

BACHELOR OF INDIVIDUALIZED STUDIES (B.I.S.) DEGREE Revised: August 2009

This degree is designed for those students whose goals and objectives require more flexibility than is provided by the more conventional structured programs. In consultation with an adviser, the student plans an academic program, which must be submitted to the Committee on Individualized Studies for approval.

A student who elects this degree should be aware that it may not satisfy requirements for admission to some graduate programs or professional employment.

Semester Hours

General Education

33-42

University Program (27-30 hours): See requirements, pp. 102-103

Competency Requirements (3-12 hours): See requirements, pp. 107-108

Area Studies

18

In addition to University Program requirements 18 hours of area Requirements to include 6 hours in Humanities, 6 hours in Natural Sciences, and 6 hours in Social Sciences.

Specialized Studies

64-73

No more than a total of 27 hours may be taken in the College of Business Administration and counted towards graduation unless the student is majoring in the College of Business Administration.

Minimum Total Hours for Graduation

124

To graduate from CMU, a student must complete a minimum of 124 hours, at least 40 of which must be courses numbered 300 or above.

Procedures for Program Planning and Approval: The B.I.S. student selects an adviser who assists in planning an academic program which is submitted to the Committee on Individualized Studies for preliminary approval at least 45 semester hours before graduation. The program plan must include the goals and objectives of the course of study and methods of attaining them, including such things as senior papers and written and oral examinations.

A final plan, including a complete list of courses, must be approved by the Committee on Individualized Studies 30 semester hours prior to graduation.

Students are required to earn at least 30 of the final 45 semester hours of credit on the CMU campus.

Further information concerning the Individualized Studies Program is available from the Office of Undergraduate Student Services. This office also supplies forms for applying for preliminary and final approval for the degree program.

The Bachelor of Individualized Studies (B.I.S.) Curriculum

The B.I.S. curriculum is designed to enable the exception student to design his or her academic program at Central Michigan University. The criterion for admission is the situation in which a student has clearly defined goals, but in which there appears to be no way to achieve those goals within the standard majors, minors, and curricula of the university. The B.I.S. curriculum allows the development of a unique program to fit the goals. This curriculum, however, is neither intended for, nor will be used as a refuge for students who are simply unwilling to complete the major requirements of an academic discipline.

I. General Degree Requirements: (Source: 2000-01 Bulletin, p. 82)

BACHELOR OF INDIVIDUALIZED STUDIES DEGREE, p. 87

B.I.S.

The B.I.S. curriculum is designed to serve the needs of a student whose interests and abilities require more flexibility than is provided by the more conventional structured programs.

A student who elects this curriculum should be aware that it may not satisfy requirements for admission to some graduate programs or professional employment.

GENERAL EDUCATION

SEMESTER HOURS 33-42

University Program (27-30 hours)

Competency Requirements (3-12)

Written English: a grade of C or better in ENG 101 (3) Freshman Composition or equivalent

Oral English: a grade of C or better in SDA 101 (3) Introduction to Interpersonal Communication or equivalent.

English 201 3(3-0): Advanced Composition

Mathematics: completion of MTH 055 (3) Elementary Algebra

See General Education Requirements section for a complete description of the University Program and Competency Requirements

OTHER CURRICULAR REQUIREMENTS

85-94

Courses selected by a student and an adviser subject to the approval of the Committee on Individualized Studies. A major is not required on this curriculum; however, by satisfying the requirements of a departmental major, a student could obtain one.

No more than a total of 27 hours may be taken in the College of Business Administration.

MINIMUM TOTAL HOURS

124

To graduate from CMU, a student must complete a minimum of 40 hours in courses numbered 300 or above.

Procedures for Curriculum Program Planning and Approval:

The B.I.S. student selects an adviser who assists him or her in planning an academic program which is submitted to the Committee on Individualized Studies for preliminary approval at least 45 semester hours before graduation. The program plan must include the goals and objectives of the course of study and methods of attaining them, including such things as senior papers and written and oral examinations.

A final plan, including a complete list of courses, must be approved by the Committee on Individualized Studies 30-semester hours prior to graduation.

All students on this curriculum are required to earn at least 30 of the final 45 semester hours of credit on the CMU campus.

Further information concerning the Individualized Studies Curriculum is available from the Office of Undergraduate Student Services. This office also supplies forms for applying for preliminary and final approval for the degree program.

II. Procedures

1. A student interested in pursuing a B.I.S. curriculum should consult the chairperson of the Committee on Individualized Studies and/or a faculty adviser as soon as possible. A faculty adviser is required for B.I.S. students for they will have a relative concentration of their course work in some academic discipline and should be advised by someone in that area. This is particularly important if graduate work is contemplated, since a B.I.S. major with a concentration in a discipline may not be acceptable as a basis for admission to a graduate program in that discipline.
2. The student, with the aid of an academic adviser, will prepare a curricular proposal on the attached form. The proposal will include;
 - A. A formal statement of the student's career goal(s).
 - B. A rationale for how the proposed set of courses will fulfill those goals and why standard majors or minors will not suffice.
 - C. A list of program objectives to be accomplished.
 - D. A description of the methods to be used to demonstrate attainment of the objectives, including such things as senior papers and written and oral examinations.

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- E. Courses on the program. This includes courses taken, courses currently being taken, and those to be taken. (Some investigation may be necessary concerning the availability of some upper level courses.)
 - i. Courses which will be used to satisfy the University Program requirements.
 - ii. List of courses numbered 300 or above.
 - iii. Courses in the proposed concentration. These should be grouped by discipline with a brief statement relating the courses to the objectives.
 - iv. Electives
 - v. Listing of courses in concentration by semester. (This is to aid in planning course sequences, since many upper-level courses have one or more prerequisites.)
 - F. Copy of student's current transcript
3. A copy of the proposal is submitted to the chairperson of the Committee on Individualized Studies. After the proposal has been circulated among the committee members, the student and the adviser will meet with the committee. The student will be required to give a verbal presentation of the proposal and (with the aid of the adviser) defend it. The committee may have suggestions, suggest alternative courses, additions, or deletions. The committee may at this time vote approval of the proposal as presented or approval with the changes that were discussed in the meeting. The committee may also direct the student to modify the proposal and resubmit it at a later date, or reject the proposal. (In the latter case, the student has the option of modifying and resubmitting the proposal.)
 4. Once accepted, a final copy of the proposal is prepared by the student and submitted to the Committee chairperson. The Committee will then forward the proposal to the Office of the Registrar where it will become the student's official curriculum and academic requirements for graduation.
 5. The student should consult with the Committee chairperson during the early part of each fall semester to discuss progress on the program or any difficulties that may have arisen.
 6. The semester before the senior year (or 30 semester hours prior to graduation), the student must check with the Committee, especially if scheduling problems require course changes. Any course changes must be approved by the Committee. Approved changes are then forwarded to the Office of the Registrar.

**BACHELOR OF INDIVIDUALIZED STUDIES
PROPOSAL FORM**

Proposed Concentration Name: _____

A. Career Goals

B. Rationale for Program

C. Program Objectives (list)

D. Methods of Attainment

E. Courses on the B.I.S. Curriculum

i. University Program Requirements (courses and hours of credit)

() fulfilled by transfer

Written English competency _____

Oral English competency _____

Mathematics competency _____

Group I. Humanities and Arts _____

Group II. Natural Science _____

Group III. Social Science _____

Group IV. Integrative & Area _____

TOTAL HOURS _____

ii. Courses numbered 300 or above: _____

TOTAL HOURS _____

iii. Courses in the proposed concentration (These should be grouped by discipline with a brief statement relating the courses to the career goals.)

iii. Courses in the proposed concentration (continued)

TOTAL HOURS _____

iv. Electives: _____

TOTAL HOURS _____

v. Listing of courses in concentration by semester.

Name _____

Adviser _____

Date _____

Department _____