Welcome to the Bachelor of Integrative Studies program at Oakland University! This handbook will guide you through the program and on to graduation. It contains milestones to achieve, along with checklists and resources to help you to excel. If you have any questions, please contact an adviser at (248) 370-3229.

What is BIS?

Bachelor of Integrative Studies (BIS) is an academic program that allows you to custom design your own plan of study. You are able to integrate coursework from across campus targeting your future goals including minors, internships, study abroad and service learning. BIS may suit you well if you have transfer credits, are interested in multiple areas or want a major that OU doesn't offer, are completing prerequisites for a specific graduate or professional program, or want to utilize this as a two-plus-two program.
Milestone overview

There are five BIS milestones to follow and track your progress toward graduation.

☐ **Milestone 1: Prospective BIS student**
  □ Gather information about the program
  □ Apply to the university or change your major
  □ Transfer credits

☐ **Milestone 2: Pre-BIS**
  □ Create your plan of study
  □ Write your questionnaire.

☐ **Milestone 3: BIS candidate**
  □ Submit your plan and questionnaire to a BIS adviser
  □ Meet with your faculty mentor
  □ Submit your full application.

☐ **Milestone 4: BIS major standing**
  □ Upon acceptance into the BIS program
  □ Complete courses and capstone
  □ Apply for graduation.

☐ **Milestone 5: BIS alumni**
  □ Graduation
  □ Create résumé
  □ Pursue new job opportunities

Plan of study guidelines

As a BIS student, you’ll create a plan of study with at least 28 credits that will need to be approved before you take them. Then you’ll write an application questionnaire that explains your course selections and how they relate to your plans and goals. Your application will be reviewed by the BIS faculty council, which will make a decision about your proposed plan of study.

Once approved, you can take your courses at your preferred pace. OU requires all students to complete the general education coursework, a minimum of 124 credits with 32 of those at the 300-400 level, and at least 32 total credits at OU — including the last four credits toward your degree. Every BIS student takes the BIS capstone, HS 402 Field Experience in Integrative Studies.
Apply to OU or change your major to Integrative Studies. You are eligible to change your major to Pre-BIS if:
- You are in good standing (GPA of 2.0 or higher).
- You have met with a BIS adviser.

**a. Transfer student:** Apply to OU (oakland.edu/apply) and transfer any credits available.

**b. OU student:** Change your major to Integrative Studies.
1. Go to oakland.edu/bis.
2. Log in to “e-Plan.”
3. Go to “Forms.”
4. Select ‘Request for change of major.”

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**Milestone One**

**Prospective BIS student**

- Meet with a BIS adviser. We have advising available at both the main campus and Macomb locations. Phone advising can be arranged upon request.
- Fill out the interest areas worksheet found on our website and at the end of this handbook. Bring it to your advising appointment; it will help you to select your focus areas.
Milestone Two

Pre-BIS
- Meet with a BIS adviser for guidance with the application process.
- Complete your plan of study.
  - a. Enter your past credits, general education requirements, and proposed plan of study into your e-Plan at oakland.edu/bis (see following pages for tips).
    1. Run your OU degree evaluation and unofficial transcripts to complete the first half of the e-Plan.
    2. Go to sail.oakland.edu and log in to secure area.
    3. Go to Student Records (under student services). Here you can view your unofficial transcript to confirm your credits and run a degree evaluation to determine which general education requirements have been fulfilled.
  - b. Select the courses for your plan of study based on your interest areas.
    1. Use catalog.oakland.edu to view course descriptions and prerequisites.
    2. Check for prerequisites (include any prerequisites into plan).
    3. Make sure at least 32 overall credits are at the 300-400 level.
    4. Check sail.oakland.edu for class availability.
    5. Under the plan of study section at the bottom, enter all courses that you have selected.
  - c. Select your application due date.
    1. Submissions of your application is time sensitive. Consult an adviser for more information.

- Complete the application questionnaire.
  - a. Visit the OU Writing Center (oakland.edu/ouwc) to review your questionnaire, if needed. The questions are listed below.
- Complete the minor authorization form for any minor that you plan to pursue (if applicable).
  - a. Go to oakland.edu/bis, go to “forms and links,” and choose “Minor Authorization Form.”

Application questionnaire
The BIS application questionnaire is your opportunity to represent yourself, your plan of study and your career goals. The faculty council will consider your plan based on these responses. Below are the six questions. This is submitted to your BIS adviser for review.

1. Your degree is a Bachelor of Integrative Studies, but if you were to give a title to your plan of study, what would it be? Avoid the exact names of OU majors or minors in your title.
2. Describe your educational background (coursework/majors) including your studies at OU and other institutions of higher learning.
3. What are your educational and career goals?
4. In light of your goals, what do you hope to get out of the courses you have chosen? (Refer to catalog.oakland.edu for course descriptions).
5. Explain how your proposed academic plan of study integrates different disciplines (courses you’ve taken/transferred and planned courses).
6. If you plan to continue your studies beyond your bachelor’s degree, show how the courses on your plan prepare you for this (prerequisites, etc.).
Follow the guidelines below to help you fill out your e-Plan at oakland.edu/bis.

After adding up your total credits earned, place them in the boxes on the top. The "General Education" boxes are for all the general education classes that have been completed or need to be taken.

NOTE: Some classes can be counted for two sections. Check with your adviser for these possibilities!

ADVISER NOTE: HS 402 triple counts for capstone, writing intensive in major, and for your BIS major.

Fill out the matching general education classes, the semester to be completed, number of credits and the location you will take them.

Continue to fill out classes for the writing department. The capstone class, HS 402, is to be completed in the last year/semester before graduation.
Each plan of study requires 32 credits to be at the 300-400 level. Fill them out here!

If a minor is chosen, the appropriate information is filled out below. A mentor will be assigned to you.

All of your classes are to be added here with credits and semester completed/will be completed.
Milestone Three

BIS candidate

☐ Send all materials via email to a BIS adviser for review including:
   a. Application questionnaire
   b. E-Plan ready for your adviser to review online
   c. Minor authorization form (if applicable)

☐ Your adviser will review your materials closely and offer any suggestions for improvement.

☐ Your adviser will assign you a faculty mentor, an area expert who can offer you professional insights.

☐ Contact your faculty mentor to schedule an appointment to discuss your plan at least two weeks prior to due date.

☐ Submit a HARD COPY of plan of study (signed by your faculty mentor), application questionnaire and minor form by the due date.

☐ Check your OU email for notification of approval/denial. Students whose BIS e-Plan is denied will receive an opportunity to revise and resubmit their plan based on suggestions by the BIS faculty council.
Milestone Four

**BIS major standing**
- Track your progress toward degree completion through the degree evaluation system at sail.oakland.edu (see pg. 8).
- Meet with a BIS adviser whenever you have questions or concerns.
- Follow your plan of study. If you need to change a course on your plan of study due to an extenuating circumstance, see the instructions for a Petition of Exception or course substitution on the following page.
- Apply for the BIS honor society at oakland.edu/bis under Alpha Iota Sigma Honor Society (see pg. 22).
- Apply for graduation one semester prior to anticipated graduation date at oakland.edu/graduate.
- Register for the BIS capstone course, HS 402, in your last semester.
  - The course is an opportunity to learn integrative principles and put them into practice in a research project, a field experience project of at least 20 hours and an electronic career portfolio.

Course Changes

If a course is not available or there is some other issue, the best place to start is to consult with a BIS adviser. If you do need to request a change, register for the new course before submitting the change request in case you can’t get into your requested course or something changes.

**How to submit a request**
1. Go to oakland.edu/bis, choose “e-plan log in” then log in with your OU user ID and password.
2. In the “Forms” section choose the appropriate form: “petition of exception” or “course substitution.”
3. List the full information for both the ‘old’ course (on your plan of study already) and the new course you want in its place. You are petitioning for a “program requirement.”
   - Example: I’d like to replace EXS 350 Human Motion Analysis 4 credits with PSY 341 Abnormal Psychology 4 credits.
4. In the rationale, write the explanation as specifically as possible, citing the academic relevance of the new course and its value to your plans and goals.
5. Once submitted, your request comes to the BIS office and is sent to the faculty council for review.
   - It typically takes up to one month for an official decision.
Course Change

Petition of Exception
Use this form when petitioning for an exception to graduation requirements of the school or university. Petitions for grade changes must be initiated on a separate form by a faculty member.

Milestone Five

OU BIS alumni
☐ Attend your graduation ceremony. You earned it!
☐ Keep in touch with the BIS office. We want to hear your success stories! We are on Facebook under Oakland University Bachelor of Integrative Studies (facebook.com/OUnivBIS).
☐ Utilize OU Career Services for guidance with your résumé, cover letter and job search. Their services are free for all OU students and alumni.
Interest area worksheet
Highlight or circle the areas most interesting to you!
Bring this with you to your advising appointment.

Communication
- Media communication
- Public speaking
- Film production/broadcasting
- Interpersonal communication
- Business communication

Social Sciences
- Economics
- Criminal justice
- Sociology
- Psychology

Quantitative Reasoning
- Mathematics
- Statistics
- Actuarial science

Human Resource Development
- Applied leadership skills
- Employment systems and standards
- Training and development

Health Science
- Exercise science
- Wellness health promotion and injury prevention
- Nutrition and health
- Occupational safety and health

Cultural Studies
- Anthropology/Archaeology
- Religious studies: Christianity, Judaic, Islamic
- Urban studies
- Women and gender studies
- Language: Spanish, French, Chinese, Japanese, Italian, German

Business
- Accounting
- Entrepreneurship
- Finance
- Human resource management
- Marketing
- Business economics
- International management
- Management information system
- Operations management

Computer Science
- Computing
- Information technology

Journalism/Writing
- Advertising
- Public relations
- Creative writing
- Writing and rhetoric

Political Studies
- Pre-Law
- International relations
- Public administration

Humanities
- English
- History
- Philosophy
- Art history
- Cinema studies

Fine Arts
- Dance
- Theatre
- Studio art: drawing, painting, New media, photography, graphic design
- Music: jazz studies, music minor (auditioned and non-auditioned world music)

Natural Science
- Pre-Med
- Biology
- Chemistry
- Science
- Physics
- Environmental science
Alpha Iota Sigma Honor Society
The Alpha Iota Sigma Honor Society members are recognized for their outstanding scholarly achievements, community engagement and leadership in solving complex problems. Members will receive honor cords for graduation and the opportunity to get involved with international organizations, scholars, Oakland University and the Association for Interdisciplinary Studies (AIS). Members may submit research proposals for consideration in the annual AIS conference.

In order to apply for membership, you must:
- Be enrolled at OU.
- Major in an interdisciplinary program
- Hold a GPA of 3.3 or higher (depending on the local chapter requirements)
- Present the National Council with two letters of recommendation, with at least one from a faculty member teaching in the interdisciplinary studies curriculum.

Check it out at oakland.edu/bis under “Alpha Iota Sigma Honor Society”!