

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Email: \_\_\_\_\_

Students are responsible for the accuracy of their own programs. Use this SELF-HELP GUIDE in conjunction with the University of Lethbridge Calendar, Program Planning Guide, and Timetable/Registration Guides.

## 2012/2013 Program Planning Worksheet

### B.A. or B.Sc. - Second Degree

This worksheet has sections (with instructions):

**Degree Summary** is an overview of degree and major requirements.

**Progress Report: Degree-at-a-Glance** helps you keep track of all of the courses you have taken.

**Tracking Your Requirements** shows how some of the courses you take fulfill specific degree requirements.

**Frequently Asked Questions** lists common questions, and answers, to help you during your university career.

Please remember that this is only a guide. It must be used in conjunction with the 2012/2013 University of Lethbridge Calendar, which contains detailed information on major, program, and degree requirements and is the final authority on all questions regarding the B.A. or B.Sc. degree program.

## DEGREE SUMMARY

**How to use this summary:** When you have met a requirement, place a check mark beside it. When all the requirements have been checked, you should be ready to graduate. You are urged to have a program check done early in your final year of studies.

### A. Program Approval:

- \_\_\_\_\_ 1. The entire program must be approved in advance by the Dean of Arts and Science. For further information, contact an Academic Advisor (SU060; tel. 403-329-5106; email [artsci.advising@uleth.ca](mailto:artsci.advising@uleth.ca)).

### B. To qualify for graduation with a B.A. or B.Sc. (second degree), you must fulfill degree requirements:

- \_\_\_\_\_ 1. At least 20 courses with a minimum grade point average of 2.00 after admission to the second degree program. In some cases, more than 20 courses (60.0 credit hours) may be required to satisfy all second degree and major requirements as per program approval (pp. 2-3).

**Note:** A minimum GPA of 2.00 must be maintained at all times throughout the second degree program.

- \_\_\_\_\_ 2. General Liberal Education Requirement: six courses, two from each of List I, List II, and List III (see the 2012/2013 Calendar, p. 90).

- \_\_\_\_\_ 3. The appropriate number of Science (for B.Sc.) or non-Science (for B.A.) courses. See the 2012/2013 Calendar, p. 115, Divisional Course Designation, and p. 90 of the General Liberal Education Requirement for Lists I and II (non-Science) and List III (Science):

\_\_\_\_\_ For the B.A., at least 15 non-Science courses (see Lists I and II)

\_\_\_\_\_ For the B.Sc., at least 15 Science courses (see List III)

- \_\_\_\_\_ 4. At least 10 Arts and Science courses (30.0 credit hours) at the 3000/4000 level.

- \_\_\_\_\_ 5. No courses below the 2000 level, unless required for the major.

- \_\_\_\_\_ 6. Not more than three Independent Studies.

- \_\_\_\_\_ 7. No courses outside the Faculty of Arts and Science. Courses cross-listed with the Faculty of Arts and Science are allowed. (See the 2012/2013 Calendar, p. 115, for a list of Arts and Science major disciplines and supplementary courses of instruction.)

### C. To qualify for graduation, you must also fulfill major requirements:

- \_\_\_\_\_ 1. The major(s) must be declared at the time of program approval.

- \_\_\_\_\_ 2. All current requirements for the major(s) must be completed.

- \_\_\_\_\_ 3. Students seeking a General major for the B.A. or B.Sc. after an approved degree must complete at least 16 courses in the major. Of these 16 courses, six (18.0 credit hours) must be at the 3000/4000 level and four must be completed from each of three disciplines at any level.

- \_\_\_\_\_ 4. Credit earned towards a previous degree may not be used toward the second bachelor's degree. However, recognition may be given for the content of such previous work in the major(s). In such cases, students will be required to complete appropriate 3000/4000-level courses in lieu of those for which exemption has been granted. Substitutions must be approved by the Dean, Faculty of Arts and Science, on recommendation from the Department Chair or Program Coordinator.

### D. To qualify for graduation, you must also fulfill the University of Lethbridge Residence Requirement:

- \_\_\_\_\_ 1. For the B.A. or B.Sc. as the second degree: 20 courses taken at the University of Lethbridge after admission to the second degree program.

For academic advising, contact Arts and Science Student Program Services (SU060; tel. 403-329-5106; email [artsci.advising@uleth.ca](mailto:artsci.advising@uleth.ca)).

Current and past Program Planning Guides are available on the UoFL website at [www.uleth.ca/ross/ppgs/ppg.html](http://www.uleth.ca/ross/ppgs/ppg.html).

# PROGRESS REPORT

## Degree-at-a-Glance

List each course you complete on this page. Each course will be listed only once, either under 'Major' or 'Other Courses Required for the Degree Program' or, if applicable, under 'Required Courses Associated with Major.' The total number of courses completed after admission to the second degree program must be at least 20.

**Note:** In some cases, more than 20 courses (60.0 credit hours) may be required to satisfy all second degree and major requirements.

The minimum required number of courses (including cognates) is different for each major (see the 2012/2013 Calendar, Part 7 for details); the maximum number allowed from one department is 20.

### Major (including cognates): \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_

### Required Courses Associated with Major

(e.g., Technical Studies Semester, Declared Concentration, etc., if applicable.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Other Courses Required for the Degree Program

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

#### FOR OFFICE USE ONLY

Previous Degree: \_\_\_\_\_

Major in 1st Degree: \_\_\_\_\_

Year Completed: \_\_\_\_\_

#### Courses Required in Program

Major (including cognates): \_\_\_\_\_

GLER (not included in Major): \_\_\_\_\_

Other Requirements (if applicable): \_\_\_\_\_

Electives (to bring total to min. 20): \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

#### Initial Program Approval

Declared Program/Major: \_\_\_\_\_

Number of Courses Required: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Program and major changes must be approved by the Dean, Faculty of Arts and Science.

# TRACKING YOUR REQUIREMENTS

One course can meet more than one requirement. Therefore, a course may be listed under more than one heading.

For example, if you are a Philosophy major, the course Philosophy 3404 would count toward the major; it would count toward the senior course requirement; it would be listed as a non-Science course for the B.A.; and it would be used in the General Liberal Education Requirement as a Humanities course. Philosophy 3404 would therefore be listed four times, since it is part of four separate requirements.

## General Liberal Education Requirement (GLER)

(6 courses; two from each list.)

- Fine Arts and Humanities (List I) 1. \_\_\_\_\_  
2. \_\_\_\_\_
- Social Science (List II) 3. \_\_\_\_\_  
4. \_\_\_\_\_
- Science (List III) 5. \_\_\_\_\_  
6. \_\_\_\_\_

**Note:** Please refer to the FAQs on page 4 and see your 2012/2013 Calendar (p. 90) for more complete information on the General Liberal Education Requirement.

## 3000/4000-Level Arts and Science Courses

(Courses taken after admission to the second degree. A minimum of 30.0 credit hours.)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_  
(min.) 10. \_\_\_\_\_

## Divisional Course Designation

(See the 2012/2013 Calendar, p. 115 and Lists I, II, and III, p. 90.)

- \_\_\_\_\_ 15 Non-Science Courses for the B.A. (Lists I and II)  
OR  
\_\_\_\_\_ 15 Science Courses for the B.Sc. (List III)
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_  
10. \_\_\_\_\_  
11. \_\_\_\_\_  
12. \_\_\_\_\_  
13. \_\_\_\_\_  
14. \_\_\_\_\_  
(min.) 15. \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **What is the General Liberal Education Requirement (GLER)?**

The General Liberal Education Requirement is part of the liberal arts focus of the University. For the B.A. or B.Sc. as a second degree, students are required to complete six Arts and Science courses including two courses from List I: Fine Arts and Humanities, two courses from List II: Social Sciences, and two courses from List III: Sciences. Required courses in your program can be used to meet the GLER. No more than four courses from any one department may be used to meet this requirement. For complete details about the GLER, see the 2012/2013 Calendar p. 90.

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### **What is a cognate?**

A cognate is a course from outside a defined discipline which complements and enhances the breadth of knowledge and skills found within the area of study.

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### **What is a prerequisite, corequisite, and recommended background?**

A prerequisite is a course that you must have completed with at least a 'D,' 'Credit,' or 'Pass' before you are eligible to register in a given course. A corequisite is a course that you must take prior to or concurrently with the course in which you want to register. Recommended background is a course or courses that you are advised to take before you register in a particular course, but you are not required to do so. Prerequisites, corequisites, and recommended background are listed for each course in the Calendar and the Timetable and Registration Guide. Remember that you must follow the current Calendar for prerequisites, corequisites, and recommended background.

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### **What is an Independent Study?**

An Independent Study is a course that consists of individual study for course credit under the supervision of a professor and may be completed at the 2000, 3000, or 4000 level. Independent Study may take a variety of forms including library research, laboratory research projects, or field study. You may complete a maximum of three Independent Study courses. For further information, students should consult the Department or Faculty member under whom they wish to pursue an independent study.

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### **What is an Applied Study?**

An Applied Study course is an employment or volunteer arrangement for which students may be granted course credit. Students should see the Coordinator of Applied Studies for specific information (AH154 | phone: 403-382-7154).

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### **Can I repeat a course?**

You are allowed to repeat a course. The grades for both attempts are recorded on the transcript, but only the grade and credit hours for the most recent attempt are computed in the GPA. Students may not have grades and credit hours for more than one attempt calculated in the GPA. When you repeat a course, you must submit a *Repeated Course Form* to the Registrar's Office and Student Services (ROSS) so that your GPA will be recalculated using the new grade. A student may not use a Credit/Non-Credit designation to replace a previously earned grade.

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### **What if I exceed course limits?**

If you exceed any course limits (e.g., take too many Activity, Independent Study, or Introductory courses), or take two courses that are substantially similar, you will need to complete more than the minimum number of courses for your program. For example, if you happen to take a course below the 2000 level that is not required for your major you will need to complete one additional course for your degree. Please contact an Academic Advisor for more information.

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### **What if I have more questions?**

Most of your questions can be answered by reviewing Part 7 (Faculty of Arts and Science), and Part 4 (Academic Regulations, Policies and Program Requirements) of the University Calendar. If you have any further questions, you may want to consult with an Academic Advisor (SU060 | phone: 403-329-5106 | email: [artsci.advising@uleth.ca](mailto:artsci.advising@uleth.ca)). Please note that your second degree program must be approved in advance by an Academic Advisor.

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