The minimum credit hour requirement for students in art or music seeking Bachelor of Arts in Theatre, Bachelor of Arts in Music or Bachelor of Music, Arts in Studio Art, Bachelor of Fine Arts (Studio Art and Creative Writing), 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 Bachelor of Science in Communication, Bachelor of Music, performance concentration must maintain a 3.0 GPA in all art courses. Studio majors must maintain a 3.0 GPA in their concentration studio areas. Students seeking K-12 certification must maintain a cumulative grade point average (GPA) of 2.5 or above communication studies courses must maintain at least a 2.25 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. 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.
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.\footnote{Some CFAM academic units require grade appeals to go through their own advisory committees. Refer to individual academic unit guidelines for additional information.}

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.

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 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.