

Sample Sequence “Four-Year Plan” Instructions for Departments

Disclaimer/Preamble

All four-year Sample Sequences on the catalog will be preceded by the following disclaimer text and mention of the Language Other Than English requirement:

This sample sequence is intended to be used only as a guide for degree completion. All students should work individually with their academic advisors to decide the actual course selection and sequence that works best for them based on their academic preparation and goals. Enrichment programming such as study abroad, minors, internships, and so on may impact the structure of this four-year plan. Course availability is not guaranteed during the semester indicated in the sample sequence.

Students must fulfill their Language Other Than English requirement by successfully completing a third level of a language other than English. For more information, see the corresponding section on the Degree General and Education Requirements page (link the Degree General and Education Requirements page words on the catalog page using this URL: </general-information/degree-general-education-requirements/>).

*Not to include in catalog per say. Exception to 3rd level requirement for LOTE (as of August 2022) are for Gies COB (BUS) who matriculated prior to Fall 2021 and all students in the Sciences and Letters Curriculum of the College of LAS. These students are expected to gain knowledge equivalent to the completion of the fourth semester of college study in a language. LAS Chemistry and Chemical Engineering Specialized Curricula are exempt from the four semester LAS Language requirement and must adhere to the Campus requirement of three semesters or equivalent.

General Instructions for the Sequence

Fill out one sequence for each official major and concentration within your undergraduate degree. Use the template provided and submit it in Word format. This is an eight-semester plan that will account for all requirements including total hours and adequate slots for all general education requirements.

This sequence is geared toward first-time first-year students – when creating it, assume no remedial work is necessary. You should also assume no advanced or prior credit has been obtained through placement/proficiency exams, dual enrollment, or transfer courses. As such, if there are course options where a student can only get credit toward graduation for one course or the other (you would see this as a credit restriction for each course), please list one course and have the other as an ‘or’ in parentheses. An example is provided below.

Students take either CHEM 102 and CHEM 103 *or* CHEM 202 and CHEM 203. The sample sequence should read:

CHEM 102 (or CHEM 202)	3
CHEM 103 (or CHEM 203)	1

However, if there is a true 'or' situation, where a student can choose one or another course to fulfill a requirement, but credit toward graduation isn't restricted to one or the other, list the course as an 'or' course in the sequence. An example is provided below:

Students can take either ARTS 210 *or* ARTS 252. The sample sequence should read:

ARTS 210 or 252

3

Summer work should not be required.

Consider if the degree has any required courses that are only offered in one semester and place those in the correct semester.

Consider prerequisites and ensure the sequence doesn't suggest a student take a course before taking the necessary prereq(s) to that course.

Account for the Language Other Than English requirement in the sequence table. See the LOTE/Foreign Language section below for how to account for this requirement.

Format

List required courses in rubric number format: PSYC 100 (not Intro Psych)

List courses with their corresponding credit hour amount in the table provided on the template.

Add up the individual lines in each semester and show a semester total. This must be a single number, not a range. For dealing with ranges in individual course options, see Credit Hour Ranges below.

Your eight semester totals must add up to equal your minimum degree total hours exactly (no more, no less, and not a range of hours such as "128-130"). The total hours for the program must match the Sample Sequence.

Semester Example for the Sample Department (course rubric is SMPL):

Courses	Hours
SMPL 100	1
SMPL 140 or SMPL 150	3
Comp. I or General Education course	4-3 (Use 4)
General Education course	3
Free elective course	3
Semester Sum	14

General Education Courses

When listing general education courses, use the generic “General Education course” phrase instead of specific categories like “Humanities,” unless you always recommend that students take that specific category in that specific term.

For Composition I, please include a specific reference to that in the sequence. Also, since students may not be able to take their Composition I course in the first semester (example, RHET 105 availability is based on UIN per term), please include an ‘or’ option in both semester one and semester two. See Semester Example below.

First Year, Semester 1

Courses	Hours
SMPL 100	1
SMPL 140 or SMPL 150	3
Comp. I or SMPL 155	4
General Education course	3
Free elective course	3
Semester Sum	14

First Year, Semester 2

Courses	Hours
SMPL 101	1
SMPL 180	3
SMPL 155 or Comp. I	4
SMPL 185	3
Free elective course	3
Semester Sum	14

Also, if there is a specific course you recommend students take for a general education category, but that course is **not** required in the degree requirements, you could list something like: “General Education QRI Statistics: STAT 100 recommended.”

Free elective courses

For credit hours in which students can take whichever courses they would like to add up to the total number of credit hours minimally required for the degree, please list each entry as ‘Free elective course.’

LOTE/Foreign Language

The minimum admission requirement for foreign language is 2 years (2 semesters/second level equivalent). The LOTE graduation requirement for most colleges is completion of 3 semesters/third level. In that case, needing to take more than one foreign language class (the third level) on campus

would be considered remedial. The student having already completed their foreign language requirement would be considered as advanced credit. Since we do not account for remedial or advanced credit on the Sample Sequence in the catalog, degrees requiring successful completion of the third level of foreign language will need to account for *1 and only 1 semester of LOTE* in the sequence (which would be the third level of that language).

If your degree requires successful completion of the fourth level of a foreign language, you will need to account for exactly 2 semesters of LOTE in the sequence (third and fourth level).

List the LOTE as “Elective or Language Other Than English (3rd level)” in the courses column and list “3-4 hours” in the hours column. We use 4 hours in the semester tally. If you don’t want to refer to an elective here, you can list “Language Other Than English (3rd level)” with 4 hours. Advisors would guide students to replace that with 4 hours of another course if LOTE is not needed.

A link to the Language Other Than English requirement is included on each sequence’s page in the catalog. See Disclaimer/Preamble section above.

Credit Hour Ranges

You may have a type of requirement (e.g., an elective pool) where some course options are worth 3 credit hours and some are worth 4 credit hours. If you want a range to appear in a semester line item, indicate which credit hour amount you want captured in the semester total. Make sure your semester total reflects that choice as well. In the example below, an Advanced Skills requirement could be 3 or 4 hours. Pick the credit hour amount that is more common or what you’d recommend your students to take that semester. Make a note (e.g., “use 4 hours”) to indicate which one you’re picking – that note will not appear in the catalog but allows us to tell the catalog what number to use in the semester tally. When listing your semester total, make sure it reflects that credit hour range choice accurately.

Courses	Hours
Basic Skills course	3-4 (use 3 hours)
Applied Skills course	3-4 (use 4 hours)
CMN 101	3
General Education course	3
Free elective course	2
Semester Sum	15

In this example, the semester sum is calculated by $3 + 4 + 3 + 3 + 2 = 15$.

Footnotes

To preserve accessibility for students with visual impairments using screen readers, we do not use the footnote function of the catalog. Any explanatory note that you want to include about a line item in the semester table will need to be written in the table with that item or added beneath the table as a text line.

Program specific elective lists

Lists of elective course selections (e.g., options that qualify for a specific type of elective) for all undergraduate programs should be included in the Program of Study catalog. If your Program of Study

currently includes a link to a department or college website for the course list instead of the list itself, please contact Brooke Newell (bsnewell@illinois.edu) to discuss making a program revision.