



## **OVERVIEW OF THE INDIVIDUALIZED PROGRAM OF STUDY (IPS) FOR A MAJOR OR MINOR**

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 learning in some clearly defined pattern. Students intending to pursue graduate work should be sure that this particular program will meet admission requirements.

## **REQUIREMENTS AND CONDITIONS FOR PROPOSED IPS MAJORS AND MINORS**

- Selection of courses from more than one College of Arts and Sciences department representing an integrated study of some area, topic, or problem. A major consists of a minimum of 48 credit hours and a minor consists of a minimum of 24 credit hours.
- A core department in the College of Arts and Sciences from which 15 of 48 credit hours (9 of 24 for a minor) must be completed.
- At least half of the credit hours proposed must be from the College of Arts and Sciences. Courses outside the College of Arts and Sciences may be included when they contribute directly and necessarily to the focus of the program.
- Approval by the College Curriculum and Advising Committee must be sought and granted before the student completes 90 of the 120 applicable credit hours toward the overall degree.
- 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.
- An approved IPS replaces a major or minor only, therefore all other College of Arts and Sciences degree requirements must be met.

## **PROCEDURE FOR PROPOSING AND PURSUING THE INDIVIDUALIZED PROGRAM OF STUDY (IPS)**

1. Read this document in full and arrange a meeting with the Director of Advising for the College of Arts and Sciences, located in the Academic and Career Advising Center in 107 Oldfather Hall. Call (402)472-4190 to arrange a meeting and be sure to note that IPS is the topic of the requested meeting. This meeting will allow you to express your intention to pursue an IPS and will help you understand the approval process including some of the questions that the College Curriculum and Advising Committee may pose.
2. Determine the focus of your IPS including the clearly defined problem area, body of thought, interest area or educational goal. Talk with faculty members in related areas to determine a core department in the the College of Arts and Sciences and affiliated faculty sponsor. For suggestions, talk with your current major advisor or a college advisor in the Academic and Career Advising Center.
3. Work with your intended faculty sponsor to design the detailed major or minor and complete the Individualized Program of Study proposal. Follow all directions on the form. The narrative 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 pursuing the IPS major or minor.
4. Obtain the approval and signature of your faculty sponsor in the core department in the College of Arts and Sciences as well as the Chair of that department. Your faculty sponsor can assist you in identifying the Chair.
5. Submit the IPS proposal 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 the first week of each month, excluding summer. You must submit your proposal by the 20th of the month prior in order to be reviewed at the next meeting. Approval must be granted prior to you earning 90 credit hours toward the overall degree.
6. If your program is approved by the Curriculum Committee, copies of the program are distributed to you, your faculty sponsor, the University Registrar, and the Director of Advising, who will become your assigned advisor. The approved program represents the major or minor requirements which you must complete prior to graduation.
7. Upon notification of approval, submit a College-Degree-Major-Advisor (CDMA) form in the Arts and Sciences Academic and Career Advising Center in 107 Oldfather Hall. Bring your copy of the approved IPS proposal to the Advising Center to complete the CDMA.
8. Changes in an approved IPS major or minor must be approved in writing by your faculty sponsor and the Director of Advising for the College of Arts and Sciences using a Request for Substitution form, available in the Academic and Career 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.