

## ***Welcome to the Inter-College Program!***

Congratulations on taking the first step towards earning your degree. We'd like to highlight some of the features of the Inter-College Program (ICP) in order to help you navigate the amount of information you may encounter.

As always, if you find you have any questions, please contact the College of Continuing Education at 612-624-4000; [cceinfo@umn.edu](mailto:cceinfo@umn.edu); [www.cce.umn.edu](http://www.cce.umn.edu).

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### **Proposal Development Guidelines and Course Planning**

The ICP written proposal is a link between your past and future, your experience, and your course of study. It defines both the upper division courses that make up the Academic Areas of Concentration or Theme and the supporting courses within the ICP degree plan. All upper division courses in the degree plan and lower division prerequisites must be completed using the A-F grade base unless the course is offered only through the S-N (satisfactory/non-satisfactory) grade base.

Courses within degree plans are selected from the regular course offerings at the University of Minnesota-Twin Cities (UMTC), and upper division transfer courses are approved by the University and designated faculty/departmental advisers of ICP. University colleges, departments, and programs that facilitate Academic Areas of Concentration through ICP usually outline pre-required, required, and recommended coursework.

### **Academic Areas of Concentration and Course Availability**

The Inter-College Program develops Academic Areas of Concentration alongside many colleges and departments. Ultimately, however, the faculty determines the conditions (e.g. prerequisite and required courses) and composition of ICP Academic Concentrations. New Academic Concentrations are occasionally considered, and established ones may be under review or change. ICP academic administrators and advisers make every effort to stay up-to-date on the status of Academic Areas of Concentration.

### **Advising**

An ICP academic adviser will work one-on-one with you, helping you identify and articulate academic and career goals, review appropriate curricula, and construct background statements that will make up your degree plan. You and your ICP adviser will develop a relationship that develops through formulation and approval of your degree plan and continues through degree implementation, graduation and, if appropriate, letters of recommendation. Your ICP adviser will also guide you in meeting all University and ICP degree completion requirements (e.g. Liberal Education, Writing Intensive, Residency, and ICP Oral Communication).

Additionally, you will have a faculty/departmental adviser for each Academic Area of Concentration, who will serve as a content expert and reviewer/approver of your ICP proposal.

## **Degree Planning Status**

Degree Planning Status is a temporary stage where you have the opportunity to successfully finish any remaining prerequisite courses, complete an ICP proposal (generally within one semester), and receive approval of the ICP proposal that then becomes a Degree Plan. Your stay in Degree Planning Status should be as short as possible, as UMTC recognizes only approved ICP Degree Plans. A DPP (Degree Program Proposal) hold appears on your record until your proposal has been approved.

To transition out of Degree Planning Status, you and your adviser complete an Inter-College Program Admissions Agreement Form outlining a schedule for completing any prerequisite courses, proposal development, and gaining faculty/departmental adviser and ICP academic adviser approval of the proposal. The DPP hold disappears when you have an approved proposal and degree plan. You would then transition to Major Status.

## **Major Status**

Congratulations! This status means that you have an approved degree plan in the Inter-College Program, one recognized by the University of Minnesota-Twin Cities. Now you will focus on degree implementation (completing the courses in your degree plan) and addressing remaining University, college, and program requirements. An important task for you in Major Status is scheduling a “check-in” or graduation review appointment with your adviser once a semester. Official transcripts state each student’s ICP academic concentrations or theme (e.g. Health and Wellness Theme). You are encouraged to retain copies of your ICP proposal and Program Approval Form for future reference.

## **Program Amendments**

After your proposal and approval form have been formally approved by your area advisers, you are required to take the courses listed. These courses are based on an agreement between you and your advisers. If for any reason you need to make a change to your program, you can apply for an amendment. Consult with your ICP adviser, take the [amendment form](#) to the area adviser, and then return the completed form to your ICP adviser. An amendment should be used when a course is no longer offered, a required course conflicts with another required course, or a new or different course offering is determined to be an appropriate substitution.

## **Second Language Requirement**

If you are an ICP student who is earning a B.A. degree, you'll also need to meet a second language requirement. The ICP B.A. degree requires four semesters of a second language or two semesters of a second language and eight semester credits of related culture study courses.

## **The Academic Progress Report (APAS)**

The APAS helps you and your adviser track and understand progress toward degree completion. You can access your APAS through One Stop or MyU.

## **Graduation Review**

You will schedule a graduation review appointment with your ICP adviser during the registration period directly preceding the expected term of graduation. It is important to thoroughly review the APAS report and review final term registration plans. You should complete the Application for Undergraduate Degree online form by the appropriate deadline, depending on the term and year in which you intend to graduate (see [One Stop](#) for details). You should also consult with teachers, advisers, and other staff members at the University who might be willing to write a letter of recommendation.

Many ICP students have changed majors (to ICP) in their junior or even senior years. Steady progress in ICP proposal development, along with degree plan approval and implementation, will result in a timely graduation. Your ICP academic adviser is available for a graduation review, particularly after Major Status is achieved. Please remember that ICP students are required to take all major related courses (including prerequisites) on the A-F grade base, unless a course approved within your degree plan is only offered on the S-N grade base. All major related courses must be completed with at least a C- grade (see [ICP Degree Requirements](#) for details).

## **Contact Information**

- Website: <http://www.cce.umn.edu/Inter-College-Program/>
- Phone: 612-624-4000
- E-mail: [cceinfo@umn.edu](mailto:cceinfo@umn.edu)
- [Adviser Profiles](#)