UNC CHARLOTTE

Academic Plan of Study Template Instructions
for a Standardized Format for All Majors/Minors

Concept

The Academic Plan of Study template is intended to provide a summary of the program of study needed to complete a specific academic program. Its primary audiences are prospective students who need information about the course of study in the program, admissions requirements, related work, etc., as well as students who are considering a new or additional major/minor. *Note: The plan of study is NOT intended to replace more detailed advising checksheets/handbooks, etc. that a program would use as the basis for advising a student who is already enrolled in the major.*

Availability

The Academic Plan of Study should be available to download online from the University's central Academics website (academics.uncc.edu) and from the department's website, and available in paper copy in the department and in college advising offices. *Note: The web version should reside only in one location (academics.uncc.edu) but may be referenced on other websites with links to the Academics website.*

Format

The Academic Plan of Study template is intended to have a standardized format across all programs, although some variability may exist. It should consist of two pages (front and back).

> **Front:** An overview of all of the degree programs in a department with some standardized information about the program; a description of the character (i.e., flexible or structured) of the program, and a summary of credit hour requirements by type.
>
> **Back:** Specific details on a particular degree program including a guide to the 'standard' sequence through the program with notes as needed; and a standardized list of advising resources.
>
> **Font:** Times New Roman, font size 10-12 is recommended.
>
> *Note: Departments with multiple degree programs (e.g., B.A. and B.S. degrees, applied and traditional tracks) should create an individual Academic Plan of Study for each program. For programs with multiple concentrations you may either create an individual Academic Plan of Study or an individual Suggested Plan of Study (back page) for each concentration.*

Revisions

To ensure accurate advising for fall/summer pre-registration, each department/program's Academic Plan of Study is to be updated annually, verifying accuracy of all information and providing a new date on the bottom right corner within the footer. It is also to be updated any time there are approved course and curriculum changes.

Required Content

Heading

All of the following components should appear in the heading, along with the UNC Charlotte logo: name of degree, name of college, name of department, departmental web address.

Program Summary

All of the following components should appear in a bulleted list. If one does not apply to your program, leave the heading and put "No."

- *Credit Hours:* list the total hours required to complete the degree
- *Concentrations:* list all concentrations within the degree
- *Declaring the Major:* list GPA requirements, prerequisite courses, application deadlines, pre-enrollment advising, etc. This should tell students what they need to do to declare the major and when.
- *Advising (For the Major):* by whom, where, when required summary of who does advising, whether there are required advising holds, etc.
- *Advising (For General Education):* list who advises the student, and state whether General Education advising is provided by the department or a college office
- *Minimum Grades/GPA:* list any requirements for any/all courses for progression, minimum overall GPA requirements, GPA requirements for major courses, etc.
- *Teacher Licensure:* Yes/No (If yes, what fields? Is there a special curriculum?)
- *Evening Classes Available:* Yes/No (If yes, indicate whether or not the major may be completed by an evening student.)
- *Weekend Classes Available:* Yes/No
- *Other Information:* list any other relevant information, such as internships, co-ops, dual enrollment Master's degree, and career implications.
- *Contact(s):* list who or what office the student should contact for more information, advising, declaring the major, etc.

Program Requirements

This information, in the same format, should appear in the *Undergraduate Catalog* and on the departmental website.

This section should begin with a paragraph that *briefly* describes the requirements of the program, including different degrees (BS/BA), options/tracks, the structure of a Pre-XXXX program and how students gain full admission to the major. The discussion should indicate how flexible the course of study is; in essence a measure of how sequenced your major is and how long it takes to complete after declaring. This element should provide students with information about whether the program is one that needs to be initiated relatively early in the students' 4 years (as a freshman / sophomore) or later (as a sophomore/junior). Please keep to one *brief* paragraph and stick to the four options: very flexible, relatively flexible, relatively structured, or very structured.

This section also includes a summary visual presentation of the credit hours in the program including (1) courses in the major, (2) General Education courses—this will be unique Gen Ed course requirements *not already included* in the required courses in the major. This block should also indicate if any General Education courses can be used to satisfy related work requirements in the major, (3) other related work—you may or may not choose to list foreign language separately, (4) electives.

The hours should add to 120 (or more if the degree total requires that). If completion within 120 hours *requires* students to use General Education to satisfy major related work, a statement should indicate that. Because of variations in students' courses—transfer and AP credit, ENGL 1103 placement etc.—the hours here will always be ranges.

As a general model, the visual presentation should look something like what follows:

Areas	Credit Hours	Description
Pre Major	Xx hours	XXXX 2121 and 2122, XXXX 2101 and 2102, MATH 1120, STAT 1220, and XXXX 2130. Students must have a C or better for all courses and a minimum combined GPA of 2.5. Students may not repeat these courses more than once.
Major	XX hours	Required courses in the major will count towards university General Education requirements for Social Science, Natural Sciences, Oral Communications and Writing Intensive requirement.
General Education *(not satisfied by other major requirements)**	xx-xx hours	Hours do not include those requirements which are satisfied within the major. XXXX majors may use XXXX 1101 to satisfy Social Science requirement of General Education and XXXX 2141 to satisfy the Science with lab requirement of General Education. Transfer students with an associate's degree are exempt from most General Education, but must complete Writing Intensive requirement.
Related Work	xx hours	May be satisfied by a second major, a minor, or a set of coordinated courses developed through consultation with an advisor. Specific requirements for the concentration in XXXX.
Foreign Language	0-11 (minimum)	Must demonstrate competence at the level of the first semester of 2000-level in a language in the Roman alphabet; or, must demonstrate competence at the 1202 level in a language in a non-Roman alphabet; competence can be demonstrated by transfer courses, placement exam, or courses at UNC Charlotte. Additional foreign language is recommended, but not required.
Electives	xx-xx	As needed to complete 120 hours total.

* The standard General Education requirements consist of 43 credit hours. However, in virtually all cases students take courses that are required for the major or related work in the major that *also* fulfill Gen Ed requirements. This block therefore lists Gen Ed hours students will have to take *in addition to* the required courses in the major.

Suggested Plan of Study

Information should be presented in the table format provided. The format can be adjusted to be more or less structured depending upon the program of study (e.g., year by year or semester by semester). The plan of study should list required courses, course options, program electives, and related work. It must include:

- Information on any progression/pre-requisite/pre-major courses for entry into the major.
- List of courses/areas where departmental related work requirements can also satisfy General Education requirements.
- Indication of Writing Intensive (W) and Oral Communication Intensive (O) courses.

Note: For programs with multiple concentrations a separate Suggested Plan of Study (back page) is required for each.

Advising Resources

The Advising Resources section should include all of the following headings. Only the college advising office one will need to be individually updated for each Academic Plan of Study.

- General Education Requirements for ALL Students: ucol.uncc.edu/general-education
- Undergraduate Catalog: catalog.uncc.edu
- Main Advising website: advising.uncc.edu
- College of XXX advising website: college.uncc.edu
- University Advising Center website: advisingcenter.uncc.edu