COLLEGE OF INFORMATION SCIENCE & TECHNOLOGY

Our Vision
We will be a premier college with excellence in education, research, and service in the disciplines necessary to meet the needs of our students and the communities we serve.

Our Mission
We deliver student-focused education and perform cutting-edge research, preparing professionals and developing solutions that benefit the world. (We do cool stuff.)

In order to accomplish the College of IS&T’s vision and mission, the faculty and staff strive to achieve the following three strategic goals:

1. Keep students at the center of all College of IS&T efforts;
2. Strive to achieve the highest academic excellence; and
3. Actively lead and collaborate with academic, business, and community entities on various projects related to information science and technology.

The College of IS&T is focused on reaching the next level of information technology innovation through collaboration. This collaboration is fostered by the presence of the College in the Peter Kiewit Institute and is visible in the form of research, teaching, and service/outreach initiatives in partnership with our public and private stakeholders in the community, other academic units across the University of Nebraska at Omaha, and the rest of the University of Nebraska system.

General Information
Overview of Programs
The College is organized into three major units that manage the degree programs: the Department of Computer Science (CS), the Department of Information Systems and Quantitative Analysis (ISQA), and the School of Interdisciplinary Informatics (Si2).

The College of IS&T offers five undergraduate degree programs:

1. BS in Bioinformatics
2. BS in Computer Science
3. BS in Cybersecurity
4. BS in Information Technology Innovation
5. BS in Management Information Systems

The College of IS&T also offers a minor in each of these five undergraduate degree programs.

Accreditation/External Designation
Information

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Accreditation Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>BS</td>
<td>ABET</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>BS</td>
<td>ABET</td>
</tr>
<tr>
<td>Cybersecurity</td>
<td>BS</td>
<td>NSA CAE-CD, CAE-CO</td>
</tr>
</tbody>
</table>

Choice of Catalog Policy
A student registering in the College of IS&T for the first time will work with an advisor to develop a matriculation form based on the current online catalog. The matriculation form is used to establish a plan of study for students in the College and will be the primary source for a student’s most current academic plan, provided the student has continuous enrollment.

It is the responsibility of each student admitted to the College of Information Science & Technology to become familiar with the procedures and regulations in the undergraduate catalog for their degree program. The College of Information Science & Technology reserves the right, after due notice during the course of a student’s work toward a degree, to institute and make effective any new ruling which may be necessary for the general good of the College and to substitute courses for those no longer offered.

College Contact Information
Dean’s Office: 402.554.2380
Advising: 402.554.3819
Program Website (http://www.ist.unomaha.edu)

Admission Requirements for the College of IS&T
Application deadlines for the College of Information Science & Technology are as follows:

- Fall Semester - First day of fall semester classes
- Spring Semester - First day of spring semester classes
- Summer Sessions - July 1

Students may apply for entrance to the College of IS&T during initial registration by indicating their preference in the appropriate place on the University Application for Admission form. A minimum ACT score of 24 or an SAT score of 1110 (Verbal/Math) or a ranking in the top third of a graduating high school class is required for all incoming freshmen to be admitted to the College.

Transfer admission from other colleges or universities: Students may transfer into the College of Information Science & Technology from other institutions by completing the application process described above and meeting the minimum cumulative grade point average (GPA) of 2.5 (on a 4.00 scale) with a minimum of 12 credit hours.

Academic Requirements for Degrees in the College of IS&T
Number of Hours to Graduate
A minimum of 120 credit hours is required for a Bachelor of Science degree in the College of IS&T. A maximum enrollment of 17 credit hours is allowed per semester. For the summer term, a maximum enrollment of 12 credit hours is allowed.

Minimum GPA
A GPA of 2.5 or higher is required to graduate with a Bachelor of Science degree from the College of IS&T.

College of IS&T Bachelor of Science Requirements
Please see individual College of IS&T degree subsections for specific Bachelor of Science requirements.

Transfer Credit Policy
A maximum of 64 credit hours are accepted from an accredited community college. A minimum grade of C- is required to transfer credits toward College of IS&T degree programs with the exception of business courses and the equivalent of UNO’s CIST 1400 and CSCI 1620, which require a grade of C or better.

Unacceptable Credits
Courses such as ENGL 1090, ENGL 1100, MATH 1210, and orientation courses in other colleges or divisions may not be counted as part of the minimum 120 credit hours for College of IS&T degree programs. The course,
US 1010 Critical Thinking and Problem Solving Skills for the Modern Day
Student, can, however, be counted as elective credit if taken within the
first 30 hours of the degree program. A maximum of four credit hours of
different Physical Education Activities (PEA) courses may be applied toward
the general elective area.

**Retroactive Credit Policy**
https://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/)

**International Baccalaureate (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**
Thirty of the last 36 credit hours must be University of Nebraska at Omaha
courses.

**Quality of Work**
Students in a College of IS&T undergraduate program must obtain a
grade of C- or better in each class for the purpose of meeting General
Education, College of Information Science & Technology (IS&T), and
Departmental requirements for College of IS&T degrees with the exception
of CIST 1400 and CSCI 1620, which require a minimum grade of C.
Programs may have additional quality of work requirements.

**Good Academic Standing Policy**
A minimum cumulative grade point average (GPA) of 2.5 is required by the
College of Information Science & Technology.

**Credit/No Credit (CR/NC) Grades**
Courses required for College of IS&T undergraduate programs may be
taken on a Credit/No Credit basis as described by the University Policy
(http://catalog.unomaha.edu/undergraduate/grades/) with the following
limitations:

- A minimum grade of C- is required in to be awarded Credit in
undergraduate courses applied to IS&T undergraduate major, minor, or
certificate program requirements.
- Credit/No Credit may not be used for completion of CIST1400 or
CSCI1620 in any IS&T undergraduate major, minor, or certificate.
- A maximum of nine credit hours taken on a Credit/No Credit basis
can be applied to College of IS&T undergraduate major requirements,
excluding free electives and general education courses not specifically
required by the major. Use of Credit/No Credit for free elective and
unrestricted general education courses in an IS&T undergraduate
degree program of study are subject to general University limits.
- A maximum of three hours taken as Credit/No Credit can be applied to
meet graduation requirements for any IS&T minor or undergraduate
certificate.

Individual majors, minors, or certificate programs within IS&T may place
further limitations on the use of Credit/No Credit to meet program
requirements. Any such restrictions must be published in the corresponding
catalog entry for each program, and the College policy applies in the
absence thereof. Students should consult with their academic advisors if
they have questions about Credit/No Credit within specific programs.

Students taking IS&T-based courses that are majoring in degree programs
outside of IS&T are encouraged to consult with advising staff from their
major to determine whether an IS&T course taken as Credit/No Credit can
be used towards their graduation requirements.

For deadlines related to electing CR/NC and other restrictions relative to its
use based on a student’s class standing, see the campus policy.

**Completion of an Incomplete Grade**
To receive an incomplete, students must contact their instructor prior
to the end of the semester, request a grade of incomplete, and make
arrangements to complete the work. The rules which govern the issuance of
an incomplete are as follows:

1. The grade “I” is used by an instructor at the end of a semester or
summer session to designate incomplete work in a course. It is given
when a student, due to circumstances such as illness, military service,
hardship, or death in the immediate family, is unable to complete the
requirements of the course in the term in which the student is registered
for credit. Incompletes will only be given if the student has already
substantially completed the major requirements of the course.

2. Each instructor will judge each situation. The instructor will document
the incomplete work and the conditions for removal of the incomplete
grade, provide a copy to the student, and file this with the Assistant
Dean for Student Success. If the instructor is at the University at the
time of removal, they will supervise the makeup work and report the
permanent grade.

3. In the event the instructor is not available at the time of the student’s
application for removal of an incomplete, the department chairperson
will supervise the removal of the incomplete and turn in the permanent
grade for the student.

4. A student shall have no longer than the end of the next regular semester
following receipt of the “I” to remove the incomplete. After that time,
the “I” will automatically become a “W,” or such other grade specified by
the instructor depending on the amount and quality of the coursework
previously completed. Exceptions to this rule will be permitted if
initiated by the student and approved by the instructor, department
chairperson, and dean. Exceptions to this rule will be made only in
response to circumstances over which the student has no control, and
these must be detailed.

5. In registering for courses, students receiving one or more “I” grades
from the previous semester should take into account the time needed to
complete the required work and plan their schedules accordingly.

**Repeatable Grades/Courses**
https://nextcatalog.unomaha.edu/undergraduate/grades/ (http://
catalog.unomaha.edu/undergraduate/grades/)

**Grade Appeal Policy and Process**
Students who wish to appeal a grade which they feel was capriciously or
prejudicially given shall first attempt to resolve the issue through discussion
with the instructor responsible for the course within 30 days of the final
course grade being posted. If a satisfactory resolution is not possible
after discussion with the instructor, the student may then submit a written
grade appeal to the department/school chair/director, providing a detailed
justification for the appeal, including any supporting materials, and
indicating why the student believes the grade determination was prejudicial
or capricious. The department chair or school director will try to resolve
the grade issue with the student and the instructor. If the chair/director
determines that the appeal cannot be resolved at their level, a faculty-
student appeals committee will be appointed by them. This committee will consist of a student representative chosen from nominations made by IS&T undergraduate advisors; and, three members of the department faculty - one selected by the student submitting the appeal, one selected by the instructor for the class, and one selected by the chair/director to chair the committee. This committee will meet to evaluate the grade appeal. During that meeting the instructor, the student, and any other appropriate parties invited to speak by the committee may present their justifications. If the committee finds that the grade was not assigned in a prejudicial or capricious manner, the appeal is considered concluded, and the student and the instructor are so notified. If the grade appeal is supported, the chair/director will report the finding to the student and the instructor, and will direct the registrar to change the grade to that determined by the appeal committee.

Academic Amnesty
A student who did not perform well during one or two consecutive semesters (not necessarily the first and second ones) at the University of Nebraska Omaha (UNO), the University of Nebraska-Lincoln (UNL), or the University of Nebraska Kearney (UNK) may petition the College of IS&T for academic amnesty to have either one or both semesters’ grades removed from their cumulative grade point average (GPA). To petition for academic amnesty, a student must have completed 24 semester hours (12 semester hours if the student is part-time) of coursework at UNO, UNL, or UNK with a GPA of 2.5 or better subsequent to the semester or semesters in question.

In addition, a minimum of four years is required between the semester(s) being considered for amnesty and the petition for academic amnesty.

If the Academic Amnesty Committee agrees, those courses that were completed with a C- or better (or a C grade or better in the case of some College of Business Administration courses or CIST 1400 and CSCI 1620 beginning in the Fall 2019 semester) during the academic amnesty semester or semesters may still count toward graduation. Students who are granted academic amnesty may not graduate with academic honors.

Academic Probation and Suspension

Probation
Probation constitutes a period of formal warning that a student is doing unsatisfactory work. A student whose cumulative grade point average is below 2.0 after having attempted six or more semester hours of study will be placed on probation. Probationary status will remain in effect as long as the student’s cumulative grade point average (GPA) remains below 2.0. No student will be allowed to enroll for any course on a Pass/Fail or Credit/No Credit basis while on probation.

The student is encouraged to use every opportunity while on probation to seek counsel and guidance from various university agencies which have been established to offer assistance and academic support. For information on such services, the student should consult with their academic advisor or counselor.

Suspension
Students who are on probation will be suspended at the end of the spring semester if their semester grade point average is lower than 2.0 and their cumulative grade point average (GPA) falls below the following standards:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>No Suspension</td>
</tr>
<tr>
<td>13-45</td>
<td>1.75</td>
</tr>
<tr>
<td>46 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic suspension under these conditions will be automatic and will be for a minimum period of one year.

Students placed on suspension will be notified by the College of Information Science & Technology and given instructions on how to appeal, should they choose to do so, as well as any applicable deadlines associated with an appeal.

Appeals properly filed shall delay implementation of the suspension until the appropriate appeal committee has ruled on the appeal. However, if the appeal is denied, the student shall be disenrolled and tuition shall be refunded.

Students will only be suspended at the end of the spring term. This rule applies to all UNO colleges, including the Division of Continuing Studies and all University of Nebraska-Lincoln Omaha-based programs in the Colleges of Architecture, Agriculture, Education and Human Resources, and Engineering.

Reinstatement Policy Following Academic Suspension
https://nextcatalog.unomaha.edu/undergraduate/grades/ (http://catalog.unomaha.edu/undergraduate/grades/)

Academic Advising
The College of IS&T’s undergraduate academic advisors recognize that students have individual academic, career, and personal needs that may require special assistance. Below are some guidelines on how academic advisors help ensure success. Students are strongly encouraged to meet with their advisor regularly.

What do IS&T academic advisors do?
IS&T academic advisors explain the rules and requirements of College of IS&T programs and help students understand how they apply to individual situations. The advisors prepare each student record so that students meet all the requirements for the degree in the final audit process. In addition, advisors provide advice about which degree-program specific courses and scheduling will be most helpful. They can also help with difficult situations such as concerns about grades, course instruction, time management, scheduling conflicts, or other academic issues.

When should I see an academic advisor?
First and second-year students in the College of IS&T are required to meet with an advisor every semester. Third and fourth-year students in good academic standing are strongly encouraged, though not required, to continue to meet with an advisor at least once per semester to plan their classes, to make sure all records are up-to-date, and to catch any problems early. All fourth-year students are required to schedule a meeting for a graduation check when they reach 91 earned hours. Students majoring in IT Innovation are required to meet with an academic advisor every semester.

Any student whose GPA falls below 2.5 will be required to meet with an academic advisor regardless of class standing.

Advising Holds
Advising holds are automatically placed each semester for first-year students, second-year students, all IT Innovation students, and for any student whose GPA is below a 2.5.

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

Graduation Check
When students reach 91 hours of completed coursework, they must request a graduation check to be done by an academic advisor. Assuming satisfactory completion of all approved courses and degree requirements, this process will assure the student’s graduation date. Should this procedure not be followed, responsibility for meeting graduation requirements falls to the student and may prevent graduation on the anticipated date.
Application for Degree
Each student who expects to receive a diploma must file an Application for Degree whether or not that student plans to attend the commencement ceremony. The Application for Degree is available online by logging in to MavLINK. Announcements about deadlines are also posted in MavLINK.

It is the responsibility of the student to inform the Registrar’s Office of their graduation plans and to provide a diploma mailing address. Failure to meet these stipulations may necessitate postponement of graduation until the following semester.