COLLEGE OF ARTS AND SCIENCES

Vision Statement
To be recognized and respected throughout the United States as one of the premier Colleges of Arts and Sciences at a metropolitan university, maximizing our resources to build exceptional programs related to teaching, scholarship, creative activity, outreach, and service.

Mission Statement
The College of Arts and Sciences is a liberal arts college within a metropolitan university. The College serves as UNO’s standard-bearer for the tradition of liberal education, which emphasizes the importance of breadth of knowing and ways of knowing as central to a student’s education, and defending this view of education from critics who see the tradition as outdated, impractical, and unable to prepare students for the 21st century workforce. Courses of instruction are offered in the humanities, social sciences, natural sciences/mathematics, and interdisciplinary areas that cross traditional disciplinary lines in order to support a liberal education for the students of the College and to provide a significant portion of the general education requirements of the university.

We offer disciplinary and interdisciplinary majors and minors as well as programs at the bachelor’s, master’s, and doctoral levels. The College is committed to outstanding teaching and to significant scholarship and research activities of its faculty and students and encourages involvement with our metropolitan community and the world at large.

The College endorses the goals articulated by the Strategic Plan of the University of Nebraska Omaha to (1) achieve academic excellence, (2) place students at the center of our academic enterprise, and (3) actively engage our community.

General Information
The College of Arts and Sciences offers Bachelor of Arts and Bachelor of Science degrees, with a diversity of majors from the humanities, social sciences and natural sciences. The College also offers advising for many pre-professional programs preparing students for graduate or professional schools in medicine, allied health and law.

Academic majors are available in the following fields: bioinformatics, biology, molecular and biomedical biology, block studies, chemistry, economics, English, environmental science, foreign languages and literature, general science, geography, geology, history, interdisciplinary studies, international studies, Latino/Latin American studies, mathematics, medical humanities, neuroscience, philosophy, pharmaceutical sciences, physics, political science, psychology, religion, sociology, and women’s and gender studies.

The pre-professional programs of study are determined largely by the requirements of the graduate or professional schools which students intend to enter. If planned carefully, the requirements for a pre-professional program can also meet many of the requirements for a B.A. or B.S. degree. These pre-professional programs are not academic majors and a student seeking a degree from UNO must complete the requirements of a major as well. Pre-professional information can be found on the Arts and Sciences website (https://www.unomaha.edu/college-of-arts-and-sciences/).

Accreditation Information

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Accreditation Body</th>
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<tbody>
<tr>
<td>Chemistry</td>
<td>BA/BS</td>
<td>American Chemical Society (ACS)</td>
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School of Psychology MS Ed.S. - Recognized by the National Association of School Psychologists (NASP) and the National Council for Accreditation of Teacher Education (NCATE).

Choice of Catalog Policy
A student registering in the College of Arts & Sciences for the first time may, except for the limitations described below, complete work for the degree according to the requirements of the catalog in effect during that year or during any subsequent year prior to and including the year the student applies for the degree.

Returning students who have not been enrolled for two or more years will complete work for the degree according to the requirements of the catalog in effect during the year they re-enroll or any subsequent year prior to and including the year the student applies for the degree.

The College of Arts & Sciences reserves the right to institute and make effective, after due notice, during the course of a student’s work toward a degree, any new ruling which may be necessary for the general good of the college and to substitute courses currently offered for those no longer offered.

Contact Information:
Arts and Sciences Advising Center
220 Arts and Sciences Hall
402.554.2458

College Website (http://www.unomaha.edu/college-of-arts-and-sciences/)

Admission Requirements
All students who have not yet earned any college credit and who are eligible to enter the university are accepted for admission to the college. However, admission of transfer students or students who have previously been enrolled at UNO is evaluated on an individual basis. A 2.0 grade point average in previous course work is required for non-exploratory students.

Application deadline for admission: August 1 for fall semester, December 1 for spring semester.

Academic Requirements for the College Degrees

Number of Hours to Graduate

College Rules

Upper-Division Rule
Students must have at least 18 hours of upper-division course work in their major and a total of at least 27 credit hours of upper-division work (3000 or 4000-level courses).

Forty-Five Hour Rule
No candidate may count more than 45 credits in any one discipline toward completion of a major.

Four Hour Rule
No candidate may count more than four out of 120 credits in physical education activity classes
Minimum GPA/Additional Requirements
Students seeking a degree must maintain an average grade of at least "C" (2.0) in all college work, including work transferred from other institutions.

College of Arts & Sciences Requirements
Students must complete one of the three following alternatives:

1. Minor

Students may complete any UNO minor. Arts and Sciences minors must contain at least 9 hours of upper-division work. In some cases, courses counting toward the minor may also be used toward the student's cognate requirements when approved by the Educational Policy Committee of the College. See the respective departmental requirements for details. Minors are offered in the following Arts and Sciences fields: ancient Mediterranean studies, anthropology, biology, molecular and biomedical biology, black studies, chemistry, Chicano-Latino/a studies, economics, English, environmental science, ethics, foreign language and literature (French, German, Spanish), geography, geology, history, holocaust & genocide studies, human rights studies, international studies, Islamic studies, leadership & public policy, LGBTQ/Sexuality studies, mathematics, medical humanities, Medieval/Renaissance studies, Native American studies, philosophy, physics, political science, psychology, religion, sociology, sustainability, and women's and gender studies. See the respective programs for details.

OR

2. Additional General Education

The University has established minimum General Education requirements. This alternative is designed to further the purposes of liberal education by encouraging students to explore coursework in other areas.

Humanities/Fine Arts (nine additional credit hours)
- Three additional credit hours from a third discipline
- HIST 1000 – World Civilizations I is required
- HIST 1010 – World Civilizations II is required

Transfer students who have taken two semesters of Western Civilization may count three hours toward the World Civilizations II requirement (HIST 1010) and then take three hours of HIST 1000 to complete their World Civilizations requirement, or they may take HIST 2190

Social Sciences (three additional credit hours)
- Three additional credit hours from a third discipline.

Natural and Physical Sciences (four additional credit hours with a lab)
- Four additional credit hours with a corresponding lab.

Quantitative Literacy (three additional credit hours)
- One additional three credit hour course in mathematics, computer science, statistics, logic or other quantitative topic as specified by the student's major and approved by the college.

OR

3. Comprehensive/Double Major

Students may earn more than one major or complete a comprehensive major approved by the College curriculum committee for this alternative. These comprehensive majors will require more than 50 credit hours total. Approved comprehensive majors are Bioinformatics, Biology B.S. with Education Concentration, Chemistry B.S. with a Concentration in Chemistry Education, Environmental Science, Interdisciplinary Studies with Individualized or Integrative Concentrations, Mathematics B.A. or B.S. with Mathematics Education Concentration, Neuroscience, and Physics B.S. with a Concentration in Physics Education.

Requirements for the Bachelor of Arts Degree
Students pursuing a Bachelor of Arts degree must complete a major, including at least 18 credit hours of upper-division work, (3000 or 4000-level courses) designated as appropriate by the faculty in one of the following fields: biology, chemistry, economics, English, foreign language and literature, geography, geology, history, interdisciplinary studies, international studies, Latino/Latin American studies, mathematics, medical humanities, philosophy, physics, political science, psychology, religion, sociology, and women and gender studies. A student meeting the requirements in each of two fields may present a double major in these fields, provided that the disciplines do not overlap significantly in requirements and a total of at least 27 credit hours of upper-division work (3000 or 4000-level courses) is completed.

For Bachelor of Arts students, foreign language through the intermediate level is required, as described in the next paragraph.

Foreign Language
For Bachelor of Arts degree-seeking students only, students must complete 16 credit hours of college work in one foreign language, American Sign Language, or equivalent. Up to five credit hours may be used toward the general education requirements. Successful completion of four years of a single language in high school or four college semesters will satisfy this requirement. For unusual circumstances, please contact the Arts & Sciences Advising Center. Speakers of native languages should contact their advisor to discuss options.

A student fulfilling the foreign language requirement through a combination of high school and college work must complete the fourth semester college course of their chosen language.

To enroll in any French, German, Japanese, or Spanish course beyond 1110, a student who has not successfully completed the prerequisite courses at UNO must take the appropriate placement exam and qualify for the desired course. All students are subject to this requirement including transfer students (including those from UNK/UNL). The Department of Foreign Languages reserves the right to cancel the registration of any student who has not met the prerequisites for a course. Transfer courses at the 3000/4000 level are subject to the approval of a departmental adviser and the department chair. All foreign language courses must be completed with a grade of “C-” or better to continue to the next course.

The Department of Foreign Languages will grant retroactive credit for French, German, Japanese, or Spanish 1110, 1120, 2110, or 2120 subject to the following conditions:

• a student who completes any French, German, Japanese, or Spanish course in the 1120-2120 sequence with a grade of “C” (1.67) or better at UNO without having completed the previous courses may be granted credit for those previous courses;
• a student who completes a 3000-level course in French, German, or Spanish with a grade of “C” (1.67) or better at UNO without having completed the 1110-2120 sequence may be granted credit for any of the courses 1110, 1120, 2110, and 2120 for which credit has not already been earned.

Requirements for the Bachelor of Science Degree
The Bachelor of Science degree provides greater opportunity for concentrated and specialized study in a particular field, generally in the natural or social sciences. The requirements for the Bachelor of Science degree are the same as those for the Bachelor of Arts degree except as follows: Each degree candidate must complete a major including at least 18 credit hours of upper-division work (3000 or 4000-level) designated as
appropriate by the faculty in one of the following fields: bioinformatics, biology, black studies, chemistry, economics, environmental science, general science, geography, geology, history, interdisciplinary studies, mathematics, medical humanities, molecular and biomedical biology, neuroscience, pharmaceutical sciences, physics, political science, psychology, and sociology. A student meeting the requirements in each of two fields may present a double major in these fields, provided that the disciplines do not overlap significantly in requirements and a total of at least 27 credit hours of upper-division work (3000 or 4000-level courses) is completed.

Foreign language is not required for students completing a B.S. degree. Instead, students must complete cognate courses as described in the next paragraph

**Cognate Courses**

Each Bachelor of Science degree requires a minimum of 15 credit hours from cognate fields, outside the student's major department. Up to six credit hours may be used toward the general education requirements. These cognate courses must support the student's work within the major.

Each department shall determine criteria and procedures for the selection of courses for each student; these criteria and procedures should be approved by the Educational Policy Committee of the College. In most cases, students completing a minor or double major for the College of Arts and Sciences Requirements may not count the coursework for the same minor or double major toward their cognate coursework, unless approved by the Educational Policy Committee of the College. See the respective departmental requirements for details.

**Transfer Credit Policy**

The University allows transfer of a maximum of 64 credit hours from community colleges. STEM majors may transfer 67 credit hours from community colleges. The Arts and Sciences Advising Center should be contacted for information on transferability of courses applying to College of Arts and Sciences requirements. Students may be referred to departmental advisors for transferability of courses toward major or minor requirements.

**Unacceptable Credits**

Remedial, developmental, or technical coursework may not be used toward the fulfillment of the 120 credit hour requirement.

Courses taken at a community college that are upper-division level courses in the College of Arts and Sciences may not be counted as equivalent to upper-division Arts and Sciences courses. At the discretion of the advisor and the department, these courses may be used toward required or elective coursework but may not be used to meet upper-division requirements.

**Retroactive Credit Policy**

[http://nextcatalog.unomaha.edu/undergraduate/transfer-credit/](http://catalog.unomaha.edu/undergraduate/transfer-credit/)

**Advanced Placement Credits**

[https://nextcatalog.unomaha.edu/undergraduate/transfer-credit/](http://catalog.unomaha.edu/undergraduate/transfer-credit/)

**Military Credit**

[https://nextcatalog.unomaha.edu/undergraduate/transfer-credit/](http://catalog.unomaha.edu/undergraduate/transfer-credit/)

**IB Credit**

[https://nextcatalog.unomaha.edu/undergraduate/transfer-credit/](http://catalog.unomaha.edu/undergraduate/transfer-credit/)

**Placement Exams and Credit by Examinations Policies/Practices**

[https://nextcatalog.unomaha.edu/undergraduate/student-life-support-services/testing-center/](http://catalog.unomaha.edu/undergraduate/student-life-support-services/testing-center/)

**Residency Requirement**

At least 30 credits of a student's bachelor's degree must be taken at UNO. Some majors and minors may have residency requirements in addition to this and the chairperson for the department of the major or minor should be contacted for information.

**Quality of Work**

Students seeking a degree must maintain an average grade of at least "C" (2.0) in all college work, including work transferred from other institutions. Students must earn a grade of at least "C" (1.67) in all coursework intended to satisfy general education, major or minor requirements, however some majors may require a minimum of a "C" (2.0). (Courses passed with less than a C can still count as elective credit used towards the 120 credits needed to graduate, but will not satisfy specific requirements.) To qualify for a grade of "CR" in any course in the College of Arts and Sciences, a student must earn a grade of at least "C-" (1.67) in that course. All grades reported by the faculty to the registrar become part of the students' permanent records and are included in the computation of their grade point averages, even though some of these grades may be for work done in excess of the 120 hours required for graduation. In order to graduate, students must attain a minimum cumulative GPA of 2.0 ("C"). The only exception to this rule is provided in the section of these requirements entitled “Amnesty Clause.”

**Good Academic Standing Policy**

[https://nextcatalog.unomaha.edu/undergraduate/grades/](http://catalog.unomaha.edu/undergraduate/grades/)

**Credit/No Credit (CR/NC) Grades**

[https://nextcatalog.unomaha.edu/undergraduate/grades/](http://catalog.unomaha.edu/undergraduate/grades/)

**Completion of Incomplete Grade**

[https://nextcatalog.unomaha.edu/undergraduate/grades/](http://catalog.unomaha.edu/undergraduate/grades/)

**Repeatable Grades/Courses**

[https://nextcatalog.unomaha.edu/undergraduate/grades/](http://catalog.unomaha.edu/undergraduate/grades/)

**Appeal Process Summary**

The College of Arts and Sciences establishes the following procedures for review of grade appeal cases for all Arts & Sciences courses. In keeping with The University of Nebraska Board of Regents Bylaws and Policies, the College provides an appeals process for students who believe that evaluation of their academic progress has been prejudiced or capricious.

If all attempts at informal resolution fail, a student may file a formal written grade appeal with the appropriate department chair or program administrator within the first four weeks of the next regular semester.[1] (https://www.unomaha.edu/college-of-arts-and-sciences/information/grade-appeal.php?_fn=1) If either a student or an instructor wishes to appeal a department or program grade appeal decision, the student or instructor may file a formal appeal with the College. The College appeals (https://www.unomaha.edu/college-of-arts-and-sciences/information/grade-appeal.php?college) is the final level of grade appeal.
I. Department or Program-level Procedure

1. A student wishing to contest a grade should first consult the instructor for the course to make certain that the disputed grade is not the result of simple error or misunderstanding. It is recommended that the student contact the instructor immediately after the final course grade is posted. If the instructor is unavailable, the student should contact the department chair or program administrator.

2. If the student and instructor are unable to resolve the conflict informally, the student should contact the department chair or program administrator who may attempt informal mediation. It is recommended that all informal consultations be concluded within the first two to three weeks of the next regular semester. Timeline (https://www.unomaha.edu/college-of-arts-and-sciences/information/grade-appeal.php#timeline)

3. If attempts at informal resolution fail, a student may file a formal written appeal with the department chair or program administrator within the first four weeks of the next regular semester. The written appeal must include explanation and evidence of prejudice or caprice in grading and an explicit statement regarding the outcome the student seeks. Evidence should include pertinent course materials, such as the course outline or syllabus, written instructions for assignments, and graded student work. The chair or administrator will form a grade appeal committee and provide a copy of the written appeal to the instructor.

4. Following receipt of the written appeal, the instructor has up to one week to provide a written response to the appeal to the department or program committee.

5. The department or program appeal committee must conclude appeal deliberations and communicate a decision to the student and instructor within two weeks of receipt of the instructor’s response. The appeal committee must be composed of at least three faculty and at least one student. If the committee finds that prejudice or caprice affected the final grade, the department chair or program administrator will change the student’s grade.

6. The department or program committee must submit a report to the associate dean of undergraduate education for the College of Arts & Sciences. Submissions may be sent to the Dean’s Office at unocasdean@unomaha.edu or Arts & Sciences Hall, Room #280 within one week of its final decision. The report must include the following:
   • the student appeal
   • the instructor response
   • a list of all grade appeal committee members
   • copies of any documents consulted in developing the final grade appeal decision
   • a statement from the chair, administrator, or grade appeal committee chair including an explanation of how the department’s procedures were followed, a timeline of the appeals process, a rationale for the final decision, and an explanation of how the final course grade was calculated.

II. College-level Procedure

A. UNO Graduate Studies (graduate courses) Students and faculty wishing to file an appeal of a department or program grade appeal decision for a graduate course should contact the Graduate Studies Office at UNO (https://www.unomaha.edu/graduate-studies/) for information on Graduate College procedure. The following College of Arts & Sciences procedure does not apply.

B. College of Arts & Sciences (undergraduate courses)

1. Any student or instructor wishing to file an appeal of a department or program appeal committee decision must submit a written appeal to the associate dean of undergraduate education for the College of Arts & Sciences within one week after that decision. Such appeals may be sent to the Dean’s Office at unocasdean@unomaha.edu or Arts & Sciences Hall, Room #280 and must include the following:
   • an account of the facts surrounding the awarding of the disputed grade;
   • a complete account of steps taken at the department or program level to resolve the dispute;
   • copies of documents relevant to the grade appeal, including a copy of the course syllabus;
   • an explanation of how the relevant grades were calculated/miscalculated.

2. Upon receiving the written appeal, the associate dean of undergraduate education will notify the chair of the College of Arts & Sciences Educational Policy Committee (EPC) of the need to convene an appeal committee and will forward the department’s report as well as the written appeal to the EPC chair. The associate dean of undergraduate education will also notify the dean of the need to appoint two student committee members.

3. The College appeal committee will include all members of the EPC who are not members of the department in question and at least two student members who are appointed by the dean. A final decision on the appeal by this committee will be due two weeks after the EPC chair receives the written appeal and the department or program report.

4. In ruling on grade appeals, the College committee will not attempt to resolve disputes about a student’s knowledge of a particular subject matter. The committee’s responsibilities do extend, however, to matters of both substance and process. Regarding substance, the committee will determine whether evaluation of a student has been prejudiced or capricious. Regarding process, the committee will determine whether or not grade appeal procedures have been followed.

5. In response to an appeal of department or program process, the committee will determine whether grade appeal procedures have been completed in a reasonable manner. If procedures are not complete, the committee may require the department or program appeal committee to reconvene.

6. In response to an appeal based on charges of caprice or prejudice in grading, the committee may determine that it concurs with the judgment of the department or program appeal committee and will adopt the original recommendation on the matter as its own. OR

The committee may determine that an academic evaluation by an instructor has been improper, or that the instructor’s evaluation was wrongly held to be improper as the result of the original grade appeal, and it will advise the dean that the student’s grade should be changed accordingly.

Grade Appeal Policy

1. The College of Arts & Sciences will set grade appeal policies and procedures that operate within the University of Nebraska Board of Regents Bylaws and Policies

[1] Regular semesters are fall and spring semesters. To appeal a grade from a fall course, the student must file a written appeal within the first four weeks of the next spring semester. To appeal a grade from a spring course, the student must file a written appeal within the first four weeks of the next fall semester.
Bylaws of the University of Nebraska Board of Regents Chapter V—(January 25, 2018) 5.3 Academic Evaluation.

“Each College or school shall provide for a faculty-student appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedure shall provide for changing a student’s evaluation upon the committee’s finding that an academic evaluation by a member of a faculty has been improper.”

University of Nebraska Board of Regents Policies Chapter 5.– (October 3, 2018) Instructional and Grading Procedures 2b.

“...The faculty of each department, school, or equivalent unit shall provide a committee to consider the appeal of those cases in which a student feels the performance evaluation was unfair. Colleges shall provide standing committees to consider cases in which the student or faculty member chooses to appeal the initial decision. Any of these committees shall have the authority to direct changes in the grade based upon its findings.”

2. The College of Arts & Sciences will maintain department and program grade appeal policies and procedures that operate within the University of Nebraska at Omaha Graduate Office grade appeal policies and procedures so that, at the department/program level, there is one procedure for both undergraduate and graduate appeals.

3. The College of Arts & Sciences will operate within the parameters set by the Board of Regents and the Graduate Office but will set additional requirements and deadlines.

4. The College of Arts & Sciences will set deadlines and procedures for grade appeals that will allow resolution of both the department/program appeal and the undergraduate college appeal within the first ten weeks of regular semesters, allowing students filing appeals to make informed decisions for early registration and to move forward with their academic careers.

5. Departments and programs within the College of Arts & Sciences will maintain grade appeal policies and procedures that operate within the College of Arts & Sciences Grade Appeal Policies and Procedures for Departments and Programs.

Academic Amnesty

A student who didn’t perform well during one or both of their first two semesters at UNO, UNL or UNK, may petition the Educational Policy Committee to have either or both of their first two semesters’ grades removed from their cumulative grade point average (GPA). No other semesters may be considered. Students may choose to keep courses taken during those first two semesters in which a minimum grade of “C-” (1.67) was earned. If a student chooses to keep these courses, they will count towards degree requirements, credits towards graduation and they will contribute to the cumulative grade point average.

This petition is subject to the following stipulations:

- The Arts and Sciences Advising Center will make the calculations based on college rules and report cases in question to the Educational Policy Committee.
- Students who are granted academic amnesty cannot be considered for degrees with honors at graduation.
- Even if academic amnesty is granted, grades that are removed from the student’s GPA will still show on their academic transcripts, therefore will be seen by anyone evaluating those transcripts.

Therefore, students may petition to have grades from courses in either or both semesters of their University of Nebraska freshman year removed from their cumulative grade point averages, but may count courses in which they earn at least a “C-” toward graduation requirements. Academic amnesty is not allowed after a student has graduated.

Academic Probation and Suspension

https://nextcatalog.unomaha.edu/undergraduate/grades/ (http://catalog.unomaha.edu/undergraduate/grades/)

Reinstatement Policy Following Academic Suspension

https://nextcatalog.unomaha.edu/undergraduate/grades/ (http://catalog.unomaha.edu/undergraduate/grades/)

Academic Advising

Advising in the College of Arts and Sciences is shared between the Arts and Sciences Advising Center, Health Careers Resource Center, departmental major advisors, and the Academic and Career Development Center.

- Bioinformatics, Biology, and Mathematics majors will have all their advising done with their major advisor.
- Pre-dental hygiene, pre-nursing, and pre-radiation science technology students will have all their advising done with the Health Careers Resource Center.
- Exploratory Studies students will have all their advising done with the Academic Career Development Center up until 45 earned credits or the declaration of either the Integrative Studies or Individualized Studies concentration within the Interdisciplinary Studies major, or declaration of a different major entirely.
- All other pre-health students and majors will begin with the Arts & Sciences Advising Center and transition to a major advisor once they have a declared major and at least 27 earned credits, which is sophomore standing. Pre-health students earning a bachelor’s degree should visit with the Health Careers Resource Center for pre-health specific guidance as needed throughout their time at UNO, beginning with the end of their 1st semester or beginning of second. The Health Careers Resource Center is located in Allwine Hall, Room 307.

Advising Holds

https://nextcatalog.unomaha.edu/undergraduate/enrollment/enrollment/ (http://catalog.unomaha.edu/undergraduate/enrollment/enrollment/)

Student Holds

https://nextcatalog.unomaha.edu/undergraduate/enrollment/enrollment/ (http://catalog.unomaha.edu/undergraduate/enrollment/enrollment/)

Senior Check

After completing 91 hours of course work, students must request a Senior Check/Graduation Check from the Arts & Sciences Advising Center. Provided that the student follows the guidance on the form and assuming satisfactory completion of all approved courses, this process will assure the student’s graduation date. Should this procedure not be followed, responsibility for meeting graduation requirements falls on the student; if errors are made they can prevent graduation at the anticipated date. Multiple options exist for Senior Checks to be conducted, and are outlined on the Arts and Sciences Advising Center website (https://
www.unomaha.edu/college-of-arts-and-sciences/academic-advising-center/}. 