COLLEGE OF COMMUNICATION, FINE ARTS AND MEDIA

College Vision Statement
The College of Communication, Fine Arts and Media (CFAM) is united by its common conviction that imagination and human communication are inseparable aspects of the same intellectual process. Through innovative and traditional teaching and the use of emerging technologies, the college promotes learning, research, scholarship, creative activity, and service to the profession and to the broader community in all aspects of human communication.

Central to the college’s educational mission is the instruction of students in the essential, practical and theoretical knowledge that they will need to succeed in their chosen disciplines. Through its diverse outreach activities, the college is equally committed to the engagement of a broad constituency. The college makes important contributions to the cultural growth and well-being of the people of the region and prepares students to participate in a global community.

General Information
Overview of Degree Programs
The college is structured as three distinct schools: the School of the Arts (Art & Art History, Theatre, Writer’s Workshop), the School of Communication and the School of Music.

The College of Communication, Fine Arts and Media (CFAM) offers the following degree programs:
- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music
- Bachelor of Science
- Graduate Degrees (offered through Graduate Studies)

Program Contact Information
College of Communication, Fine Arts and Media Dean’s Office: (402) 554-3857
Program Website (https://www.unomaha.edu/college-of-communication-fine-arts-and-media)

Admission Requirements
Admission to programs in the College of Communication, Fine Arts and Media follow regular admission procedures of the University outlined in the current undergraduate catalog. The application deadline for admission to a degree seeking program is August 1 for fall semester, December 1 for spring semester.

Students who wish to transfer into CFAM from another college within the University must obtain written permission from and meet with a CFAM Dean’s Office advisor. A minimum cumulative grade point average (GPA) of 2.25 is required to transfer into the college.

Maximum/Minimum Credits
Students must complete a minimum of 120 semester hours of college credit toward the degree of Bachelor of Science in Communication, Bachelor of Arts in Communication, Bachelor of Arts in Art History, Bachelor of Arts in Studio Art, Bachelor of Fine Arts (Studio Art and Creative Writing), Bachelor of Arts in Theatre, Bachelor of Arts in Music or Bachelor of Music. The minimum credit hour requirement for students in art or music seeking K-12 certification may vary according to current guidelines for teacher certification. Students must maintain close contact with an advisor each semester to insure progress toward fulfillment of their course of study. No student may count more than 87 semester hours of credit in any one discipline toward graduation. Actual limits are determined by faculty in the various disciplines.

General Education Requirements
Students are required to complete the UNO General Education requirements. The following courses have been approved to fulfill the requirement for Writing in the Discipline for students seeking degrees within the College of Communication, Fine Arts and Media:
- WRWS 3500 Creative Writing in the Arts
- JMC 2100/ JMC 2104 Media Writing/Lab
- TED 2100 Educational Foundations (Art, K-12 and Music, K-12 only)

Academic advisors can provide information about the specific course required for each degree program.

Residency Requirement
Thirty (30) of the last 36 hours required for the degree must be registered for and completed at the University of Nebraska at Omaha.

Transfer Credit Policy
Students may apply no more than 96 quarter hours (64 semester hours), transferred from a two year institution, towards a UNO bachelor’s degree. Academic advisors retain the right to accept or reject courses based on their transferability and validity to fulfill major requirements.

Unacceptable Credits
Credits in any courses classified as “remedial” or courses in other colleges of the university not approved by the College of Communication, Fine Arts and Media faculty may not be applied toward degrees offered by CFAM.

Quality of Work
A grade of “C” or higher will be required for any major course accepted for any College of Communication, Fine Arts and Media degree requirement. All students must maintain a minimum 2.0 grade point average (GPA) in all course work, including work transferred from other institutions, to remain in good standing in the college.

The School of Communication requires students to earn a minimum of “C” in all major course work. Furthermore, students who take sophomore level or above journalism and media communication courses, or junior level or above communication studies courses must maintain at least a 2.25 cumulative GPA.

The unit of Art & Art History requires students maintain a cumulative 2.5 GPA in all art courses. Studio majors must maintain a 3.0 GPA in their concentration studio areas. Students seeking K-12 certification must adhere to the GPA/grading standards set for the UNO Teacher Educator Preparation Program.

The School of Music requires a 2.5 GPA in all music courses. Students enrolled in the Bachelor of Music, performance concentration must maintain a 3.0 average in their major applied field. Students seeking K-12 certification must adhere to the GPA/grading standards set for the UNO Educator Preparation Program.
All grades reported by the faculty to the registrar become a part of the student’s permanent record and are included in computation of the cumulative grade point average, regardless of the total number required for the degree.

**Completion of Incomplete Grade**

Students have one semester after an incomplete is awarded to complete the course work. After this, the grade changes to a withdrawal. Students who complete the required course work outside of the allotted time frame may still receive credit by re-enrolling and paying tuition for the course. Exceptions are made when a student has been working in good faith continuously to complete the course work, with no breaks in work submitted, or within contracted terms determined by the faculty member.

**Grade Appeal Policy**

Undergraduate students wanting to appeal a grade received in a College of Communication, Fine Arts and Media unit course should first discuss the matter directly with the instructor. If a satisfactory agreement is not reached, the student may submit an appeal in writing to the chair/director of the academic unit in which the course is offered.

If the student and chair/director of the academic unit do not reach a satisfactory agreement, the student may submit an appeal in writing to the Dean of the College of Communication, Fine Arts and Media, at which point the appeal may be referred to the Education Policy Committee of the College for review. The student’s written appeal to the Dean must be made by the end of the following semester after the academic unit’s decision. For example, if the academic unit’s decision is made in the fall semester, the student has until the end of the spring semester to submit a written appeal. If the Education Policy Committee of the College reviews the appeal it may request additional information from the student, the instructor, the academic unit or its chair/director as needed. Education Policy Committee members who have voted on the case at the academic unit level must recuse themselves from the Committee’s vote. Upon making a decision, the Education Policy Committee will send its recommendation to the Dean’s office in writing, and the Dean’s office will notify the student of the College’s decision.

1 Some CFAM academic units require grade appeals to go through their own advisory committees. Refer to individual academic unit guidelines for additional information.

**Academic Amnesty**

A student enrolled in the College of Communication, Fine Arts and Media may request to have one or two semesters (taken at UNO, UNL, and/or UNK) removed from their cumulative grade point average and degree consideration by petitioning for academic amnesty. The form for academic amnesty can be found at the form for applying for Academic Amnesty can be found at [http://www.unomaha.edu/college-of-communication-fine-arts-and-media/_files/docs/AcademicAmnestyPetition.pdf](http://www.unomaha.edu/college-of-communication-fine-arts-and-media/_files/docs/AcademicAmnestyPetition.pdf)

The following conditions for academic amnesty apply:

- The student must be at least four years removed from the semester(s) to be considered for academic amnesty.
- Petitioning students must have completed 24 credit hours of successful course work with a minimum grade point average of 2.5 since the amnesty period at UNO, UNL or UNK.
- Removal of GPA computation shall be by entire semester(s).
- Students who are granted academic amnesty will not be considered for degrees with academic honors. Names of petitioners will be reviewed by the dean’s office for final action. There shall be no physical obliteration of any part of the student’s record. Academic amnesty is not allowed after a student has graduated.

**Academic Advising**

Each student enrolled in a College of Communication, Fine Arts and Media degree program is encouraged to review requirements for their intended degree with an assigned academic advisor. Information on assigned advisors is available in the student’s relevant school offices. Additionally, students can contact academic advisors via the MavTRACK system (mavtrack.unomaha.edu) Review of specific degree requirements should be conducted with an advisor at scheduled times each semester in preparation for and prior to each enrollment/registration period.

**Senior Check**

Students who have completed 91+ credit hours toward their chosen degree program are required to have a senior check completed by an academic advisor. This process will assure the student’s graduation date, assuming satisfactory completion of all approved courses. All substitutions and/or changes to a student’s degree requirements must be noted in writing during the advising process. Should this procedure not be followed, responsibility for meeting graduation requirements falls on the student. Errors made could prevent timely graduation.