Individualized Program of Studies Proposal

See the Undergraduate Bulletin (http://bulletin.unl.edu/undergraduate) under “Individualized Program of Studies” and the attached guidelines before completing this form.

Name: ________________________________________   NUID: ________________  E-mail: ______________________________

Major(s): ____________________________________________________________________________  □ B.A. □ B.S.  Expected Graduation: ________________

Current Major/Minor(s): ____________________________________________________________________________  Bulletin Year: ______________

Is this Proposal for Individualized Program of Studies for the □ Major or □ Minor ?  Credit Hours Earned*: ________________

*The IPS proposal must be approved by the College Curriculum committee before the student reaches 90 of the 120 applicable hours needed for the degree.

PROPOSAL INFORMATION:

Title: ______________________________________________________________________________________

Name of Faculty Advisor from Core Department: ____________________________________________________________

STUDENT ACTION REQUIRED: Attach a letter providing a description and justification of planned Individualized Program of Studies proposal. List below each course taken or to be taken as part of the program. Follow instructions on attached guidelines. List at least 48 hours for a major or 24 hours for a minor. List core courses first.

STUDENT SIGNATURE: ___________________________________________________________  Date: __________________

CORE DEPARTMENT COURSES
(minimum 15 hours major, 9 hours minor)

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<th>Course</th>
<th>Title</th>
<th>Hours/Grade</th>
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<tr>
<td>HIST 100</td>
<td>Western Civilization to 1715</td>
<td>3/A</td>
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ADDITIONAL COURSES
List alphabetically by department and numerically within department. Attach more courses on a separate page if necessary.

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Approval of Core Department and College Curriculum Committee

CORE FACULTY ADVISOR SIGNATURE: ___________________________________________________________  Date: __________________

CORE DEPARTMENT CHAIR SIGNATURE: ___________________________________________________________  Date: __________________

CURRICULUM COMMITTEE SIGNATURE: ___________________________________________________________  Date: __________________
The College of Arts and Sciences major or minor in Individualized Program of Studies allows a student to design an academic program to pursue a special interest not covered by the established majors or minors offered by the College. A proposal must be interdisciplinary, (that is, come from more than one department), and center on a clearly defined problem area, a defined body of thought, a specific area of interest, or a specific educational goal. The program is not intended to allow students to graduate without concentrating their thought in some clearly defined pattern. Students intending to pursue graduate work should be sure that this particular program will meet admission requirements. Students also should be sure that the University has the resources (faculty interest and expertise) to support the anticipated Individualized Program of Studies major. Each major or minor is essentially “custom-made” to meet specific individual needs. However, the following list of titles of approved programs gives an idea of some of the opportunities: biomedical illustration, adolescent studies, forensic studies, biopsychology, and hospital administration.

Students with interests or educational objectives that cannot be met by a traditional major or minor, span more than one of the College’s traditional departmental divisions, and whose interests and objectives can be expressed in terms of some defined problem area or topic are encouraged to consider this major or minor option. For more information, interested students should contact the Arts and Sciences Advising Center in 107 Oldfather Hall.

THE MAJOR IN INDIVIDUALIZED PROGRAM OF STUDIES REQUIREMENTS:

1. Selection of at least 48 hours or courses from more than one College of Arts and Sciences department 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 one department in the College of Arts and Sciences.

3. At least half of the 48 hours (24 hours) must be from 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 Committee before the student completes 90 of the 120 applicable hours toward degree.

THE MINOR IN INDIVIDUALIZED PROGRAM OF STUDIES REQUIREMENTS:

The IPS minor is intended for use by students completing a major in one of the College’s departmental programs, and who wish to supplement that major with work in an identifiable area or study not represented by established departmental minors.

1. Selection of at least 24 hours of courses from more than one College of Arts and Sciences department 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 one department in the College of Arts and Sciences.

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 Committee before the student completes 90 of the 120 applicable hours toward degree.

(Additional Instructions on Back)
ADDITIONAL CONDITIONS FOR MAJOR AND MINOR

Pass/No Pass Limit. A maximum of 6 hours of Pass/No Pass (P/N) credit is allowed in courses taken to fulfill the requirements of the major or minor.

IPS is a major or minor. Therefore, in addition, all other College or Arts and Sciences degree requirements must be fulfilled.

PROCEDURE FOR INDIVIDUALIZED PROGRAM OF STUDIES:

1. Find a specific faculty advisor who will help you design the detailed major or minor. This advisor must be from the core department in the College of Arts and Sciences. Contact the Major Advisor from the department of your core area of interest or inquire in the Arts and Sciences Advising Center in 107 Oldfather Hall for faculty information.

2. Complete the Individualized Program of Studies proposal with your faculty advisor. The paragraph describing your program should be thoughtfully prepared and written in good literary style so that it gives a clear presentation of your proposed major or minor. You must include a short title for your major or minor and state your reason(s) for completing the IPS major or minor.

3. List all courses taken or to be taken as part of your major or minor on the form systematically. Core Department courses, College of Arts and Sciences courses by department, courses from other colleges. List all courses in numerical order by department.

4. Obtain the approval and signature of a specific faculty advisor from the core department in the College of Arts and Sciences.

5. Obtain the approval and signature of the Core Department Chair.

6. Submit the IPS proposal with faculty advisor and chairperson signature in a meeting with the Director of Advising for the College of Arts and Sciences, located in the Arts and Sciences Advising Center in 107 Oldfather Hall. The College of Arts and Sciences Curriculum Committee meets and hears proposals once per month during the academic year. The program must be approved by the College Curriculum Committee before the you complete 90 of the 125 (or 130) applicable hours of the degree.

7. If your program is approved by the Curriculum Committee, copies of the program are distributed to the student, the faculty advisor, the University Registrar, and one is retained by the College. The approved program represents the major or minor requirements which you must complete prior to graduation.

8. After the approval of the IPS major or minor, a College-Degree-Major-Advisor (CDMA) change form must be completed with all necessary steps followed carefully. The form is available in the Arts and Sciences Advising Center in 107 Oldfather Hall. Bring your copy of the approved IPS proposal to the Advising Center to complete the CDMA form.

9. Changes in an approved IPS major or minor must be approved in writing by your advisor, the Core Department Chair, and the College of Arts and Sciences Curriculum Committee on a Request for Substitution form, available in the Arts and Sciences Advising Center in 107 Oldfather Hall. If you make more than one change, it is advisable to complete a new program form showing your revised program.

Information about the IPS program also appears in the Undergraduate Bulletin. Additional information may be obtained by inquiring in the Arts and Sciences Advising Center in 107 Oldfather Hall, (402) 472-4190.