

Student Name _____ ID # _____

Academic Plan Assignment

Goal: To develop a two-year Academic Plan by completing the pages that follow. Your Academic Plan can serve as a timetable by which you can set target dates for completion of some of your academic goals.

Step 1: *Using the NEIU 2009-2010 Academic Catalog choose a major. This information will help you plan your time-to-degree.

My Major is: _____

Step 2: Use the MAJOR form to write in all the courses required for your major, as well as any other required courses, i.e. pre-requisites, minors, etc.

Step 3: Use the COURSE TRACKING form to write in all the General Education, Writing, Math and Reading classes you are required to take (including those you have completed and in which you are currently enrolled).

Step 4: Use the ACADEMIC PLAN form to write in the courses in the order in which you plan to take them for the first two years.

Step 5: Use the BIG PICTURE form to figure out how many total credit hours it will take for you to complete your degree and graduate.

***Even if you are not sure of a major at this point, choose one anyway so that you can complete this exercise.**

IMPORTANT: In order to successfully complete this assignment you must do the following:

1. Choose a major as listed in the current Academic Catalog
2. List everything, including any coursework completed and your current enrollment, in your academic plan;
3. Read course descriptions in the Academic Catalog to determine if there are pre-requisites for certain courses and use this information to plan the proper sequence for completing your coursework.

Keep in mind the following:

1. You can enroll for a maximum of 18 credit hours during the Fall and Spring semesters;
2. You can enroll for a maximum of 14 credit hours during the Summer term;
3. **Some majors have specific course requirements or pre-requisites that are part of the General Education program.**
4. Some of the information you will need to complete this assignment can be found in the Northeastern Illinois Academic Catalog or the Schedule of Classes. Additional resources can also be found on our website at: www.neiu.edu/~acad/forms.htm , i.e. Check-sheets for College of Education and College of Business and Management majors.

Assignment Completed: _____

Advisor Signature

Date

Student Signature

Date

STEP 2. MAJOR REQUIREMENTS

Major Requirements :

Using the Academic Catalog, write in all the courses i.e. HIST 214, ACTG 210, ELED 301, etc., which are required for your major.

TOTAL HRS. _____

Other Requirements for the Major (if applicable):

If you chose a major in Secondary Education, Social Work, or one of the majors in business or the natural sciences, this is where you will write in the Professional Sequence (secondary ed.), Liberal Arts Pre-requisites (social work), Foundation (business), or Cognate (science) courses as required by these majors.

TOTAL HRS. _____

Minor Requirements:

If you chose a major in Bi-Lingual/Bi-Cultural, Elementary or Early Childhood Education, you will have to complete a minor/area of concentration; if not, a minor is optional. If you are doing a minor/area of concentration, write in the required courses, including at least 9 credit hours at the 300-level.

TOTAL HRS. _____

STEP 3. COURSE TRACKING FORM

General Education Requirements

Directions: Write in the subject abbreviation and course number (i.e., MUS 101) of the General Education courses you have taken, are taking, or plan to take, under each category in the SCHEDULE OF CLASSES

DONE **Fine Arts: 2 courses**

DONE **Social/Behavioral Sciences: 4 courses**

DONE **Natural Sciences: 3 courses**

LAB _____

DONE **Humanities: 3 courses**

DONE **Math/Quantitative Reasoning: 1 course**

TOTAL HRS. _____

English, Math and Reading Requirements

Directions: The English, Math and Reading courses listed below are read downwards. Beginning with the courses you placed into, circle ALL the English, Math, and Reading courses that you will need to take.

DONE **ENGLISH COURSES:**

_____ ESL 108 & 112 **OR** ESL 112

_____ ESL 114

_____ ESL 120 **OR** ELP 099

_____ ENGL 101

_____ ENGL 102*

* ENGL 102 may be optional, depending upon the major you select.

DONE **MATHEMATICS COURSES:**

_____ MATH 090

_____ MATH 091

_____ MATH 092

DONE **READING COURSES:**

_____ READ 115

_____ READ 116

_____ READ 117

TOTAL HRS. _____

STEP 4. Create an ACADEMIC PLAN for the First Two Years

Directions: Write in any General Education, English, Math, Reading and possible major/minor courses that you plan to take during your first two years. Be sure to include the courses you are currently taking and any you may have taken in previous semesters.

YEAR ONE	TERM:	TERM:	TERM:

YEAR TWO	TERM:	TERM:	TERM:

Do you plan to complete a Bachelor's degree? _____

How long do you expect it to take? _____

What is your career goal? _____

STEP 5. The Big Picture

MAJOR REQUIREMENTS

Enter the total number of credit hours of the “required courses” for
your major: _____

If applicable, enter the total number of credit hours of other courses
required for your major : _____

If applicable, enter the total number of credit hours required for your
minor: _____

TOTAL A:

GENERAL EDUCATION REQUIREMENTS

Enter the total number of credit hours *you* will have to complete for
General Education courses:

TOTAL B:

ENGLISH, MATH, & READING REQUIREMENTS

Enter the total number of credit hours required for English 101/102: _____

If applicable, enter the total number of credit hours you have to do for
ELP/ESL (108, 112, 114, 120, 099): _____

If applicable, enter the total number of credit hours you have to do for
Developmental Math (090, 091, 092): _____

If applicable, enter the total number of credit hours you have to do for
Reading (115, 116, 117): _____

TOTAL C:

Add the totals for A, B, and C and enter here
TOTAL D:

Coursework below 100-level is not considered to be college level;
so, subtract the total number of credit hours for any courses you have
to take that are below 100 level (i.e. Math 090) from Total D: _____

GRAND TOTAL (Total D minus courses below 100 level):

**What is the minimum number of credit hours required to
complete your BA/BS?** _____

**If your Grand Total is LESS than the minimum number of credit hours required to
complete a BA/BS, then you can complete a minor or take free electives to help you
reach the minimum.**

**It is okay if your Grand Total is MORE than the minimum number of required credit
hours.**