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 turned in 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.

Admission
College Admission
The entrance requirements for the College of Arts and Sciences are the same as the UNL General Admission Requirements. Students who are admitted through the Admission by Review process may have certain conditions attached to their enrollment at UNL. These conditions are explained under “Removal of Deficiencies.”

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.

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 their 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 advanced coursework and requirements, opportunities for research, student organizations, and considering graduate school in the discipline. 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 Library 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.

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 ensure a breadth of courses within the liberal arts degree. 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.

- A student may not use a single course to satisfy 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.
- A student may not 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, directed readings, or internship courses cannot be used to satisfy a College Distribution Requirement.
- Cross-listed courses from interdisciplinary programs will be applied in the same area as courses from the home/cross-listed department.

College Distribution Requirements

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<tr>
<th>CDR A - Written Communication</th>
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<tr>
<td>Select from courses approved for ACE outcome 1.</td>
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<tr>
<td>CDR B and BL - Natural, Physical, and Mathematical Sciences with Lab</td>
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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.  

**CDR C - Humanities**

3

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

**CDR D - Social Science**

3

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

**CDR E - Language**

0-16

Filled up 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.

**CDR F - Additional Breadth**

3

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.

Credit Hours Subtotal: 16-32

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 210 and below do not fulfill the CDR C.

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.

**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 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, physics and statistics.

See your degree audit or a College of Arts and Sciences 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 a college advisor.

**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 E) will rarely be waived and only with relevant documentation. See the main College of Arts and Sciences page for more details.

**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 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. Take the case to the 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.

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.

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.

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 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.

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.