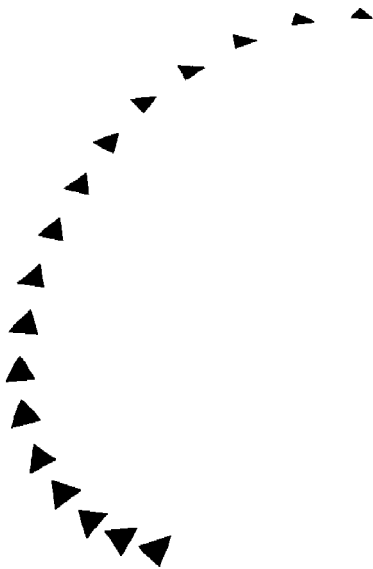


Guide to Application



Bachelor of University Studies *Lifelong Learning*

Visit our web site at: www.ume.maine.edu/~ced/bus/

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SECTION I

Introduction

The University Studies is a four-year college degree program available to interested part-time adult students. This degree provides the opportunity to coordinate the offerings of Continuing Education and Summer Session into an individually planned program.

The University Studies degree is an appropriate choice for:

- individuals who did not directly continue to higher education after high school and find that job, family and other responsibilities do not allow for a full-time program of study;
- individuals who have discontinued college or University programs and now wish to re-enter a degree program;
- individuals who have earned associate degrees and wish to pursue a broader based baccalaureate program.

The University Studies program is also an alternative for those who do not desire to commit to a single academic area in order to declare a major. With carefully designed study plans, a student may use the University Studies to pursue a number of academic interests in relative depth and to gain some exposure to other areas. Due to the flexibility of the program, the University Studies degree can provide the diversity many students will need to succeed in a variety of unanticipated career opportunities and life situations.

The University Studies is not intended to duplicate or to displace the University's current programs of study. The degree differs in two major respects from traditional B.A. and B.S. degrees. First, it is offered only through the Continuing Education Division and only for adults who can attend the University on a part-time basis. Secondly, each student, in consultation with a B.U.S. advisor, will design a program leading to specific educational goals, but not necessarily within any one department, division, school or college. This degree is designed to be flexible and adaptable to the needs of the individual, part-time adult student.

SECTION II

Admissions Requirements/Procedures

1. The applicant must be a high school graduate or the equivalent (e.g., G.E.D.).
2. Prior to formal admission, the applicant must have completed at least 18 credit hours either at the University of Maine or through acceptable transfer credits from accredited, post-secondary institutions. These courses must represent several academic areas, be approved by a University Studies advisor, and show a minimum grade average of “C” (2.0).
3. Applicants are expected to participate in an interview with a University Studies advisor to discuss their goals and objectives and plan their program of study. High school transcripts and previous college transcripts, if any, should be made available at this interview.
4. Following the interview, and once the 18-credit hour requirement has been met, students will complete an University of Maine undergraduate admission form (if they have not been admitted to the University—this would refer to transfers from within). In this particular instance, admission, admission will be granted to the University by the Director of Admissions. Depending on the student’s current enrollment status at the University of Maine, other forms may be necessary. See Section VII.
5. Each student must complete a University Studies Degree Plan. This plan’s guidelines are available in Section V.
6. The University Studies Advisory Committee reviews applicant’s credentials and makes recommendations to the undergraduate admissions office. This Committee is explained in Section VI.
7. The applicant will be admitted only if his/her interests and needs are served by the scope of the courses offered through the Continuing Education Division.

Transfer Credits

Credits from other institutions of higher education may be transferred if they meet the following criteria:

1. Credits may be transferred from institution of higher education accredited by a regional accrediting association.
2. Credits may be transferred from educational programs recognized by the colleges of the University of Maine as having academic validity.

Life Experience

CLEP (College Level Examination Program)

CLEP is a national program of credit-by examination that offers, primarily to the older adult student, the opportunity to obtain academic recognition for college level achievement. Information on the policy of granting credit for CLEP examinations is available from the Admissions Office, the Continuing Education Division and the Office of Testing and Research.

Credit by Examination (Academic Department)

Students who show evidence of advanced knowledge may be exempt from certain courses and requirements if they pass examinations developed by the academic department. A student who successfully passes such an examination earns course credit as well as exemption from the course. Whether or not students may challenge by exam any particular course or courses is the decision of the unit (department, school, or college) which has immediate academic authority for the course or courses. Students interested in credit by examination should contact the department chair or unit head for further information and fee structure.

SECTION III

University Studies Course Requirements

General Education Requirements

All students initiating a baccalaureate program at the University of Maine are required to meet certain general education requirements as described below: Additional general requirements may be imposed by individual colleges, and each academic major imposes requirements specific to that area. (See Sample Form on Page 6)

Science

Students are required to complete two courses in the physical or biological sciences. This may be accomplished in two ways:

1. By completing two courses with laboratories in the basic or applied sciences;
2. By completing one laboratory course in the basic or applied sciences, and a second approved course that incorporates a laboratory experience and stresses the applications of scientific knowledge.

Human Values and Social Context

Students are required to complete 18 credits in this broad area, selected from lists of approved courses to satisfy each of the five sub-categories listed below. (Courses that satisfy requirements in more than one sub-category may be counted in each appropriate sub-category.)

1. Western cultural tradition
2. Social context and institutions
3. Cultural diversity and international perspectives
4. Population and the environment
5. Artistic and creative expression

Mathematics

Students are required to complete at least six credit hours in mathematics, including statistics and computer science. No more than three of the six credit hours may be in computer science.

Demonstrated Writing Competency

Students are required to write throughout their academic careers and must demonstrate competency both at the introductory level and within their majors. To fulfill this requirement, students must:

1. Complete ENG 101, College Composition, with a grade of C or better, or be excused from this course on the basis of a placement exam.

2. Complete at least two writing-intensive courses, at least one of which must be within the academic major.

Ethics

Students are required to take a course or a series of courses placing substantial emphasis on discussion of ethical issues.

Senior Capstone Experience

Students are required to complete an approved capstone experience within the major. The approved experience must be one in which the student draws upon and integrates the formal components of his/her undergraduate experience to perform at a professional level. Normally, the Capstone would conclude at the end of the student's senior year. Students should consult closely with their academic advisor to explore the range of options available for meeting this requirement.

B.U.S. Required Courses

UST 100

Introduction to the University Studies, introduces the student to the nature of higher education as a learning community. Particular emphasis given to academic resources, the learning process, academic skills, developmental advising and career counseling. Students participate in extensive reading and writing assignments relevant to their college transition and degree goals. 1 credit Pass/Fail

UST 300

Topics in the University Studies, provides understanding and insight into a specific area of interest across disciplines. Emphasis on research analysis. Subjects vary by semester. 3 credits - (Satisfies the General Education Demonstrated Writing Competency Requirement.)

UST 499

Senior Capstone, interdisciplinary team taught senior seminar. Senior students will use their areas of foci to build on their knowledge and apply it to a specific senior project or internship. Students will integrate program knowledge and demonstrate synthesis, analysis and evaluation of their specific project/internship.

GENERAL EDUCATION REQUIREMENTS

HUMAN VALUES AND SOCIAL CONTEXT				
General Education Requirements				
Students will take a total of 18 hours in this broad area, and must take at least one course in each of the five sub-categories below.				
	Sub-category	Course	Semester	Credit
	Western Cultural Tradition			
	Social Context and Institutions			
	Cultural Diversity and International Perspective			
	Population and the Environment			
	Artistic and Creative Expression			
	Additional Course from any of the above areas			
SCIENCE				
Students are required to complete two courses in the physical or biological sciences. This may be accomplished in two ways: 1) By completing two with laboratories in the basic or applied sciences. 2) By completing one approved course in the applications of scientific knowledge, plus one course with a lab in the basic or applied sciences.				
	Course	Semester	Grade	Credits
CAPSTONE EXPERIENCE				
Students are required to complete an approved capstone experience with the major, typically their senior year. The approved experience must be one in which the student draws upon and integrates the formal components of his or her undergraduate experience to perform at a professional level. Students should consult closely with their academic advisor within the major program during their Junior year to explore the range of options available for meeting this requirement.				
	Course	Semester	Grade	Credits
	UST 499			
DEMONSTRATED WRITING COMPETENCY				
Students are required to write throughout their academic careers and must demonstrate competency both at the introductory level and within their majors. To fulfill this requirement, students must: 1) Complete ENG 101, College Composition, with a grade of C or better, or be excused from this course on the basis of a placement exam. 2) *Complete at least two writing-intensive courses, at least one of which must be within the academic major. *Transfer credit usually cannot be applied toward this requirement. Please check in 110 Stevens Hall for expectations.				
MATHEMATICS				
Students are required to complete at least six hours in mathematics, including statistics and computer science. No more than three of the six credit hours may be in computer science.				
	Course	Semester	Grade	Credits
ETHICS				
Students are required to take a course or a series of courses placing substantial emphasis on discussion of ethical issues.				

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SECTION IV

Distance Education

Enrolling in University Studies from a Distance

Distance students may complete the application process without coming to the campus. If the student is unable to travel to the University of Maine campus, then a scheduled telephone interview may substitute for the typical in-office interview. The student may be requested to forward academic papers to the advisor prior to the scheduled telephone interview. At the time of the interview, the advisor and student will discuss the degree plan and the suitability of the program for the student's educational needs. All paper work, including official transcripts must be submitted prior to the interview.

Distance students are encouraged to keep close contact with an advisor either by telephone, fax or e-mail. The University Studies has its own conference folder on first class. Important announcements are posted regularly. Students also receive mailings which serve as updates on the latest University Studies information.

Registering for a Course at a Distance

Students may enroll, when appropriate, in courses on ITV, Compressed Video, or the WEB. If taking a course at a distance, (not at the Orono campus) the student must register with UNET at 1-800-868-7000 or with their local site. The "Help-Line" at 581-4591 is available to assist students in getting connecting to their courses via Web or FirstClass conferencing. When taking courses at a distance, students must submit a "Multi-campus Notification Form" (See Sample Form on page 8) at time of registration to their advisor and forward a grade transcript to the academic advisor for evaluation at the end of the semester.

Each student is encouraged to arrange telephone appointments prior to registration for academic approval. Advisors are available to the student anytime during the semester to answer academic questions.

Distance Course Technology

Compressed Video is a new distance learning

system at the University of Maine. A technological step beyond Interactive Television (ITV), Compressed Video allows the professor and students at different locations to see and hear each other, consequently enhancing interaction. Currently the Compressed Video system connects ten locations across Maine, although it has the capability to connect to other locations around the state, country and world. During class, video and audio from all sites are transmitted to a central control unit. This unit selects one video image and sends this image back to all sites. The switch from site to site occurs automatically and is triggered by audio. For example, if a student at the Orono site is speaking, the image of the Orono classroom is transmitted. If an individual in Presque Isle begins to speak, the Presque Isle room is then transmitted automatically. Through the technology of Compressed Video, all students are able to participate in class discussions from a distance.

Interactive Television (ITV) courses are broadcast live by faculty from the university campuses to centers and sites where students view the class on TV monitors. No matter where in Maine you take your class, the press of a telephone button puts you in touch with your instructor and statewide classmates, ITV courses offering two-way video interaction are available between the seven university campuses.

Web Based are entirely Internet based. If you don't have access from home, you can connect to the Internet from your local university center or site. Centers also offer training and ongoing support for computer-based instruction.

SECTION V

Plan for Pursuing University Studies

EXPLANATION: The University Studies was instituted to accommodate those who can only pursue a degree through Continuing Education and Summer Session. Your purpose is to persuade an advisory committee of University faculty that you are an appropriate candidate for the University Studies degree. The committee's obligation is to protect the integrity of the University Studies program. Consequently, you are to submit a well-written document that relates your personal situation and educational aspirations to the University Studies in such a manner as to justify your acceptance into the program. What follows is a recommended outline guide for the document required.

1. **Succinct Biographical Statement** (1 or 2 paragraphs): Provide whatever details (e.g., age, family responsibilities, work commitment, transportation difficulties, etc.) will explain your being limited to CED and Summer Session.
2. **Succinct Statement of Educational Aspirations** (1 or 2 paragraphs): Explain why you wish to pursue a University degree, including any personal and/or professional objectives you have set for yourself.
3. **Succinct Summary of Post-secondary Education to Date** (1 or 2 paragraphs): Relate any previous post-secondary experience to the B.U.S. in such a manner as to make the transition into the B.U.S. a logical next step.
4. **Succinct Explanation for Pursuing University Studies** (1 or 2 paragraphs): Justify the choice of the B.U.S. as the appropriate means for you to realize your personal and/or professional objectives while meeting our current commitments.
5. **Succinct Description of Tentative Study Plan** (1 or 2 paragraphs): Identify some of the specific academic areas and courses in which you intend to enroll and explain their relevance to your previous post-secondary experience and personal and/or professional objectives.

SAMPLE DEGREE PLAN

University Studies
Robert A. Allen
73 Oceanview Road
Thomasville, ME 07653

I. Biographical Statement

I have recently turned forty-seven, and I have worked at Capital Paper for twenty years. I have been married for twenty-five years, and have two grown sons who live out of state (Arizona and Ohio). I have been active in Thomasville's community ranging from a volunteer fireman to coaching baseball for the summer community programs.

II. Educational Aspirations

After I finished high school, I intended to go to college, but there were five children in my family and it wasn't possible financially for me to attend. I wasn't aware of any available financial aid, so I thought I would work a few years and then go. In the process, I met my wife, Susan and we decided to get married. Now, many years later, I would like to follow through and earn a bachelor's degree. Also, Capital Paper has placed a great emphasis on education. I believe I have been promoted as far as I can go without a bachelor's degree or showing progression toward a bachelor's.

III. Postsecondary Education

Through Capital Paper, I have taken technical courses which were taught at the Technical College. In total, I have twenty hours of college credit.

IV. Explanation for Pursuing the B.U.S. degree

The University Studies seems to be the ideal degree program for me in my circumstances. I work during the day, so the possibility of getting my degree in a "traditional" way is impossible. In addition, I can only pursue a degree on a part-time basis due to many other responsibilities in my life (i.e., work, community responsibilities).

V. Tentative Study Plan

I would like to include in my "Study Plan" areas as follows: computer courses, English courses, public administration courses, speech communication courses, and perhaps some business courses. Not only would these courses help within the employment arena, but they would be beneficial to my community work as well.

SAMPLE DEGREE PLAN

University Studies
Jane K. Smith
695 Augusta Avenue
Elmwood, ME 09741

I. Biographical Statement

I am thirty-five year old mother of three (two girls, ages 15 and 12, and one boy, age 11), wife, and community volunteer. I have lived in Elmwood for nearly twenty years, and have supported our community in various capacities such as Girl Scout leader, soccer coach, literacy volunteer, and United Way neighborhood chair.

II. Educational Aspirations

I have always dreamed of obtaining a college education; however, I married shortly after I graduated from high school, and helped my husband start his electrical business. Then we started our family and my hope of starting college was put on the “back burner” once again. My children have reached the point in their development that they do not require constant attention, and now I believe I can attend to furthering my education in a consistent fashion.

III. Postsecondary Education

Through ITV and outreach courses, I have taken approximately 21 credit hours through the University of Maine over the past fifteen years. In addition, I have three credits from Stevens School of Business and three credits from Windham School of Fine Arts. In total, I have 27 college credits. (Please see the enclosed transcripts).

IV. Explanation for Pursuing the B.U.S. degree

The University Studies is the perfect degree program for me because of its flexibility and individualized style. Due to my family, my job (bookkeeper for Smith Electric) and other responsibilities during the day, I can pursue my degree only on a part-time evening basis. In addition, I have several areas of interest and the B.U.S. program will allow me the flexibility to take courses that are important to my education goals.

V. Tentative Study Plan

The purpose of my degree will be to acquire a broader knowledge of literature, foreign language, history, writing, and the social sciences. This background will help me to understand better the world we live in and the people who inhabit it.