

# BACHELOR OF UNIVERSITY STUDIES DEGREE

## INTRODUCTION

The Bachelor of University Studies degree is a baccalaureate degree program offered through the College of University Studies. Each degree is individually tailored to meet the unique needs of a particular student. On the average, NDSU grants between 30 and 40 such degrees annually. Each degree plan is designed by the student with assistance from an academic adviser and is later approved by a committee composed of campus-wide representation.

The goal of the Bachelor of University Studies degree is to provide a unique, nontraditional major for students whose goals and objectives cannot be met via a traditionally established academic major or minor. The program allows flexibility in designing a degree, allowing students to meet unique personal and career goals. This degree is not designed to replace any existing NDSU major, and all students should seek an existing campus major when such a major is available. Upon graduation, no major, minor, option, or area of concentration is shown on the transcript or the diploma of a BUS degree student. Students are advised to visit with academic advisers, graduate school representatives, employers, mentors, and others in order to assess the appropriateness of such a degree. For those interested in meeting the challenge of creating a degree program, the College of University Studies will provide advice, support, and guidance during all phases of its implementation.

## THE DEGREE PLAN PROPOSAL

Each student will prepare a degree plan with the help of an academic adviser. This degree plan will contain (1) a cover page; (2) a statement of goals; (3) an analysis of all courses completed and in progress, which in some cases includes a request for nontraditional learning credit; and (4) a plan of study which is a listing of all courses proposed for the future.

The degree plan must be submitted to the Academic Policies/Program Review committee through the Office of the Director of University Studies **no later than** midterm of the semester prior to the beginning of the last semester of study. No fewer than 15 credits must be included in the degree plan and must be taken after the approval of the degree plan. Proposals submitted after the due-date will not be considered for graduation the following semester. Students are encouraged to submit their degree plan during the junior year with approximately 30 credits proposed.

The Academic Policies/Program Review Committee meets approximately three times each semester. Each degree plan is individually reviewed with particular attention paid to the analysis of student goals and relevance of the courses designed to meet those goals. The committee retains the authority to accept, reject, or make modifications to each proposal. After evaluation, students will be notified in a timely manner of the committee decision.

## BACHELOR OF UNIVERSITY STUDIES REQUIREMENTS

Each degree candidate is required to meet the NDSU graduation requirements. These requirements are enumerated in Sections I and II below and include minimum credit requirements and specific general education criteria. In order for the student to obtain maximum benefit from this degree, following the review, the adviser or the committee may require additional credits in any area. This degree is unique in its requirement of the individualized Plan of Study referred to in Section III. Students may refer to *The North Dakota State University Bulletin* for additional graduation requirements.

### I. Minimum course requirements for all students

- A. A minimum of 122 semester credits, which may include college credit for non-traditional education experiences and credit for learning through experience. At least 30 semester credits must be taken from NDSU departments (Tri-College credits will not count toward this 30 credit requirement).
- B. A minimum of 37 upper division credits (300-400 level courses).
- C. A minimum cumulative grade-point average of 2.0 based on work taken at NDSU, for which grades have been assigned, is required for graduation. When a course is repeated, only the last grade and credits acquired will be used in computing the cumulative grade-point average.
- D. Transfer students from two-year colleges must earn a minimum of 60 credits at any four-year institution. Approved experiential learning credit may be used toward the satisfaction of these 60 credits. At least 30 of the 60-credit minimum must be earned from NDSU.
- E. Satisfactory completion of the 36-credit general education requirement as follows:

## II. Minimum General Education requirements

**A. For all students entering NDSU Fall Semester 1994 and after, and for those entering before that date who are returning after having discontinued enrollment at NDSU for one year or more.\***

	Credits
<b>First-Year Experience Course</b> .....	1
Category 1: Communication .....	9
• Engl 110, Writing & Reading I..... (3)	
• Engl 111, Writing & Reading II or equivalent..... (3)	
• SpCm 110, Fund. of Public Speaking or equivalent..... (3)	
<b>Category 2: Quantitative Reasoning</b> .....	3
• Math 124, Finite Math or higher (including Math 103, College Algebra)	
• Stat 330, Intro. Statistics or higher	
• Comp 150, Programming in BASIC or higher	
<b>Category 3: Science and Technology</b> .....	10
• Courses in the areas of the natural sciences, the physical sciences, and technology are included in this category.	
• A minimum of 4 general education credits must be in natural or physical sciences.	
• A one-credit laboratory course must be taken as a corequisite with one of the general education science and technology courses.	
<b>Category 4: Humanities and Fine Arts</b> .....	6
• No more than 3 of the 6 credits may be in fine arts performance.	
• Any performance courses must be in addition to those required for the student's major.	
<b>Category 5: Social and Behavioral Sciences</b> .....	6
<b>Category 6: Wellness</b> .....	2
• Required is a 2-credit course focused on wellness that integrates at least two of the four following areas of lifelong wellness: emotional well-being, nutrition, physical activity, and psychological development.	
<b>REQUIREMENTS WITH NO ADDITIONAL CREDITS:</b>	
<b>Category 7: Cultural Diversity</b>	
• This requirement may be met by 3 credits taken as part of the 6 credits required in the humanities and fine arts or as part of the 6 credits required in the social and behavioral sciences in a course focused on cultural diversity.	
<b>Category 8: Global Perspectives</b>	
• This requirement may be met by 3 credits taken in any department as part of the 36 credits required for general education or as part of a student's major in a course focused on global perspectives.	
<b>Category 9: Computer Usage Integrated in All Majors</b>	
<b>REQUIREMENTS FOR FIRST-YEAR STUDENTS ENTERING FALL 1996:</b>	
<b>Communication Activities in Upper-Division Major Courses</b>	
<b>Comprehension of Personal &amp; Professional Ethics Integrated in Majors</b>	
<b>Capstone Experience in all Majors</b>	
<b>TOTAL</b> .....	<b>36-37</b>

\* Only courses approved by the University Senate Standing Committee on General Education and by the University Senate may be used to fulfill category requirements. Lists of approved courses may be acquired from academic advisers, the Office of Student Academic Affairs, Ceres 110, or the Director's Office of the College of University Studies, Morrill Hall 112.

### III. The BUS Degree Plan

#### A. This degree plan must include

- a. a cover sheet
- b. a statement of goals
- c. a summary of previous education and experience for which credit is requested
- d. a plan of study

#### B. The degree plan must be

1. typewritten or electronically entered
2. submitted before midterm of the semester prior to the semester the student plans to graduate
3. composed of no fewer than 15 credits remaining to be taken after receiving committee approval

# GUIDELINES FOR DRAFTING BUS DEGREE PLAN

Proposals must be typewritten or electronically entered and prepared in a scholarly manner. Degree plans are expected to be free of errors with attention to writing style and presentation. In addition to the cover sheet included at the back of this publication, there are three parts to every proposal: Statement of Goals; Summary of Education and Experience; and proposed Plan of Study.

## **I. STATEMENT OF GOALS**

The Statement of Goals serves to introduce the candidate and to orient the Academic Policies/Program Review Committee to the focus of the degree. A portion of the statement should be devoted to providing the committee with an understanding of who the student is and what circumstances led to the choice of the BUS degree. Each candidate is then expected to articulate future goals and the manner in which the proposed degree will assist the student in achieving these goals. The committee will be looking for a consistency of focus; e.g., will the student be capable of reaching the stated goals based upon the choices made during the attainment of the degree? It is suggested that this section be limited to no more than two pages, and one is often sufficient. Please remain focused and succinct.

It is impossible to provide an example of a Statement of Goals due to the unique nature of each proposal. However, as you prepare the Statement, focus on what you hope to achieve and the manner in which your degree will prepare you for that future. The unique nature of this degree allows that once the General Education Requirements have been met, the student has the freedom to choose each course based upon its contribution to the proposed outcome. Attention may be given to personal growth and interests as well as to the growth and changing needs of a specific profession and the need to be prepared for lifelong learning. Extreme care should be taken when making such choices. Guidance may be sought from professionals in a chosen field, mentors, instructors, colleagues, advisers, and the Director of the College of University Studies.

## **II. SUMMARY OF EDUCATION AND EXPERIENCE:**

In this section, provide a summary of the educational experiences you have had to date. Depending upon your background, this section may include two parts: a) traditional, baccalaureate-oriented course work for which you have earned credit from NDSU or another accredited institution; and b) nontraditional education or experience for which you are requesting credit. All education and experience in your proposal must be verified.

## A. Previous academic work

1. Transcripts - You must request that complete transcripts of all of your records from all other educational institutions be sent to the NDSU Registrar's Office.
2. Summary - A written summary of your transcripts must be included in your proposal. Previous academic work must be arranged by courses in related subjects. Group titles include, but are not limited to, the following:
  - Communication
  - Quantitative Reasoning
  - Science and Technology
  - Humanities and Fine Arts
  - Social and Behavioral Sciences
  - Wellness
  - Other

This written summary of your transcripts assists in providing an overview of the distribution of courses completed. Be sure to convert quarter to semester credits. (Each semester credit equals .67 quarter credit). Make sure the totals in this grouping agree with the total credits on the cover sheet. For each of the above categories, use the following format when listing your courses:

### GROUP TITLE: HUMANITIES and FINE ARTS

<u>Institution</u>	<u>Course</u>	<u>Term</u> <u>Course Title</u>	<u>Credits</u>	<u>Enrolled</u>
U of Minn	Drama422	Tragedy	2	Spring '85
NDSU	English 233	Discovering Poetry	3	Fall '94

### GROUP TITLE: OTHER

U of Minn	Educ 131	Modern Education	1	Spring '86
NDSU	CDFS 462	Family Crisis	3	Spring '94

## B. Learning derived through life experience

1. Formal Education Experience: This section includes all non-traditional formal education programs the student wishes to have considered for credit toward a BUS degree. Use the NON-TRADITIONAL, FORMAL EDUCATION REQUEST FORM included in the back of this publication. Verification of this learning must accompany the request, e.g., a copy of a certificate of completion.

Examples: Bible colleges, technical schools, company-sponsored training programs.

2. Work or Life Experiential Learning: Use the EXPERIENTIAL-LEARNING CREDIT REQUEST FORM included in the back of this publication, and follow the guidelines included in this publication. Each credit request must be verified with a letter from your employer, a certificate of participation, or some similar document. For each request, the candidate must be able to articulate the learning which resulted. Requests will be evaluated by the committee and credits requested may be approved, denied, or modified.

Note: To assist in evaluating the worth of your nontraditional learning, it is suggested that you approach the process in two phases: 1) Prepare a work and life experience resume in chronological order, noting possible learning events. When complete, discuss the learning with your adviser; 2) If you and your adviser agree that college-level learning resulted, prepare the Experiential Learning Credit Request Form with the assistance of your adviser.

Characteristics of appropriate learning:

- \* learning, not experience
- \* theoretical and practical understanding of the subject
- \* general applicability
- \* publicly verifiable
- \* independent of credits planned or previously earned
- \* related to educational goals
- \* non-routine
- \* college level

**Note:** Experiential credit requests will only be considered to meet the required 122 credits for graduation (or required upper-division requirement). Credits granted for experiential learning are valid toward the BUS degree only and are not transferable to any other program at NDSU.

### **III. PROPOSED PLAN OF STUDY**

In this part of the proposal, list courses and credits remaining to be completed as part of the planned degree. Courses remaining to be taken must be listed by group title in the same format as the summary of the student's previous academic work (see page 6). Be aware of possible duplication; for example, it would not be acceptable to propose the Principles of Accounting course if one had requested credit for a nontraditional learning equivalent to such a course.

Upon receiving committee approval, the student's BUS Degree Plan details the requirements for graduation. No amendments or substitutions may be made to the plan without prior approval by the academic adviser and the Academic Policies/Program Review committee. Consideration for such approval must be made in writing using the Request for Change form included in this publication.

Students are responsible for supplying their academic adviser with a copy of the degree plan and keeping that adviser updated as any changes are made.

All candidates for a baccalaureate degree must submit notification or confirmation of degree candidacy with the Office of the Registrar no later than "advising week" during the semester that immediately precedes the student's last semester of enrollment. Refer to the respective term "Registration Schedule" for advising week dates. Students are also responsible for submitting any name and address corrections for diploma processing.

Students are expected to carefully study *The North Dakota State University Bulletin* for additional requirements and expectations. Additional questions may be directed to the College of University Studies, Morrill Hall 112, North Dakota State University, Fargo, North Dakota, 58105 (701) 231-7014 or via fax (701) 231-8482. Students With Disabilities: Information in this booklet will be made available in alternate formats upon request.