

INDIVIDUALIZED PROGRAM OF STUDIES

Description

The College of Arts and Sciences Individualized Program of Studies (IPS) allows a student to design an academic major or minor to pursue a special educational interest or objective not represented by the established majors or minors offered by the College. Only students seeking a degree through the College of Arts and Sciences may pursue the IPS. However, courses from departments outside the college may be included in the curriculum. The unique educational interests and objectives should be expressed in terms of some defined problem area or topic and described through a proposal that includes a title, description, and justification for the IPS major or minor. Students intending to pursue graduate work should be sure that an IPS major or minor will meet admission requirements.

Procedure

An Individualized Program of Studies form and information sheet is available in the Arts and Sciences Academic and Career Advising Center, 107 Oldfather Hall, along with advisors who can answer general questions about the process and program. The student must find a faculty sponsor from a core department in Arts and Sciences. The student and the faculty sponsor are responsible for planning and coordinating the program with other related departments. The proposal, with a title, description, and justification, must be approved and signed by the student, faculty sponsor, and the core department chair before being submitted to the director of advising, who will review it before presenting it for a vote by the College Curriculum and Advising Committee. The IPS must be approved by the College Curriculum and Advising Committee before the student completes 90 of the 120 applicable hours toward the degree.

NOTE: Individualized Program of Studies is a major or minor. Therefore, all other University and College degree requirements must be fulfilled in addition to the IPS.

College Admission

The entrance requirements for the College of Arts and Sciences (CAS), including any of the majors or minors offered through the college, are the same as the UNL General Admission Requirements. In addition to these requirements, the College of Arts and Sciences strongly recommends a third and fourth year of one foreign language in high school. Four years of high school coursework in the same language will fulfill the College of Arts and Sciences' language requirement. It will also allow students to continue language study at a more advanced level at UNL and provide more opportunity to study abroad.

ACADEMIC AND CAREER Advising Academic and Career Advising Center

The Academic and Career Advising Center in 107 Oldfather Hall is the undergraduate hub for CAS students in all majors. Centrally located and easily accessed, students encounter friendly, knowledgeable people who are eager to help. Students visit the Advising Center in 107 Oldfather Hall to:

- Choose or change their major, minor, or degree program.
- Check in on policies, procedures, and deadlines.

- Get a college approval signature from the Dean's representative, Sr. Director of Advising and Student Success.

While the assigned academic advisor should be the student's primary contact, there are daily walk-ins from 12-3 where a general academic advisor can answer a quick question. In addition, the CAS Career Coaches are located here. They help students explore majors and minors, gain experience, and develop a plan for life after graduation. Not sure where to go or who to ask? The Advising Center team can help.

Assigned Academic Advisors

Academic advisors are critical resources dedicated to students' academic, personal, and professional success. Every CAS student is assigned an academic advisor based on their primary major. Since most CAS students have more than just a single major, it is important to get to know the advisor for any minors or additional majors. Academic advisors work closely with the faculty to provide the best overall support and the discipline-specific expertise.

Assigned advisors are listed in MyRED (<https://its.unl.edu/myunl>) and their offices may be located in or near the department of the major for which they advise or in the Academic and Career Advising Center. 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>.

Career Coaching

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. Arts and sciences graduates have unlimited career possibilities and 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 contribute professionally in the real world, but they have a solid foundation to excel in an increasingly global, technological, and interdisciplinary world.

Students should contact the career coaches in the Arts and Sciences Academic and Career Advising Center in 107 Oldfather, or their assigned advisor, for more information. The CAS career coaches help students explore career options, identify ways to build experience, and prepare to apply for internships, jobs, or graduate school, including help with resumes, applications, and interviewing.

ACE Requirements

Students must complete one course for each of the ACE Student Learning Outcomes below. Certified course choices are published in the degree audit, or visit the ACE website (<http://ace.unl.edu>) for the most current list of certified courses.

ACE Student Learning Outcomes

ACE 1 : Write texts, in various forms, with an identified purpose, that respond to specific audience needs, integrate research or existing knowledge, and use applicable documentation and appropriate conventions of format and structure.

ACE 2: Demonstrate competence in communication skills.

ACE 3: Use mathematical, computational, statistical, logical, or other formal reasoning to solve problems, draw inferences, justify conclusions, and determine reasonableness.

ACE 4: Use scientific methods and knowledge to pose questions, frame hypotheses, interpret data, and evaluate whether conclusions about the natural and physical world are reasonable.

ACE 5: Use knowledge, historical perspectives, analysis, interpretation, critical evaluation, and the standards of evidence appropriate to the humanities to address problems and issues.

ACE 6: Use knowledge, theories, and research perspectives such as statistical methods or observational accounts appropriate to the social sciences to understand and evaluate social systems or human behaviors.

ACE 7: Use knowledge, theories, or methods appropriate to the arts to understand their context and significance.

ACE 8: Use knowledge, theories, and analysis to explain ethical principles and their importance in society.

ACE 9: Exhibit global awareness or knowledge of human diversity through analysis of an issue.

ACE 10: Generate a creative or scholarly product that requires broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation, and reflection.

College Degree Requirements

College Distribution Requirements – BA and BS

The College of Arts and Sciences distribution requirements are common to both the bachelor of arts and bachelor of science degrees and are designed to ensure a range of courses. By engaging in study in several different areas within the College, students develop the ability to learn in a variety of ways and apply their knowledge from a variety of perspectives. All requirements are in addition to University ACE requirements, and no course can be used to fulfill both an ACE outcome and a College Distribution Requirement.

- A student may not use a single course to satisfy more than one College Distribution Requirement, with the exception of CDR Diversity. Courses used to meet CDR Diversity may also meet CDR Writing, CDR Humanities, or CDR Social Science.
- Independent study or reading courses and internships cannot be used to satisfy distribution requirements.
- Courses from interdisciplinary programs will be applied in the same area as courses from the home/cross-listed department.

College Distribution Requirements

CDR: Written Communication 3

Select from courses approved for ACE outcome 1.

CDR: Natural, Physical, and Mathematical Sciences with Lab 4

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: Humanities 3

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

CDR: Social Science 3

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

CDR: Human Diversity in U.S. Communities 0-3

Select from a set of approved courses as listed in the degree audit.

CDR: 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 or modern languages and literatures. Instruction is currently available in Arabic, Chinese, Czech, French, German, Greek, Japanese, Latin, 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, but encouraged to continue on in their language study.

Credit Hours Subtotal: 13-32

¹ See Degree Audit or a College of Arts and Sciences advisor for approved geography and anthropology courses that apply as natural science.

² Language courses numbered 220 and below do not fulfill the CDR Humanities.

³ See Degree Audit or College of Arts and Sciences advisor for list of natural/physical science courses in anthropology, geography, and psychology that do not apply as social science.

Language Requirement

UNL and the College of Arts and Sciences place great value on academic exposure and proficiency in a second language. The UNL entrance requirement of two years of the same foreign language or the College's language distribution requirement (CDR: Language) will rarely be waived and only with relevant documentation. See the main College of Arts and Sciences page for more details.

Scientific Base - BS Only

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 BIOC 101), biological sciences (excluding BIOS 100 or 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 (excluding MBIO 101), and physics.

See your Degree Audit or your assigned academic advisor for a 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 the College of Arts and Sciences. See your assigned academic advisor to start the approval process.

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 cumulative 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 domestic institutions except for UNO and UNK. All courses taken at UNO and UNK impact the UNL transcript. No transfer of 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. International coursework (including education abroad) with a final grade equivalent to a C- or lower will not be validated by College of Arts and Sciences departments to be degree applicable.

Pass/No Pass Privilege

The College of Arts and Sciences adheres to the University regulations for the Pass/No Pass (P/N) privilege with 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 at the 300 or 400 Level

Thirty (30) of the 120 semester hours of credit must be in courses numbered at the 300 or 400 level. Of those 30 hours, 15 hours (1/2) must be completed in residence at UNL.

Residency Requirement

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 coursework, including 6 hours at the 300 or 400 level in their major and 15 of the 30 hours required at the 300 or 400 level, in residence. Credit earned during education abroad may be used toward the residency requirement only if students register through UNL.

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.

Major Requirements

Specific Major Requirements

1. Selection of at least 48 hours of courses from at least two departments in the College of Arts and Sciences representing an integrated study of some area, topic, or problem.
2. A Core Department: at least 15 of the 48 or more hours must be in the College of Arts and Sciences department of the faculty sponsor.
3. At least half of the 48 hours (24 hours) must be from departments in the College of Arts and Sciences. Courses outside the College of Arts and Sciences may be applied to the 48 hours when they contribute directly and necessarily to the program.
4. The Program must be approved by the College Curriculum and Advising Committee before the student completes 90 of the 120 applicable hours toward the degree.

Additional Major Requirements

Grade Rules

C- and D Grades

A grade of C or above is required for all courses in the major.

Pass/No Pass

A maximum of 6 hours of Pass/No Pass credit will be counted toward the major.

Requirements for Minor Offered by Department

1. Selection of at least 24 hours of courses from at least two departments from the College of Arts and Sciences representing an integrated study of some area, topic, or problem.
2. A Core Department: at least 9 of the 24 or more hours must be in the College of Arts and Sciences department of the faculty sponsor.

3. At least half of the 24 hours (12 hours) must be from the College of Arts and Sciences. Courses outside the College of Arts and Sciences may be applied to the 24 hours when they contribute directly and necessarily to the program.
4. The Program must be approved by the College Curriculum and Advising Committee before the student completes 90 of the 120 applicable hours toward the degree.

Grade Rules

C- and D Grades

A grade of C or above is required for all courses in the minor.

Pass/No Pass

A maximum of 6 hours of Pass/No Pass credit will be counted toward the minor.