

The background of the top half of the page is a photograph of a group of students walking across a curved pedestrian bridge over a body of water. The students are seen from behind, walking away from the camera. They are wearing backpacks, some of which have the Oakland University logo. The bridge has a metal railing and concrete pillars. The water is greenish-brown. There are trees and a grassy area in the background. The Oakland University logo is in the top right corner.

OAKLAND  
UNIVERSITY™

# BACHELOR OF INTEGRATIVE STUDIES HANDBOOK



# WELCOME TO BIS...

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 different disciplines in order to cater to your specific career and educational goals. This can include minors, internships, study abroad and service learning.

BIS suits students who:

- have transfer credits
- are interested in more than one area
- want a major that OU doesn't offer
- are completing prerequisites for a specific graduate or professional program
- want to utilize this as a two-plus-two program





1975

THE PROGRAM WAS  
FOUNDED.

## Milestone Overview

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

### ☐ **Milestone 1: Prospective BIS student**

- ☐ Go to “create a profile” in e-plan.
- ☐ Meet with a BIS adviser.
- ☐ Complete interest area worksheet.
- ☐ Apply to OU or change your major to Integrative Studies.

### ☐ **Milestone 2: Pre-BIS**

- ☐ Create your plan of study.
- ☐ Use your SAIL progress to degree evaluation to complete the first three areas on your e-plan for general education section.
- ☐ Verify your credits completed by viewing your unofficial transcripts.
- ☐ For the BIS major area, insert HS402, your BIS capstone course, as this is the only required BIS course.
- ☐ For the BIS major area, insert your remaining courses based on your areas of interest and use [catalog.oakland.edu](http://catalog.oakland.edu) to view course descriptions and prerequisites.
- ☐ For the BIS major area, check for prerequisites (include any prerequisites on your e-plan).

- ☐ For the overall plan, make sure at least 32 credits are at the 300-400 level.

- ☐ Write your rationale.

### ☐ **Milestone 3: BIS candidate**

- ☐ Submit your plan and rationale to a BIS adviser.
- ☐ Meet with your faculty mentor.
- ☐ Submit your full application.

### ☐ **Milestone 4: BIS major standing**

- ☐ Achieve acceptance into the BIS program.
- ☐ Complete Plan of Study and capstone courses.

### ☐ **Milestone 5: BIS Graduation Candidate**

- ☐ Apply for graduation.
- ☐ Request a grad audit with a BIS adviser one semester before you intend to graduate.
- ☐ Participate in the commencement ceremony.

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BIS HAS THE **ONLY** INTERACTIVE  
ONLINE PERSONALIZED PLAN  
OF STUDY ON CAMPUS (THE E-PLAN).

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60%

OF BIS STUDENTS  
GO ON TO GRADUATE  
SCHOOL.

## 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 a rationale 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.

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FACULTY COUNCIL  
MEMBERS, INCLUDING  
THREE BIS STUDENTS.



# Prospective BIS Student

## Milestone One

- ☐ 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.
  - ☐ Apply to OU and designate Pre-Integrative Studies as your major. You are eligible to change your major to Pre-BIS if:
    - You are in good standing (GPA of 2.0 or higher) and
    - You have met with a BIS adviser.
- a. Transfer student:** Apply to OU ([oakland.edu/apply](https://oakland.edu/apply)) and transfer any credits available.
- b. Complete orientation part 1 online:** [oakland.edu/fyac/orientation/fso](https://oakland.edu/fyac/orientation/fso)
- c. OU student:** Change your major to Integrative Studies.
1. Go to [oakland.edu/bis](https://oakland.edu/bis).
  2. Log in to “e-Plan.”
  3. Go to “Forms.”
  4. Select ‘Request for change of major.’



# Pre-BIS

## Milestone Two

- ☐ 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](https://oakland.edu/bis)** (see following pages for tips).
    - 1. Run your OU degree evaluation and new unofficial transcript to complete the first half of the e-Plan.
    - 2. Go to **[sail.oakland.edu](https://sail.oakland.edu)** and **Login 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](https://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](https://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. Submission of your application is time sensitive. Missing an assigned due date can potentially postpone graduation date. Consult an adviser for more information.
- ☐ Complete the application rationale (questions are listed on the following page).
  - a. Visit the OU Writing Center (**[oakland.edu/ouwcc](https://oakland.edu/ouwcc)**) to review your rationale, if needed.
- ☐ Complete the minor authorization form for any minor that you plan to pursue (if applicable).
  - a. Go to **[oakland.edu/bis](https://oakland.edu/bis)**, go to “forms and links,” and choose “Minor Authorization Form.”





# E-Plan

Follow the guidelines below to help you fill out your e-Plan at [oakland.edu/bis](http://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.

Total Credit (Minimum 124 credits) [ Help ]		Credits Needed	
Transfer Credits	<input type="text"/>	General Education	40
OU Credits	<input type="text"/>	Plan of Study	84
OU total includes expected credits through	<input type="text"/>	Credits needed to grad	124
011/012 045	- 0		
Total	0		

General Education (Minimum 40 credits) [ Help ]							
GenEd Category	Grade	OU Course Completed	Semester   Year Completed	Credit	Transfer Course	College	Trans Credit
Knowledge Foundations							
<input type="checkbox"/> Writing Foundations	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Formal Reasoning	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Knowledge Exploration							
<input type="checkbox"/> Arts	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Language	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Global Perspective	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Literature	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Nat. Science and Tech	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Social Science	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Western Civilization	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# E-Plan

Continue to fill out classes for the writing requirements. The capstone course, HS 402, is to be completed in the last year/semester before graduation.

Knowledge Integration							
<input type="checkbox"/> Knowledge Applications	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MACRAO <input type="checkbox"/>							
General Education Total: 0 General Education Needed: 40							

General Education Corequisites <a href="#">[ Help ]</a>							
GenEd Category	Grade	OU Course Completed	Semester   Year Completed	Credit	Transfer Course	College	Trans Credit
Knowledge Foundations							
<input type="checkbox"/> Writing Intensive in General Education	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Writing Intensive in Major	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Knowledge Integration							
<input type="checkbox"/> Capstone	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> US Diversity	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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.



# E-Plan

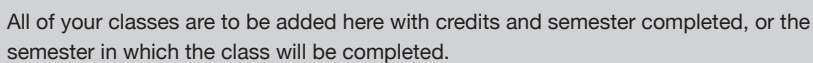
32 credits overall at the 300-400 level is required to graduate.  
Fill them out here!

300/400 Level Courses (Minimum 32 credits) <a href="#">[ Help ]</a>			
Course	Credit	Course	Credit
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
			Total: 0 Needed: 32

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

Plan of Study <a href="#">[ Help ]</a>	
Concentrations/Minors	<input type="text"/>
Application Deadline	<input type="text" value="[Please choose]"/>



[illegible]





## Rationale

The BIS rationale is your opportunity to represent yourself, explain your reasons for pursuing this degree, and purpose of the courses you have selected. Below are the six questions. This is submitted to your BIS adviser for review.

1. Describe your educational background (coursework/majors) including your studies at OU and other institutions of higher learning.
2. What are your educational and career goals?
3. In light of your goals, what do you hope to get out of the courses you have chosen? (Refer to [catalog.oakland.edu](http://catalog.oakland.edu) for course descriptions)
4. Explain how your proposed academic plan of study integrates different areas of study (including courses you've taken/transferred as well as courses you plan to take.)
5. 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 using the name of an OU major for your title (e.g. Business)
6. If you plan to continue your studies beyond your bachelor's degree, show how the courses on your plan prepare you for this. (pre-requisites, etc.)





# BIS Candidate

## Milestone Three

- ☐ Send all materials via email to a BIS adviser for review including:
  - a. Rationale
  - b. Prepare e-Plan to be 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.
- ☐ It is imperative for students to contact your faculty mentor to schedule an appointment to discuss your plan at least two weeks prior to due date.
- ☐ Meet with your faculty mentor to review your application materials
- ☐ Submit a **HARD COPY** of plan of study (signed by your faculty mentor), rationale 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 Admissions Committee.

**Note:** Each semester, there are two deadlines for applying to the BIS program.





# BIS Major Standing

## Milestone Four

- ☐ Track your progress toward degree completion through the degree evaluation system at [sail.oakland.edu](http://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](http://oakland.edu/bis) under Alpha Iota Sigma Honor Society (see qualifications on pg. 22).
- ☐ Register for the BIS capstone course, HS 402, in your last semester.

## HS 402

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 from your plan of study 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, feel free to register for the new course, but approval will be required prior to starting the course.

## How to submit a request

1. Go to [oakland.edu/bis](http://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 appropriate faculty committee for review.
- It typically takes up to one month for an official decision.



# Course Changes

## 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. Petitions of Exception apply if the disciplines are changing.

**Example:** HST to PS

Major	<input type="text"/>
Petition For	- Select One -
Request	
<div></div>	
<div>Submit</div>	

Use this form to submit a request to change a course within the same discipline.

**Example:** EXS 103 to EXS 105.

## Course Substitution Form

To use:	
Proposed Subject/Course	<input type="text"/>
Title of Course	<input type="text"/>
Number of Credits	<input type="text"/>
In place of:	
Original Course	- Select Course -
Reason for substitution	
<div></div>	

Course substitutions apply if changing within the same subject area.

**Example:** PSY for PSY





# PROUD OU ALUM!

## BIS Graduate Candidate

### Milestone Five

- ☐ Apply for graduation one semester prior to anticipated graduation date at [oakland.edu/graduate](http://oakland.edu/graduate).
- ☐ Request a grad audit with a BIS adviser one semester prior to the anticipated graduation date.
- ☐ Participate in the commencement ceremony.
- ☐ 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/OUUnivBIS](https://facebook.com/OUUnivBIS)).
- ☐ Utilize OU Career Services for guidance with your résumé, cover letter and job search. Their services are free for all OU students and alumni.

# 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 Integrative Studies.
- ☐ 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](http://oakland.edu/bis) under “Alpha Iota Sigma Honor Society”!



# Interest area worksheet

Highlight or circle the areas most interesting to you!

Bring this with you to your advising appointment.

## Journalism/Writing

- ☐ Advertising
- ☐ Public relations
- ☐ Creative writing
- ☐ Writing and rhetoric

## Communication

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

## Political Studies

- ☐ Pre-Law
- ☐ International relations
- ☐ Public administration

## Social Sciences

- ☐ Economics
- ☐ Criminal justice
- ☐ Sociology
- ☐ Psychology

## Humanities

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

## Quantitative Reasoning

- ☐ Mathematics
- ☐ Statistics
- ☐ Actuarial science

## Computer Science

- ☐ Computing
- ☐ Information technology

## 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

## Natural Science

- ☐ Pre-Med
- ☐ Biology
- ☐ Chemistry
- ☐ Science
- ☐ Physics
- ☐ Environmental science

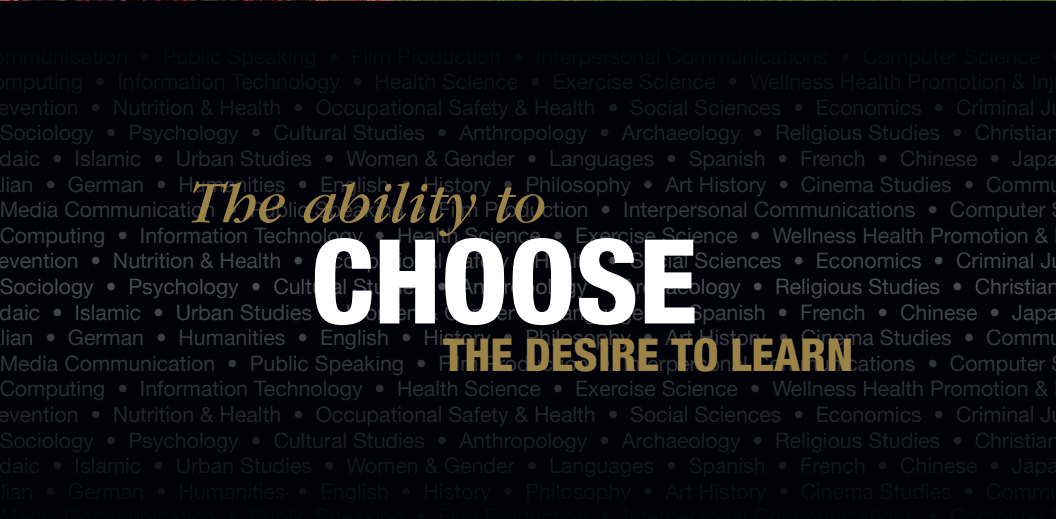
## Fine Arts

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

## Business

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





# CHOOSE

# THE DESIRE TO LEARN

**Facebook.com/OUnivBIS**

IGS-13306/2.16