BACHELOR OF INTERDISCIPLINARY STUDIES DEGREE
Welcome

Congratulations on being accepted into the program. We look forward to working with you on obtaining your degree. This information is sent to you to try to make things just a little bit easier for you. Be sure to save this because you may need to refer to it later on in the semester.

Program Requirements:

Upon being accepted to the University, you will need to speak with your advisor to talk about your specific program check sheet and to discuss your educational goals in order to personalize our degree to fit your educational needs. Your check sheet will show a listing of all the courses that you have completed as well as the courses you will need to complete in order to meet the graduation requirements.

Degree Requirements:

- 38-40 hours of General Education
  * 8 hours in Biological & Physical Systems
  * 9-10 hours in Communication
  * 3 hours in Fine Arts
  * 9 hours in Humanities
  * 3-4 hours in Mathematics
  * 6 hours in Social & Behavioral Sciences

- 42-54 hours in an individualized Area of Interest
  * These hours will be discussed and decided upon when you speak with your Advisor to discuss your educational goals.
  * A minimum of 18 hours must be upper division hours (300-400 level courses).
  * A grade of “C” or better is required for all Area of Interest courses.
  * No more than 36 semester hours can be in one discipline and no more than 50 hours in one discipline can be counted towards your degree.

- 28-40 hours of Electives

Total minimum of hours completed is 120.
### General Education (38-40 hrs)

**Biological & Physical Systems** (8 hrs)
- Astr 201, 202; Biol 110, 120, 130, 140; Chem 111, 112, 121, 122; Geol 110, 120; Phys 101, 102, 211, 212, 220, 221; Zool 200, 201, 251

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<th>COURSE</th>
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**Communication** (9-10 hrs)
- Comm 230
- Engl 110 or 111
- Engl 112

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**Fine Arts** (3 hrs)
- Art 110; Arth 210, 211; Dance 110; Music 111, 112, 113, 114, 115, Thea 110, 111

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**Humanities** (9 hrs)
- Engl 250, 251, 260, 261, 270, 271, 330; Fren 250; Germ 250; Hist 121, 122, 201, 202; Japn 250; Phil 110, 120, 130, 160, 490, Span 250

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**Mathematics** (3-4 hrs)
- 110, 130, 140, 160, 185, 210, or 251

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**Social & Behavioral Sciences** (6 hrs)
- Agri 295; Ansc 270; Econ 100, 201, 202; Engr 100; Geog 151, 152, 202; Hlth 111; Idst 201; Nrm 101, 250; Nutr 100; Pose 210, 220, 230; Psy c 101; Swrk 220; Soc 201, 202

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### Individualized Area of Interest (42-54)

The individualized area of interest must not be less than 42 hrs & no more than 54 hours. A minimum of 18 hours upper division hours. No more than 36 hours may be from the same discipline. A grade of "C" or better is required in all these courses.

**Area of Interest**

### Electives (28-40)

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### Total Hours: 120

HOURS COMPLETED: 100

HOURS LACKING: 20

**Hours Needed (120):**

**Total UD Hrs Needed (36):**

**Inst. Hrs Needed (30):**

**UD Hrs from UTM (27):**

**4 YR Inst. Hrs Needed (60):**

* No more than 8 hours of PE classes can be applied towards this degree.

** No more than 29 hours of Business classes can be applied towards this degree. (ACCT, BLAW, FIN, MGT, BADM, INF, MKTG and upper division ECON)
The University of Tennessee at Martin
Catalog: Degree Plan
Bachelor of Interdisciplinary Studies

Name: ___________________________ ID# _______ _______

GRADUATION REQUIREMENTS
Credits required for graduation: 120
Minimum credits in upper-division courses (300-400 level): 36
Minimum Upper Division credits at UT Martin: 27
Minimum credits at an accredited 4-year institution: 60
Minimum cumulative GPAs:
  For all courses taken: 2.00
  For all UT Martin course hours: 2.00

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<th>Individualized Area of Interest</th>
<th>Interdisciplinary Studies</th>
<th>Total Hours:</th>
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<td>- Must be at least 42 semester hours, but no more than 54 semester hours.</td>
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<td>- Minimum of 18 upper division hours.</td>
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<td>- No more than 36 hours may be from the same discipline.</td>
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<td>- Programs commonly combine choices from two or more departments and may cross college boundaries.</td>
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<td>- To assure some flexibility among course offerings, advisors might list options (i.e., “Three of the following five courses.”).</td>
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<td>- List the discipline and course number (e.g., ENGL 320) for all courses that are to be used for defining the individualized degree program.</td>
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<td>- Must earn a grade of “C” or better in all courses offered for the Individualized Area of Interest.</td>
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Anticipated Semester of Graduation: ____________________________

Submitted:
Student’s Signature _______________ Date ________________

Academic Advisor _______________ Date ________________

Approval:
Academic Affairs Designate _______________ Date ________________

Rev 3-12
DEGREE PLAN:
A degree plan is an official plan of your individualized Area of Interest. Your advisor will help you in submitting this plan. It will need to be submitted to the Records Office before the start of the semester in which you will have completed 90 or more hours. Once this plan is submitted it then becomes the student’s official program of study. Any modification to the degree plan must be approved by the Interdisciplinary Studies Council.

GRADUATION REQUIREMENTS:
- Minimum of 120 earned hours.
- Overall and Institution GPA must be a minimum 2.0.
- A total of 36 hours must be Upper Division hours (300-400 level courses); 27 of these hours must be completed at UT Martin.
- A total of 60 hours of the total 120 earned hours must be from a 4 year institution.
- Post-Comp/Major Field Test must be completed. Refer to the Holds section of this booklet for more information on these exams.
- Diploma application must be submitted to the Records Office. This can be done through Banner or contact the Records Office at 731-881-7050.
- Must satisfy all financial obligations owed to the university including fees and fines.

If you have any questions regarding graduation please contact the records office at 731-881-7050 or visit the graduation website at http://www.utm.edu/departments/registrar/graduation.php.
LOGGING INTO YOUR UTM PORTAL {www.utm.edu}

Your UTM Portal is where you will access just about everything (email, Banner Self-Service, Blackboard and etc).

**Username**: the first three letters of your first name, your middle initial, and the first four letters of your last name.

*Example*: John J. Smith

*Example Username*: johjsmit

**Password**: The DEFAULT password will be the last 4 digits of your social security number, the first three letters of your birth month with the first letter capitalized and the last 2 digits of your birth year.

*Example*: if your SSN is 444-55-1234 and you were born June 1984

*Example Password*: 1234Jun84.

Once you access your UTM portal, the first thing you should do is **change your password** to something that you will remember, and write it down! If you cannot log in with your default password, please contact the Helpdesk at 731-881-7900.

CHECK YOUR REGISTRATION STATUS & ACADEMIC HOLDS

1. Click **Registration** to (add/drop classes, view schedule, etc).
2. Also from the Student - Registration Menu, be sure to check your **Check Your Registration Status**; This allows you to check your account for any Holds, Academic Standing, etc... that would restrict you from completing registration.
3. For more information on Hold Codes & Contact Persons please refer to the section titled **Holds** in this booklet.

You may need to **setup an appointment with your advisor** in order to get the Advisor Hold removed, click **Who Is My Advisor?** to see who your advisor will be.
**ACADEMICS CALENDAR:**

This calendar will show you when advising and classes start, when you can add/drop classes, and when your registration time begins. It also shows the deadline for payment of all outstanding fees. Please pay close attention to this calendar periodically throughout the semester. [http://www.utm.edu/departments/registrar/dates.php](http://www.utm.edu/departments/registrar/dates.php).

**STUDENT EMAIL:**

UTM’s Computer Center will assign you a UTM student email account. This is your default email address at UTM. The University (and Blackboard) will send you email through your UTM student account. It is important that you regularly check your UTM email online through your UTM Portal or with email programs like Eudora, Outlook, Outlook Express, etc. Otherwise, you will miss important correspondence. If you still have questions regarding your email please contact our help desk at 731-881-7900.

**REGISTERING FOR CLASSES:**

Step by step instructions on how to register for your courses.

1. Log into your UTM Portal using your Username and Password.
2. Click on Banner Self Service.
3. Click on Student Services.
4. Click on Registration.
5. Look up classes to add. Search by term.
6. Select the subject of interest. (Note *You can select more than one subject at one time.)*
7. Click Advanced Search.
8. For online courses select UT Online.
9. Scroll through the courses you are interested in. Online courses are listed as section NC1, NC2, NC3 or sometimes HO.

Once you have decided which course you would like, there is a small box to the left of the course, select that and then click register.

**Tips:**

* If a course is closed, or full, then there will be a “C” to the left of the course.

“Prerequisite and Test Score Errors”: Check the section of the class that you had selected.

* Please note that the sections PE, PW, PX, JS and AA are only available to the students registering at one of our extended campuses. If you try to register for one of these sections then you may receive this error message.

* Make sure you meet all the prerequisites for the class that you are registering for. You can check the prerequisites for all classes by reviewing the Course Descriptions Section in the most current University Catalog. You can also view the catalog online at [http://catalog.utm.edu/content.php?catoid=8&navoid=494](http://catalog.utm.edu/content.php?catoid=8&navoid=494).
You may see certain holds appear on your account. Some holds will appear every semester while others may appear only once throughout your college experience. Below is a list of the common holds and what you will need to do to clear them from your account.

**Address Verification:** This hold will prevent you from registering for classes. To clear the hold you will need to login to Banner and follow the steps listed below:

1. Go to the Student menu, by clicking Students then click Student Records (online payment & confirm plan to attend, holds, grades, CAPP, and more).
2. Click **Address Verification**.
3. Read Notification and click **I Agree**.
4. Follow Instructions and review addresses; Click Continue when, if any, changes are made.
5. You will see that your Hold was removed.

If it was not or you have any questions or concerns please contact the Records Office at 731-881-7050.

**Advisor Holds:** This hold will appear every semester after the last day to register for the upcoming semester and will prevent you from being able to register for classes. Your advisor is responsible for helping you determine which classes to take and is also the person that removes your Advisor Hold each semester. So get in contact with them as soon as you can to discuss your upcoming semester schedule and to remove the hold. Any questions please contact the Interdisciplinary Department at 731-881-7589.

**Delinquent Charges Hold:** This hold will appear on your account if you have an outstanding balance with the University. This hold will prevent you from registering for any future classes. Please contact the Bursar’s Office at 731-881-7810 to discuss your account and have the hold removed.

**Diploma Application Hold:** To clear the hold you will need to login to Banner and follow the steps listed below:

1. Go to the Student menu, by clicking Students then click Student Records (online payment & confirm plan to attend, holds, grades, CAPP, and more).
2. Click **View Holds**.
3. Above the **Administrative Holds**, listed on your account is a section that lists instructions and blue links that will help you in clearing the Holds on your account. For this hold, click the blue link labeled **“Diploma Application.”**
4. Follow the online prompts to remove the Diploma Hold. If you have any questions you can contact the Records office at 731-881-7050.

**Graduation Date Verification Hold:** This will prevent you from registration. To clear the hold you will need to login to Banner and follow the steps listed below:

1. Go to the Student menu, by clicking Students then click Student Records (online payment & confirm plan to attend, holds, grades, CAPP, and more).
2. Click **View Holds**.

3. Above the **Administrative Holds**, listed on your account is a section that lists instructions and blue links that will help you in clearing the Holds on your account. For this hold, click the blue link labeled “**Reviewing your intended graduation date**”

4. Select your degree from the drop down menu.

5. Select the Term you plan to graduate.

6. Click **Submit Request**. If you have any problems please contact the Records office at 731-881-7050.

**Immunization Holds:** As a new student you automatically have an immunization hold. If you are an **online only** student then please contact the UT Online office at 731-881-7764 to get this hold removed. If you will be attending on campus courses then you will need to submit your immunization record to the Student Health Office. You can obtain your immunization records from a variety of sources including your primary care provider, your local health department, your high school, and previously attended colleges or universities. A copy of an official immunization record is also acceptable. You can email it to shcs@utm.edu or fax it to 731-881-7752. Any questions can be directed to shcs@utm.edu or by calling 731-881-7721.

**Intended Date of Graduation Hold:** To clear the hold you will need to login to Banner and follow the steps listed below:

1. Go to the Student menu, by clicking Students then click Student Records (online payment & confirm plan to attend, holds, grades, CAPP, and more).

2. Click **View Holds**.

3. Above the **Administrative Holds**, listed on your account is a section that lists instructions and blue links that will help you in clearing the Holds on your account. For this hold, click the blue link labeled “**Intended Date of Graduation.**”

4. Enter your phone number and email address in the designated areas.

5. Click the “**Yes, I am seeking a degree**” button.
6. Select the catalog year you plan to graduate under. This can be found at the top of your personalized BIS check sheet. If you are still not sure please contact the Program Specialist or your advisor at 731-881-7589.

7. Select the term you plan to graduate from the drop down box. Select Continue.

8. Select the program you are graduating under and select continue.
   
   A. 5410 – Bachelor of University Studies degree
   
   B. 5420 – Bachelor of Interdisciplinary Studies degree

9. Double check all the information is correct. Your hold will be removed. If you have any questions please contact the Records Office at 731-881-7050.

**Post-Comp Test Hold:** To clear the hold you will need to login to Banner and follow the steps listed below:

1. Go to the Student menu, by clicking Students then click Student Records (online payment & confirm plan to attend, holds, grades, CAPP, and more).

2. Click View Holds.

3. Above the Administrative Holds, listed on your account is a section that lists instructions and blue links that will help you in clearing the Holds on your account. For this hold, click the blue link labeled “Post-Comp Test Sign-up Acknowledgement.”

4. For traditional students: you will need to go to [http://www.utm.edu/departments/success/testing.php](http://www.utm.edu/departments/success/testing.php) to schedule your Post-Comp Test. For actual costs, contact the Office of Student Academic Support at (731) 881-7719.

   * Online students: you will need to contact the Student Success Center at 731-881-1689 to schedule an appointment to take the exam online.

5. Click on Submit Acknowledgement. If you have any questions you can contact the Records office at 731-881-7050 or the Student Success Center at 731-881-1689.
CLASS INFORMATION

ONLINE CLASSES:
For a complete listing of all online courses you can go to the UT Online Department’s webpage at http://www.utm.edu/utonline/courses.php. Please keep in mind that you cannot register for classes from this page, this is used for viewing purposes only. In order to register for classes you will need to log in to Banner and register using the steps mentioned above.

If you have any questions about how to register then please contact the office at 731-881-7589.

CONFIRMING CLASSES:
It is very important to confirm your classes at the beginning of each semester. If you do not do this, then you will lose your seat in the courses you are enrolled in for the semester. This is a 2 step process:

1. You will need to pay for your courses through the Business Affairs office by calling 731-881-7810 or pay online through your Banner Self Service tab. This will be under Student Records, and then select Online Payments & Deposits. This is very important to do by a specific date every semester. For more information call Business Affairs or visit their webpage at http://www.utm.edu/departments/businessaffairs/howtopayfees.php

2. Once you have paid or made payment arrangements for your upcoming classes then you will need to log onto Banner and confirm your classes. Go to the Student menu, by clicking Students then click Student Records (online payment & confirm plan to attend, holds, grades, CAPP, and more). Click on Confirm Plans to Attend.
Select the term you are confirming and continue. This will confirm your classes for the term selected.

If you have any questions please contact the Records Office at 731-881-7050.

DROPPING A CLASS:
1. Log into your UTM Portal using your Username and Password.
2. Click on Banner Self Service.
3. Click on Student Services.
4. Click on Registration.
5. Click on Add/Drop Classes.
6. You will see a section labeled “Current Schedule” with a listing of the classes that you are registered for. In the Action Box select “Drop/Delete.”
7. Click submit changes.

*Please note that there is a $25 charge to drop a class if the class is dropped after the last day to add a course.

* Please note that you cannot drop your last class that you are registered for. If you have decided to change the last class, please add the correct class first and then drop the incorrect class. If you have decided not to attend UTM at all during the Fall, Spring or Summer semester then you will need to withdraw from the University. The withdrawal process is initiated by filling out the Withdrawal Form available thru the Student’s Banner Self-Service. If you have any questions regarding withdrawing from the University you can contact the Registrar’s Office at 731-881-7578.
ORDERING TEXTBOOKS:
Once you have registered for your courses, your textbook list is saved to your UTM Portal. When you wish to look into this then you can access it through Banner Self Service, then Student Services, then Registration, and then Order Textbooks Online. You can also order textbooks directly through our UTM bookstore, call 1-800-829-8861 ext. 7760 or by going to the UTM Bookstore link at http://utm.bncollege.com. If you wish to order textbooks through another source then that will be your decision and we cannot guarantee that you will receive the correct textbook.

BLACKBOARD:
All of your course work will be through the program Blackboard. This is accessible through your UTM Portal. If you log into Blackboard on the first day of class and your classes are not showing up yet, please do not panic. If by day 2 your classes are still not showing up, call 1-866-587-7589. Your professor must enroll each student into the course. This may take them some time to take care of so just try to be patient. I know we all get anxious for that first day of class!!

ONLINE TUTOR:
If you have any questions or need any help navigating through your UTM Portal, Blackboard, Banner, UTM Gmail, or any other programs through UTM please visit our Online Tutor at http://www.utm.edu/otutor.php. We highly recommend you review and familiarize yourself with all of these programs since they will be vital in your educational success.

If you notice you are still having problems even after using the Online Tutor please contact the Help Desk at 731-881-7900.

Department of Interdisciplinary Studies
The University of Tennessee at Martin
237 Gooch Hall
Martin, TN 38238
731.881.7589
bis@utm.edu

“The roots of education are bitter, but the fruit is sweet.”

- Aristotle