transcript** if you completed it or if you are currently registered for it and confirm you have entered it correctly.
4. Meet with an advisor from your major or minor department to confirm you entered all the correct courses necessary to complete the program. This is an item you must certify you have done at the bottom of the degree plan before you submit it.

Step 4: IDP Major or IDP Minor

****Refer to the IDP website to determine the number of credits required in your IDP:**

- **IDP major (catalog minor required):** Minimum 40 credits; at least 21 of these must be upper level credits (3000/4000/9000). 15 credits must be remaining or in progress at the time your proposal is submitted.
- **IDP extended major (no minor required):** Minimum 60 credits; at least 27 of these must be upper level credits (3000/4000/9000). 21 credits must be remaining or in progress at the time your proposal is submitted.

- **IDP minor (catalog major required:** *Minimum 20 credits; at least 6 of these must be upper level credits (3000/4000/9000). 6 credits must be remaining or in progress at the time your proposal is submitted.*
1. Locate the major or minor section on the degree plan based on the IDP option you are seeking to complete. This is where you will list all of the courses for your IDP and complete all columns as previously instructed.
 2. Tips for identifying courses to include in your IDP major or minor:
 - Refer to any “wish list” of courses you previously created.
 - Include courses recommended by your faculty advisor.
 - Refer to your **MSU Denver Transcript**. Any courses you did not check off that are not being applied in your general studies or catalog major/minor section may be used in your IDP if you feel they are relevant and support your IDP title/concept.
 - Explore the MSU Denver Catalog to determine what future courses you want to include in your IDP. You can use the “Course Descriptions” search tool to search by department or key word.
 3. When you have confirmed all of the courses you want to include in your IDP major or minor, list them in your degree plan by grouping courses with the same prefix together alphabetically (first list all AAS, then all ENG, etc.). Within each department group, list the courses in numerical order (AAS 1100, then AAS 2500, etc.). See sample degree plans.
 4. For IDP majors, list your senior experience course only once in the designated space at the bottom of the major section.
 5. Confirm your IDP meets the credit requirements (see above, pg. 2-3, and IDP website).

Step 5: Electives Section

You are not required to take elective courses for your degree plan. This section should list any courses/credits you have earned that will not be included in any other section of your degree plan.

The credits for these courses will count towards the overall total credits required to graduate with a bachelor's degree at MSU Denver, which is a total of 120 credits that includes at least 40 upper level credits. Therefore, it is important that you include any “leftover” earned credits on your **MSU Denver Transcript** in the electives section.



Final Step: Check Your Work!

1. Check all of the courses you listed on your Degree Plan against your **MSU Denver Transcript**. Make sure you did not omit any courses.
2. Check for errors in course prefix, numbers, credits, and titles.
3. Count the upper level credits in your IDP major or minor to make sure you meet the minimum credits required.
4. Count the upper level credits in your entire degree plan to make sure you meet the minimum of 40 overall required for graduation.
5. Complete the certification at the bottom by typing in the date and your initials by each item. Do not initial any item that you have not yet completed.
6. Save and label your degree plan with your last name, draft # (draft 1), and the current date.
7. Email your degree plan to your IDP advisor for review.

**** Any errors on your degree plan, no matter how minor, can delay your graduation date. Therefore, all courses must be listed with accuracy and upper level credits must be correctly counted.**