

# GUIDE TO A BACHELOR OF UNIVERSITY STUDIES DEGREE

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# BACHELOR OF UNIVERSITY STUDIES DEGREE

[www.career-advising.ndsu.edu](http://www.career-advising.ndsu.edu)

## INTRODUCTION

The Bachelor of University Studies (BUS) degree is a baccalaureate degree program offered through the College of Arts, Humanities and Social Sciences and is advised through the Career and Advising Center. Each degree is individually tailored to meet the unique needs of a particular student. On the average, NDSU grants between 35 and 45 such degrees annually. Each degree plan is designed by the student with assistance from an academic advisor 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 degree 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 existing NDSU majors, and all students should seek an existing campus major when such a major is available. **The Bachelor of University Studies degree does not allow a designated major, instead a student will create an area or areas of emphasis that will help him or her attain post-graduation goals. Each area of emphasis must include a minimum of 12 credits of study with at least 6 of those credits being upper division credits. In addition to the emphasis area, a student may choose to declare an academic minor that they feel will strengthen their plan of study.** Students are advised to visit with academic advisors, 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 Advising Resource Center 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 advisor. This degree plan will contain (1) a cover form; (2) a statement of goals; (3) a listing of all courses completed and (4) a plan of study listing all courses in progress and those proposed for the future.

The degree plan must be submitted to the Bachelor of University Studies (BUS) Program Review Committee by guideline due dates (October 1 for spring and summer graduation; February 1 for fall graduation). No fewer than 15 credits must be proposed (remain to be taken after approval) and included in the proposal. Degree plans received after the deadline date may be considered based on extenuating circumstances and the BUS Program Review Committee's availability.

The BUS 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 modify each proposal. After evaluation, students will be notified in a timely manner of the committee's decision.

## BACHELOR OF UNIVERSITY STUDIES DEGREE REQUIREMENTS

Each degree candidate is required to meet the NDSU graduation requirements. These requirements are enumerated in Sections I and II, 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 advisor 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 should refer to *The North Dakota State University Bulletin* for additional graduation requirements.

### I. Minimum Course Requirements for all Students

- A. A minimum of 120 semester credits, which may include college credit for learning through experience (internship credit). At least 36 semester credits must be taken from NDSU departments. (Tri-College credits will not count toward this 36 credit requirement.) The last 30 credits must be earned in residence.
- B. A minimum of 36 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(s). At least 36 of the 60-credit minimum must be earned from NDSU.
- E. Satisfactory completion of the general education requirements as outlined in Section II.

## II. Minimum General Education Requirements

- A. For all students entering NDSU Fall Semester 2007 and after, and for those entering before that date who are returning after having discontinued enrollment at NDSU for one year or more.

<b>Category 1: Communication (C)</b> .....	<b>12</b>
<ul style="list-style-type: none"> <li>• Comm 110: Fundamentals of Public Speaking</li> <li>• Engl 110: College Composition I</li> <li>• Engl 120: College Composition II</li> <li>• Upper division writing (chosen from the approved course listing)</li> </ul>	
<b>Category 2: Quantitative Reasoning (R)</b> .....	<b>3</b>
<ul style="list-style-type: none"> <li>• CSci 122 or 125, Programming, e.g., BASIC, COBOL or 159, Comp Sci. Problem Solving</li> <li>• Math 104: Finite Mathematics or 144, 146, 147, 165, 166</li> <li>• PHIL 257: Traditional Logic</li> <li>• Stat 330: Intro Statistics</li> </ul>	
<b>Category 3: Science and Technology (S)</b> .....	<b>10</b>
<ul style="list-style-type: none"> <li>• Courses in the areas of the natural sciences, the physical sciences, and technology are included in this category.</li> <li>• A minimum of four general education credits must be in natural or physical sciences.</li> <li>• A one-credit laboratory course must be taken as a co-requisite with one of the general education science and technology courses unless the course includes an embedded laboratory experience equivalent to a one-credit course.</li> </ul>	
<b>Category 4: Humanities and Fine Arts (A)</b> .....	<b>6</b>
<b>Category 5: Social and Behavioral Sciences (B)</b> .....	<b>6</b>
<b>Category 5b: Wellness (W)</b> .....	<b>2</b>
<ul style="list-style-type: none"> <li>• Required is a course focused on wellness that integrates at least two areas of lifelong wellness: emotional well-being, nutrition, physical activity, and psychological development.</li> </ul>	

### REQUIREMENTS WITH NO ADDITIONAL CREDITS:

#### Category 6: Cultural Diversity (D)

- This requirement may be met by 3 credits taken in any department as part of the 40 credits required for general education in a course approved for cultural diversity.

#### Category 7: Global Perspectives (G)

- This requirement may be met by 3 credits taken in any department as part of the 40 credits required for general education in a course approved for global perspectives.

#### Category 8: Communication Activities in Upper-Division Major Courses

#### Category 9: Comprehension of Personal and Professional Ethics Integrated into Majors

#### Category 10: Capstone Experience in all Majors

<b>TOTAL</b> .....	<b>39</b>
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**NOTE:** Only courses approved by the University Senate Standing Committee on General Education and by the University Senate may be used to fulfill category requirements. These requirements apply to all students who enter NDSU in pursuit of a baccalaureate degree. Refer to <http://bisonconnection.ndsu.edu/registration/genedreqs/> for a current and complete listing of General Education course offerings, policies and transfer procedures.

### **III. The BUS Degree Plan Proposal**

A. This degree plan proposal must include:

1. A cover form: “Cover Form for the Bachelor of University Studies Degree Plan.”
2. A statement of goals.
3. A listing of previous education.
4. A plan of study listing all current and proposed courses.  
\* See the online excel spreadsheet (two tabs), “BUS Course List Template”

B. The degree plan proposal must be:

1. Typewritten or electronically entered.
2. Submitted to the BUS Program Review Committee through the College of Arts, Humanities and Social Sciences by guideline due dates (October 1 for spring or summer graduation; February 1 for fall graduation).
3. Composed of no fewer than 15 credits remaining to be taken beginning the semester after receiving committee approval.

## **GUIDELINES FOR DRAFTING BUS DEGREE PLAN PROPOSAL**

Proposals are expected to communicate the culmination of your thinking and reflection on the appropriateness of the BUS degree to your lifetime goals. Proposals must be typewritten or electronically entered and prepared in a scholarly manner. Degree proposals are expected to be free of errors with attention to writing style and presentation. In addition to the cover form, there are three parts to every proposal: Statement of Goals, Listing 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 BUS 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 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. Be reflective as well as proactive as you equate the value of your degree to your future goals. Once the General Education requirements have been met, the unique nature of this degree allows the student 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.

The statement of goals should be brief and concise, 1-2 pages single-spaced. It should be written in a business letter format, addressed to the BUS Program Review Committee and signed with your name.

### **II. Listing of Education and Experience**

In this section, provide a listing of the educational achievement you have completed to date. This section includes traditional, baccalaureate-oriented course work for which you have earned credit from NDSU or another accredited institution presented in column format as indicated on the following page. 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 Office of Registration and Records.
2. Courses Completed Summary – An excel spreadsheet summary of your transcripts must be included in your proposal. Use the BUS Course List Template found on the Advising Resource Center website. Present the information in the order shown below. 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  
Capstone Experience  
Emphasis  
Other

This courses completed 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 form. For each of the above categories, use the following format when listing your courses:

### COURSES COMPLETED:

<u>Institution</u>	<u>Course</u>	<u>Course Title</u>	<u>Credits</u>	<u>Term Enrolled</u>
<u>GROUP TITLE: HUMANITIES &amp; FINE ARTS</u>				
UMN*	THEA 4550	Video Technology	3	Spring 18
NDSU	ENGL 222	Intro to Poetry	3	Fall 19
<u>GROUP TITLE: OTHER</u>				
UMN*	MUED 1201	Intro to Music Ed	1	Spring 18
NDSU	CDFS 450	Adolescent Development	3	Fall 19

\*For courses transferred from another school, use the course title and number from the original courses, NOT the NDSU equivalent.

### 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, using the second tab in the on-line excel spreadsheet. Be aware of possible duplication; for example, it would not be acceptable to propose the Principles of Accounting course if that course has already been completed.

#### Capstone Experience:

General Education requirements specify a Capstone Experience in all majors. University 489 has been designated as the Capstone Experience for students planning to graduate with a BUS degree. All proposals must include Univ 489, 3 credits, to be taken during the last term of enrollment before graduating from NDSU (summer graduation requires spring semester enrollment). The Univ 489 capstone course consists of a reflective paper designed to provide the student with the opportunity to integrate and synthesize their cumulative academic experience as well as the completion of additional assignments related to development of professional skills.

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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 advisor and the BUS Program Review committee.** Consideration for such approval must be made in writing using the REQUEST FOR CHANGE form found on-line.

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

It is the policy of the College of Arts, Humanities and Social Sciences that students seeking a BUS degree will, following approval of the BUS proposal, be expected to make continual progress toward completion of the BUS degree. **If a student discontinues enrollment for a period of two academic years or more, it indicates lack of progress. The proposal will no longer be considered valid for graduation with a BUS degree.** If the student chooses to continue to seek a BUS degree, it will be necessary to submit a new proposal for consideration by the committee. Current university policies concerning General Education requirements also apply. NDSU requires that any student who discontinues enrollment for more than one year will be required to complete the General Education requirements in effect at the time of re-entry.

All candidates for a baccalaureate degree must submit notification or confirmation of degree candidacy with the Office of Registration and Records according to the NDSU Dates and Deadlines. This happens during the student's last semester of enrollment. 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 Career and Advising Center – Ceres Hall 306, NDSU Dept. 2802, PO Box 6050, North Dakota State University, Fargo, North Dakota, 58108; (701) 231-7111; or email to Jessica.M.Bauer@ndsu.edu. Students With Disabilities: Information will be made available in alternate formats upon request.

# Checklist: Bachelor of University Studies Degree Proposal

## ***Submission Deadline Requirements:***

*October 1, Spring or Summer graduation*

*February 1, Fall graduation*

**Cover form (Bachelor of University Studies Degree Plan Proposal)**

**Statement of Goals**

**Listing of all courses completed, including:**

General Education

Note minimum credit requirements for each category

Communication

Quantitative Reasoning

Science and Technology

Humanities and Fine Arts

Social and Behavioral Sciences

Wellness

Capstone Course

Requirements with no additional credits

Cultural Diversity

Global Perspectives

Additional Areas of Focus/Emphasis

Miscellaneous

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**Listing of all courses in progress and proposed courses, including:**

General Education: *See General Education categories above*

Additional Areas of Focus/Emphasis

Miscellaneous

**Student signature**

**Advisor signature**

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**Minimum of 120 credits**

**Minimum of 60 credits from a four-year institution**

**Minimum of 36 NDSU residency requirement**

**Minimum of 37 upper division credits**

**Last 30 credits must be earned in residence at NDSU**

**Minimum of 15 credits remaining to be taken after approval of Plan of Study**

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**Declare Bachelor of University Studies**