The College of Arts and Sciences empowers graduates to pursue unlimited career possibilities. Arts and Sciences graduates carry with them important career competencies—communication, critical thinking, creativity, context, and collaboration. They have the skills and adaptability that employers universally value. Graduates are not only prepared to effectively compete in the real world, but they have a solid foundation to excel in an increasingly global, technological and interdisciplinary world.

The College believes that Academics + Experience = Opportunities, and encourages students to complement their academic preparation with real-world experience, including internships, research, education abroad, service and leadership. Arts and Sciences students have access to a powerful network of faculty, staff, and advisors dedicated to providing information and support for their goals of meaningful employment or advanced education. Students should contact the Career Coaches in the Arts and Sciences Academic and Career Advising Center in 107 Oldfather, or their major advisor for more information. In addition, the College works closely with University Career Services, 225 Nebraska Union, to help students connect with employers, and successfully apply for jobs and internships.

For additional information or questions, contact:

Christina Fielder, M.A., Director of Advising
107 Oldfather Hall
PO Box 880330
Lincoln, NE 68588-0330
402-472-4190
Admission Deficiencies/Removal of Deficiencies

Students must remove entrance deficiencies in geometry and foreign language as soon as possible, and before graduating from the College of Arts and Sciences. For questions and more information, students should consult a college advisor in the Academic and Career Advising Center in 107 Oldfather Hall.

Removing Foreign Language Deficiencies

Students must complete the second semester of a first year language sequence to clear the deficiency and the second semester of the second year language sequence to complete the college graduation requirement in language.

Removing Geometry Deficiencies

A deficiency of one year of geometry can be removed by taking high school geometry courses through an approved independent study program, or by completing a geometry course from an accredited community college or a four-year institution. Neither of these options will count for college credit.

Advising

Academic and Career Advising

The Academic and Career Advising Center in 107 Oldfather is a centrally located and easily accessed resource for students in all majors in the College of Arts and Sciences. The professional academic advisors and career coaches offer 1-1 meetings on a walk-in and appointment basis weekdays. Advisors will provide assistance choosing majors and minors, understanding degree requirements and academic policies, completing paperwork, meeting deadlines, adding/dropping courses, and planning for graduation. In addition, Career Coaches can help students identify career options related to their interests and connect them with experiences like internships, research, and more that will prepare them for those career options. These specially trained advisors and coaches also serve as first point of contact in the College for all incoming freshmen and transfer students during New Student Enrollment.

Students in the College who have declared a major will be assigned an academic advisor who is a first point of contact for a variety of questions. Academic advisors help students be successful in adjusting to UNL overall as well as making progress toward degree completion. The assigned advisor may be located within the department of their primary major, or in the Advising Center. Students can identify their assigned advisor in MyRED on the academics tab. In addition, faculty advisors are experts in their discipline, including requirements, opportunities for research, student organizations, and considering graduate school. Students who have declared a pre-health or pre-law area of interest will also work with advisors in the Exploratory and Pre-Professional Advising Center (Explore Center) in 127 Love South, who are specially trained to guide students preparing to enter a professional school.

For complete and current information on advisors for majors, minors, or pre-professional areas, contact the Arts and Sciences Academic and Career Advising Center, 107 Oldfather Hall, 402-472-4190, http://cas.unl.edu/advising.

Academic Programs & Policies

Course Exclusions & Restrictions

For transfer students, course exclusions and restrictions will be enforced upon evaluation of transfer credits by the College.

Exclusions

No credit toward the degree will be granted for the following:

- Basic or Vocational Skills Including:
  - Driver training education
  - Aviation or pilot training
  - Industrial arts (including courses concerned primarily with manual skills, tools, machines, or industrial processes and design) ¹
  - Computer literacy - any introduction computer course training in DOS, word processing, spreadsheets, data base management, or other business software packages. ²

Non-College Level ³

- Faith/Religion
  - No credit is given for courses advocating the belief, thought, or practice of a particular faith or religion.

RESTRICTIONS

Courses in the following areas may be counted toward the degree within the following limits:

- 15 hours of C- and D grades transferred from colleges outside UNL ¹
- 60 hours from a community college or international institution
- 16 hours of applied music lessons and/or music ensemble
- 4 hours Activity PE or Athletic Practice and no more than 1 hour per semester
- 12 hours total from any combination of the following areas:
  - First Aid and Emergency Health Care ²
  - Orientation, Career Planning, Study Skills ³
  - Military Science, Naval Science, or Aerospace Studies ⁴
- 15 hours athletic coaching or sport theory

¹ The C- and D grades cannot apply to majors or minors. All C- and D grades transferred from UNO or UNK can be applied to the degree, but not toward majors or minors.
² For example at UNL: ALEC 101, ALEC 103, ALEC 104, ALEC 109, ALEC 122, ALEC 201, ALEC 203, ALEC 204, ALEC 205, ALEC 242, ALEC 340.
³ For example at UNL: BSAD 50
⁴ For example at UNL: MATH 100A

Duplicate Credit Exclusions

Credit towards the degree may be earned in only one from each group of courses listed below:

BIOS 313 Molecular Microbiology Laboratory
  or BIOS 314 Microbiology Laboratory
CHEM 105 Chemistry in Context I
  or CHEM 106 General Chemistry I
  or CHEM 111 Chemistry for Engineering and Technology
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 311</td>
<td>Sociology of Deviance</td>
</tr>
<tr>
<td>SOCI 205</td>
<td>Sociology of Deviant Behavior</td>
</tr>
<tr>
<td>PHYS 151</td>
<td>Physical Principles in Agriculture and Life Sciences</td>
</tr>
<tr>
<td>PHYS 141 /</td>
<td>&amp; Second-Year Spanish I</td>
</tr>
<tr>
<td>CSCE 440</td>
<td>Numerical Methods in Engineering</td>
</tr>
<tr>
<td>MATH 440 /</td>
<td>&amp; Second-Year Spanish II</td>
</tr>
<tr>
<td>MATH 300</td>
<td>Advanced Writing and Reading for Comprehension</td>
</tr>
<tr>
<td>MATH 104</td>
<td>and Advanced Writing</td>
</tr>
<tr>
<td>&amp; MATH 102</td>
<td>or SPAN 300 Advanced Writing and Reading for Comprehension. Special Course for Heritage Speakers of Spanish</td>
</tr>
<tr>
<td>MATH 101</td>
<td>or SPAN 300 Advanced Writing and Conversation: Emphasis on Translation and Interpretation</td>
</tr>
</tbody>
</table>

### Retroactive Credit in Mathematics or Modern Language

**Department of Mathematics Requirements and Policy**

A student who takes MATH 107 or MATH 107H at UNL as their first math course at the postsecondary level and earns a C, P or better upon first attempt, is eligible for credit for MATH 106. Similarly, a student who takes MATH 208 or MATH 208H at UNL as their first math course at the postsecondary level and earns a C, P or better upon first attempt, is eligible for credit for MATH 106 and MATH 107. The faculty advisor can approve giving credit for MATH 208 provided there is documented evidence that the student has actually had the material presented at a college level and the student earns a C, P or better in an advanced course that depends on the material. Retroactive credit for a course is only available if the student doesn’t already have an equivalent AP exam score or previous college credit for the course; retroactive credit is available for at most two courses.

### Department of Modern Languages and Literatures Requirements and Policy

A student who takes their first college modern language course at UNL and at the 202 level or higher, and who earn a grade of C, P or better upon first attempt, is eligible for retroactive credit for up to two prior courses. Retroactive credit for a course is only available if the student doesn’t already have an equivalent AP exam score or previous college credit for the course.

### Process for Requesting Retroactive Credit

To apply for retroactive credit in math or modern language, students may obtain and submit a request form through the College of Arts and Sciences Academic and Career Advising Center in 107 Oldfather Hall. The form can be submitted in advance of earning a qualifying grade in the first course, or after a grade has been earned. Upon completion and grade report from the first math or modern language course, eligibility will be verified. The Advising Center will inform the student of the final decision on the request via e-mail and the retroactive credit will be awarded and recorded as “Other Credit” on the unofficial transcript. There is no cost for the credit hours which are applicable to your UNL degree requirements, but are not graded. If the student transfers to another institution, retroactive credit may or may not be accepted according to the policy of the transfer institution.
Credit by Examination

Through study or experience that parallels a University of Nebraska–Lincoln course, a regularly enrolled University student may feel prepared to pass an examination on the course content of a specific course for credit in that course. To apply for credit, a student should:

1. Consult with the chair of the course department.
2. Obtain a Credit by Examination Form at the Office of the University Registrar, 107 Canfield Administration Building, 402-472-3649. Current enrollment in the University must also be verified.
3. Secure the approval signature from the department chair, instructor, and the Director of Advising for the College of Arts and Sciences in Academic and Career Advising Center, 107 Oldfather.
4. Secure the bursar’s receipt for payment of the appropriate fee per course for credit by examination. Currently, the fee is one-half the resident tuition rate.
5. Present the completed form to the instructor designated by the department chair. The instructor will give the examination and report the results on the Credit by Examination Form to the Admissions Office, Alexander Building, 402-472-0130.

Examination for credit through UNL departments may be taken only by currently enrolled students. A student is not permitted to receive credit by examination in a course which is a prerequisite for a course already taken unless the course and its prerequisites cover essentially different subject matter.

The University also gives credit for completion of examinations through programs like College Level Examination Program (CLEP), Advanced Placement (AP) Program, International Baccalaureate (IB) Program, and more. See http://creditevaluation.unl.edu, for current policies and equivalencies.

Dual Degrees

Dual Matriculation in Arts and Sciences

A student pursuing the bachelor of arts degree may also earn the bachelor of science degree with a different major by completing an additional 30 credit hours of course work for a minimum of 150 hours including the scientific base. A student pursuing the bachelor of science degree may earn the bachelor of arts degree with a different major by completing an additional 30 credit hours of course work for a minimum of 150 hours. The student must complete all degree requirements for the second degree. Students should plan to graduate with both degrees at the same time unless given permission to split graduation dates.

Dual Matriculation in Arts and Sciences and another UNL College

A student pursuing a bachelors degree from another college at UNL may earn the bachelor of science or bachelor of arts degree from the College of Arts and Sciences by completing an additional 30 credit hours of course work for a minimum of 150 hours. The student must complete all degree requirements for the arts and sciences degree. Students should plan to graduate with both degrees at the same time unless given permission to split graduation dates.

UNL Graduates Pursuing a Second UNL Degree

A student who holds a bachelor of arts degree from the College of Arts and Sciences may earn the bachelor of science degree by completing at least an additional 30 credit hours of course work. A graduate who holds a bachelor of science degree from the College of Arts and Sciences may earn the bachelor of arts degree by completing at least an additional 30 credit hours of course work. A graduate who holds a bachelors degree from another UNL college may earn the bachelor of science or bachelor of arts degree from the College of Arts and Sciences by completing at least an additional 30 credit hours of course work. All degree requirements must be completed for the new arts and sciences degree.

Transfer Students with a Non-UNL Degree

A transfer student who has received a bachelor's degree from another institution must complete at least 30 credit hours at UNL in addition to transfer credit. Students must complete at least half of their major course work including 6 hours above 299 in their major, and 15 of the 30 hours required above 299 at UNL. The student must complete all degree requirements for the arts and sciences degree.

Inter-college Majors

With the College of Fine and Performing Arts: A student in the College of Arts and Sciences pursuing a bachelor of arts degree with a major in arts and sciences may also complete a bachelor of arts major in the College of Fine and Performing Arts. Reciprocally, a student in the College of Fine and Performing Arts pursuing a bachelor of arts degree with a fine and performing arts major may also complete another major in the College of Arts and Sciences. The student must complete all degree requirements in the home college and the requirements of the major in the visiting college. Because students using the College of Fine and Performing Arts as their home college will not be earning a degree from the College of Arts and Sciences, they may not be eligible for arts and sciences scholarships and aid.

With the College of Journalism and Mass Communications: A student in the College of Journalism and Mass Communications pursuing a bachelor of journalism degree may also complete another major in the College of Arts and Sciences. The student must complete all degree requirements in the College of Journalism and Mass Communications and the requirements of the arts and sciences major. Because students will not be earning a degree from the College of Arts and Sciences, they may not be eligible for arts and sciences scholarships and aid.

With the College of Education and Human Sciences: A student in the College of Education and Human Sciences pursuing a bachelor of science in teaching learning and teacher education with a secondary education endorsement may also complete a major in the College of Arts and Sciences. The additional major in the College of Arts and Sciences should be directly related to their endorsement area. The student must complete all degree requirements in the College of Education and Human Sciences and the requirements of the arts and sciences major. Because students will not be earning a degree from the College of Arts and Sciences, they may not be eligible for arts and sciences scholarships and aid.

Honors Program

The College of Arts and Sciences encourages qualified students to participate in the University Honors Program. In addition, several departments of the College of Arts and Sciences offer special honors sections of regular freshman courses to meet the needs of students with superior preparation in those subjects. In some departments, such students may then progress more rapidly into advanced courses.

Student Recognition

Dean's List

The College recognizes students for academic achievement during the fall and spring semesters by placement on the College Dean's List. To qualify for the Dean’s List in the College of Arts and Sciences, students must complete 12 credit hours of course work (courses must be started and completed in one semester) by the census date of the grade reports
and attain a minimum semester grade point average of 3.700. The following do not qualify as part of the 12 credit hours: Pass/No Pass credit, transfer hours, removals of incompletes, and grade changes submitted after the census grade reports.

**Degrees with Distinction**
In recognition of outstanding academic excellence, the College recommends the bachelors degree With Distinction, With High Distinction, and With Highest Distinction. The recommendations are made by the Committee on Student Academic Distinction, Awards and Appeals. To be recommended for distinction, candidates must fulfill the specific criteria for Highest Distinction, High Distinction, or Distinction, in addition to all of the general criteria and procedures applicable to all distinction classifications.

Information regarding specific criteria and forms are available in 107 and 1223 Oldfather Hall and can also be found on the college website at http://cas.unl.edu/distinction.

**College Scholarships**
The College of Arts and Sciences Dean’s Office, in conjunction with the College Committee on Academic Distinction and Awards for Students and the program advisor (when appropriate), chooses recipients for College scholarships. This group also recommends students for certain scholarships awarded by the Office of Scholarships and Financial Aid. To be considered for any college scholarships the Scholarship Application for Current Undergraduate Students must be completed. The application is only available on-line in MyRED from November to February 1st each academic year.

Many of the College scholarships require demonstrated financial need. To provide information regarding financial need, the Free Application for Federal Student Aid (FAFSA), found at http://www.fafsa.ed.gov, must be completed. A complete list of the scholarships awarded by the College and further information about the college scholarship process can be found on the college website at http://cas.unl.edu/scholarships-information.

**Departmental Scholarships**
There are numerous awards and scholarships earmarked for specific majors, all of which are administered individually by the departments in the College of Arts and Sciences. To find out which scholarships you might be eligible for and the procedures for applying, please contact the appropriate Department for information.

**University Scholarships**
The Office of Scholarships and Financial Aid administer numerous funds. Consideration for these scholarships is based on submission of the Scholarship Application for Current Undergraduate Students. This is an on-line application that can be found in MyRED from early November until February 1 each year.

**Other Scholarships and Fellowships**
**Edythe Wiebers International Studies Program Scholarship.** Application forms can be found on the Education Abroad website at http://educationabroad.unl.edu.

There are many national and international fellowship competitions. Visit the Office of Fellowships website (http://unl.edu/fellowships) for more information.

**International Study/Education Abroad**

**International Opportunities**
The College encourages students to study abroad as part of their University experience. The University participates in exchange and several formal education abroad programs world-wide and Nebraska Semester Abroad. Departments and faculty in the College of Arts and Sciences are actively involved as sponsors, teachers and leaders in several education abroad programs. The Education Abroad Office (127 Love South) can arrange for individuals to earn University credit for study at foreign universities. The Education Abroad Office helps students find opportunities to study, intern, research, and do service learning abroad. Visit http://educationabroad.unl.edu.

**Senior Check/Degree Audit**

**Graduation Requirements**
Students are expected to develop a clear understanding of degree requirements and to plan their course of study with a College advisor. Students requiring clarification of outstanding degree requirements should visit with a College advisor promptly in the Academic and Career Advising Center, 107 Oldfather Hall.

Students should access their Degree Audit via MyRed at least once each term to review degree requirements and progress toward graduation. It is the student’s responsibility to make sure their Degree Audit accurately reflects their current College and program of study.

Students who believe their Degree Audit has errors or omissions should visit with a College advisor promptly in the Academic and Career Advising Center, 107 Oldfather Hall. It is important that you resolve these matters as soon as practicable to avoid a delay in graduation.

Each student with MyRED access must submit an online Application for Graduation via MyRed for each degree to be received by:

- The last Friday in January for May graduation
- The last Friday in June for August graduation
- The last Friday in September for December graduation

Students submitting an electronic Application for Graduation via MyRed will be billed a $25.00 per degree fee on their student account. Those students without MyRED access may apply for graduation in person at the Office of the University Registrar, 107 Canfield Administration Building or by mail. Applications for Graduation submitted in person or by mail must be accompanied by a check or money order in the amount of $25.00 payable to the University of Nebraska–Lincoln. Failure to submit a timely Application for Graduation may preclude the awarding of a degree in the intended term.

Your Application for Graduation and required $25.00 fee are good only for the term marked on your application. Neither your application nor your fee, are transferable to another term. If you submit an Application for Graduation and pay the $25.00 fee for a specified term but do not complete your degree requirements in that term, you will need to reapply to graduate in a future term and incur another $25.00 fee.

Commencement ceremony information will be emailed to all degree applicants approximately one month before graduation. Each student who has applied for graduation must submit an online Commencement Attendance Form via MyRED, which will be available when the informational email is distributed.

Only those students who have applied for graduation, had the application accepted, and fulfilled all degree requirements as of the last day of the
academic term may participate in the commencement ceremony for that term. Because the University of Nebraska–Lincoln has a commencement for each term, ceremony participation is allowed only in the term during which the student has properly and timely applied for graduation and fulfilled degree requirements.

**Classification of Students**

**Freshman Standing.** A student has freshman standing through the first 27 semester hours of credit.

**Sophomore Standing.** A student has sophomore standing after completing 27 semester hours of credit.

**Junior Standing.** A student has junior standing after meeting the requirements for sophomore standing and completing 53 semester hours of credit.

**Senior Standing.** A student has senior standing after meeting the requirements for junior standing and completing 89 semester hours of credit.

**Substitutions and Waivers**

Special requests concerning degree programs, including inquiries about exceptions to degree requirements, waivers, and substitutions should be made to the Arts and Sciences Advising Center, 107 Oldfather Hall.

**ACE Requirements**

Consistent with the mission and values of the University, ACE is based on a shared set of four institutional objectives and ten student learning outcomes. The ACE program was approved by faculty in all eight undergraduate colleges and endorsed by the Faculty Senate, the student government, and the Academic Planning Committee in January 2008 for implementation in the fall 2009. ACE aligns with current national initiatives in general education.

Key characteristics of ACE demonstrate the benefits of the program to students:

- Students receive a broad education with exposure to multiple disciplines, critical life skills and important reasoning, inquiry, and civic capacities.
- ACE is simple and transparent for students, faculty and advisors. Students complete the equivalent of 3 credit hours for each of the ten student learning outcomes.
- Students connect and integrate their ACE experiences with their selected major.
- Students can transfer all ACE certified courses across colleges within the institution to meet the ACE requirement and any course from outside the institution that is directly equivalent to a UNL ACE-certified course. Courses from outside institutions without direct equivalents may be considered with appropriate documentation for ACE credit (see academic advisor).

ACE allows faculty to assess and improve their effectiveness and facilitate students' learning.

**ACE Institutional Objectives and Student Learning Outcomes**

To meet the ACE Program requirement, a student will complete a minimum of 3 credit hours for each of the ten ACE Student Learning Outcomes (a total of 30 ACE credit hours). See the ACE website at: http://ace.unl.edu for the most current information and the most recently certified courses.

**Catalog to Use**

Students must fulfill the requirements stated in the catalog for the academic year in which they are first admitted to and enrolled as a degree-seeking student at UNL. In consultation with advisors, a student may choose to follow a subsequent catalog for any academic year in which they are admitted to and enrolled as a degree-seeking student at UNL in the College of Arts and Sciences. Students must complete all degree requirements from a single catalog year. Beginning in 1990-1991 the catalog which a student follows for degree requirements may not be more than 10 years old at the time of graduation.

**College Degree Requirements**

**College Distribution Requirements**

**Bachelor of Arts or Bachelor of Science (16 hours + Language)**

The College of Arts and Sciences distribution requirements are designed to further the purposes of liberal education by encouraging study in several different areas within the College. All requirements are in addition to University ACE requirements. A student may not use a single course to satisfy more than one of the following five distribution requirements. A student cannot use a single course to satisfy both an ACE outcome and a College distribution requirement. A student cannot use a course from their primary major to satisfy the Breadth Requirement (F), but may apply an ancillary requirement of the primary major or a course from their second major toward this requirement. Independent study or reading courses and internships cannot be used to satisfy distribution requirements. To see a complete list of excluded courses, run a degree audit through MyRED.

Courses from interdisciplinary programs will count in the same area as courses from the home/cross-listed department(s).

**College Distribution Requirements**

**CDR A – Written Communication**

Select from courses approved for ACE outcome 1.

**CDR B and BL – Natural, Physical, and Mathematical Sciences with Lab**

Select from biochemistry, biological sciences, chemistry, computer science, geology, meteorology, mathematics, physics and statistics. Must include one lab in the natural or physical sciences. Lab courses may be selected from biochemistry, biological sciences, chemistry, geology, meteorology and physics.

Some courses from geography and anthropology may also be used to satisfy the lab requirement above. 1

**CDR C – Humanities**

Select from classics, English, history, modern languages and literatures, philosophy, and religious studies. 2

**CDR D – Social Science**

Select from: anthropology, communication studies, geography, political science, psychology, or sociology. 3

**CDR E – Language**

0-16
Fulfilled by the completion of the 6-credit-hour second-year sequence in a single foreign language in one of the following departments: Classics and religious studies, modern languages and literatures, or anthropology. Instruction is currently available in Arabic, Chinese, Czech, French, German, Greek, Japanese, Latin, Omaha, Russian, and Spanish. A student who has completed the fourth-year level of one foreign language in high school is exempt from the languages requirement.

**CDR F – Additional Breadth**

<table>
<thead>
<tr>
<th>Credit Hours Subtotal:</th>
<th>16-32</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select from: natural, physical and mathematical sciences (Area B), humanities (Area C), or social sciences (Area D). Cannot be a course from the primary major.</td>
<td></td>
</tr>
</tbody>
</table>

**Scientific Base**

**Bachelor of Science Only (60 hours)**

The bachelor of science degree requires students to complete 60 hours in mathematical, physical and natural sciences. Approved courses for scientific base credit come from the following College of Arts and Sciences disciplines: actuarial science, anthropology (selected courses), astronomy, biochemistry (excluding BIOL 101), biological sciences (excluding BIOS 203), chemistry (excluding CHEM 101), computer science (excluding CSCE 10), geography (selected courses), geology, life sciences, mathematics (excluding courses below MATH 104), meteorology, microbiology, physics and statistics.

See your degree audit or a College of Arts and Sciences advisor for complete list including individual classes that fall outside of the disciplines listed above. Up to 12 hours of scientific and technical courses offered by other colleges may be accepted toward this requirement with approval of a college advisor.

**Foreign Languages/Language Requirement**

**Languages Exemption Policy**

UNL and the College of Arts and Sciences will exempt or waive students from the UNL entrance requirement of two years of the same foreign language or from the College’s language distribution requirement based on documentation only. The following are the options and procedures for documentation.

**High School Transcripts**

For the University entrance requirement, students must show an official high school transcript with two or more years of the same foreign language.

For the College of Arts and Sciences College Distribution Requirement E-Language, students must show an official high school transcript with four or more years of the same foreign language in high school, or show evidence of graduation from a non-English-speaking foreign high school. Students whose native language is not English must show English as a Second Language study on an official high school transcript. Four years of ESL at the high school level (9th, 10th, 11th and 12th grades) will be the basis for a waiver of the CDR E Language requirement.

**Proficiency Examination at UNL**

For the University entrance requirement, students who do not have transcript documentation can request to take a proficiency exam in the language. (This is not the same test as the Modern Languages Placement Exam.) However, UNL will provide testing only in the languages it teaches. Currently, these languages are: Arabic, French, German, Spanish, Russian, Czech, Japanese, Chinese.

For the College of Arts and Sciences College Distribution Requirement E-Language, the Department of Modern Languages will oversee the test at the 202 level. If the student passes the test, the department will sign the College Request for Waiver form and indicate the level of proficiency. The form is then forwarded to the Arts and Sciences Advising Center for approval.

The Department of Modern Languages will oversee the test and provide written documentation to the Arts and Sciences Advising Center of the level of proficiency passed.

**Distance Education**

For the University entrance requirement, students without transcript documentation who claim proficiency in a language not taught at UNL, have the option of seeking out a distance education program in languages. If the student completes the equivalent of 102 from an approved distance education program, the student will meet the UNL entrance requirement. The student must have the course work approved before he/she takes/completes the course as equivalent to 102 by a College advisor. The student then completes the course and has the distance education program send the transcript to the Admissions Office.

For the College of Arts and Sciences College Distribution Requirement E-Language, the student can seek out a distance education program and complete the equivalent of the 202-level course. The student must submit the request on the College Request for Substitution form and have the course work approved by a College advisor. The student then completes the course and has the distance education program send the transcript to the Admissions Office.

**Third Language Option**

If a student demonstrates knowledge of two foreign languages at the 102 level, the College of Arts and Sciences may consider waiving two semesters of the four semester College Distribution Requirement E-Languages requirement. If this waiver were granted, the student would then be required to complete 101 and 102 in another, 3rd foreign language at UNL.

**Minimum Hours Required for Graduation**

A minimum of 120 semester hours of credit is required for graduation from the College of Arts and Sciences. A total grade point average of at least 2.0 is required.

**Grade Rules**

**Restrictions on C- and D Grades**

The College will accept no more than 15 semester hours of C- and D grades from other schools except for UNO and UNK. No transfer C- and D grades can be applied toward requirements in a major or a minor. No UNL C- and D grades can be applied toward requirements in a major or a minor.
**Pass/No Pass Privilege**

University regulations for the Pass/No Pass (P/N) privilege state:

- The Pass/No Pass option is designed for your use by seeking to expand your intellectual horizons by taking courses in areas where you may have had minimal preparation.
- Neither the P nor the N grade contribute to your GPA.
- P is interpreted to mean C or above.
- A change to or from a Pass/No Pass may be made until mid-term (see academic calendar for specific dates per term).
- The Pass/No Pass or grade registration cannot conflict with the policy of the professor, department, college, or University governing the grading option.
- Changing to or from Pass/No Pass requires using the MyRED system to change the grading option or filing a Drop/Add form with the Office of the University Registrar, 107 Canfield Administration Building. After mid-term of the course, a student registered for Pass/No Pass cannot change to a grade registration unless the Pass/No Pass registration is in conflict with the policy of the professor, department, college, or University governing Pass/No Pass.
- The Pass/No Pass grading option cannot be used for the removal of C- or D or F grades.

**Pass/No Pass privileges in the College of Arts and Sciences are extended to students according to the following additional regulations:**

- Pass/No Pass hours can count toward fulfillment of University ACE requirements and college distribution requirements up to the 24-hour maximum.
- Most Arts and Sciences departments and programs do not allow courses graded Pass/No Pass to apply to the major or minor. Students should refer to the department's or program's section of the catalog for clarification. By college rule, departments can allow up to 6 hours of Pass/No Pass in the major or minor.
- Departments may specify that certain courses of theirs can be taken only on a P/N basis.
- The college will permit no more than a total of 24 semester hours of P/N grades to be applied toward degree requirements. This total includes all Pass grades earned at UNL and other U.S. schools. **NOTE:** This 24-hour limit is more restrictive than the University regulation.

**Grading Appeals**

A student who feels that he/she has been unfairly graded must ordinarily take the following sequential steps in a timely manner, usually by initiating the appeal in the semester following the awarding of the grade:

1. Talk with the instructor concerned. Most problems are resolved at this point.
2. Talk to the instructor’s department chairperson.
3. Take the case to the Grading Appeal Committee of the department concerned. The Committee should be contacted through the department chairperson.
4. Take the case to the College Grading Appeals Committee by contacting the Dean's Office, 1223 Oldfather Hall.

**Course Level Requirements**

**Courses Numbered above 299**

Thirty of the 120 semester hours of credit must be in courses numbered above 299. Of the 30 hours above 299, 15 hours (1/2) must be completed in residence at UNL.

**Graduate Courses**

Seniors in the University who have obtained in advance the approval of the dean for Graduate Studies may receive up to 12 hours credit for graduate courses taken in addition to the courses necessary to complete their undergraduate work, provided that such credits are earned within the calendar year prior to receipt of the baccalaureate. For procedures, inquire at the Office of Graduate Studies.

Course work taken prior to receipt of the baccalaureate may not always be accepted for transfer to other institutions as graduate work.

**Residency**

**Residency Requirement and Open Enrollment and Summer Independent Study Courses**

Students must complete at least 30 of the 120 total hours for their degree at UNL. Students must complete at least 1/2 of their major course work including 6 hours above 299 in their major, and 15 of the 30 hours required above 299 in residence. Credit earned during education abroad may be used toward the residency requirement if students register through UNL and participate in prior-approved education abroad programs. UNL open enrollment and summer independent study courses count toward residence.

**Cross-listed Course Policy**

The College of Arts and Sciences recognizes cross-listed courses as equivalent for the purposes of degree requirements. Therefore, a course taken under one department which is cross-listed can be used in all the majors and minors affected by all the cross-listings of the course.

**Degrees & Majors**

The College of Arts and Sciences offers curricula leading to the degrees of bachelor of arts and bachelor of science.

**Requirements for the Bachelor of Arts Degree**

Students who wish to graduate with a bachelor of arts degree must complete the University ACE requirements, the College of Arts and Sciences distribution requirements, the requirements for a major, the requirements for a minor or minors if required by the major, and the College of Arts and Sciences graduation requirements.

**Requirements for the Bachelor of Science Degree**

In addition to the college and university requirements articulated above that ensure a general liberal education, the bachelor of science degree contains an essential scientific base of at least 60 hours within the natural and mathematical sciences (see scientific base information under College General Education Requirements.) The specific major requirements within a bachelor of science are the same as those for the bachelor of arts, with the following exceptions:

- Chemistry, environmental studies (ancillary requirements), geology, mathematics and physics majors contain alternative requirements depending on whether the student is seeking a bachelor of arts or a bachelor of science degree.
- Biochemistry, meteorology/climatology and microbiology majors are only available within the bachelor of science degree.

**Areas of Study for the Major**

Students are advised to choose a major before the end of the sophomore year to avoid extending the period of time necessary to complete the degree. By gaining a deeper knowledge of one field, the student will further his or her general liberal education, prepare for a career in
his or her specialization, and possibly advance to graduate work or a professional program. It is sometimes possible, through careful planning, for students to complete more than one undergraduate major. Students should consult their advisors about this possibility.

If a student receives a grade lower than C in a course in his or her chosen major, it will not count toward the major.

Students must complete at least 1/2 of the course work in their chosen major field in residence including 6 hours above 299, regardless of the number of hours transferred. A summary of the major areas of study for degrees offered by the College of Arts and Sciences includes:

- Actuarial Science
- Anthropology
- Biochemistry (BS only)
- Biological Sciences
- Chemistry
- Classical Languages
- Classics & Religious Studies
- Communication Studies
- Computer Science
- Economics
- English
- Environmental Studies
- Ethnic Studies
- Film Studies
- French
- Geography
- Geology
- German
- Global Studies
- History
- Individualized Program of Studies
- Latin American Studies
- Mathematics
- Medieval and Renaissance Studies
- Meteorology-Climatology (BS only)
- Microbiology (BS only)
- Philosophy
- Physics
- Plant Biology
- Political Science
- Psychology
- Russian
- Sociology
- Spanish
- Women’s and Gender Studies

**Minors & Areas of Specializations Offered**

The requirement of minors is variable within the College and depends upon the student’s major department. Some departments require either one or two minors, and other departments require none. Some departments offer two minor plans.

**Plan A Minor**

Plan A minors are most typical in the College and usually consist of at least 18 hours with at least 6 hours above the 299 level.

**Plan B Minor**

Plan B minors may only be followed when students have 2 minors, or a 2nd major. They typically have fewer hours required than for a single Plan A minor. Not all minors are available as a Plan B option.

**Minors in Other Colleges**

A student with a major leading to a bachelor of science or bachelor of arts degree in the College of Arts and Sciences who wants to obtain a minor in another college may do so, as long as the college of the minor allows it to be used by College of Arts and Sciences students.

Students who have questions related to the minor after it is declared should consult an advisor in the college through which it is offered. The minor will be recorded on the student’s transcript.

**Minors Offered by Arts and Sciences**

- Actuarial Science
- Aerospace Studies
- African American Studies
- African Studies
- Anthropology
- Arabic
- Archaeology
- Asian Studies
- Biochemistry
- Biological Sciences
- Chemistry
- Classical Languages
- Classics
Communication Studies
Computational Biology and Bioinformatics
Computer Science
Conflict and Conflict Resolution
Czech
Digital Humanities
Economics
English
Environmental Studies
Ethnic Studies
Film Studies
French
Geography
Geology
German
Global Studies
Great Plains Studies
Greek (See Classical Languages)
History
Human Rights and Humanitarian Affairs
Humanities in Medicine
Individualized Program of Studies
Informatics
Japanese
Jewish Studies
Latin (See Classical Languages)
Latin American Studies
Lesbian, Gay, Bisexual, Transgender, Queer/Sexuality Studies
Mathematics
Medieval and Renaissance Studies
Meteorology-Climatology
National Security Studies
Native American Studies
Philosophy
Physics
Plant Biology
Political Science
Psychology
Public Policy Analysis and Evaluation (Certificate)
Religious Studies
Russian
Sociology
Software Development
Spanish
Statistics
U.S. Latina/Latino Studies (See Latin American Studies)
Women's and Gender Studies