

ST. CLOUD STATE UNIVERSITY

A tradition of excellence and opportunity

Bachelor of Elective Studies

The Bachelor of Elective Studies (BES) degree provides students with the opportunity to individualize their degree program. Because it is a student-defined curriculum, it requires careful planning and articulation. Students are encouraged to use a variety of resources both on campus (counseling, faculty, career services) and in the community (professionals in the career field) to help determine the best course of study.

To be admitted to the BES degree program, students must schedule an interview with the BES Program Director to discuss the program and its options. Following the interview, the BES Proposal Form and the BES Program Form must be completed, signed and returned before admission is finalized. These documents should show evidence that all of the BES requirements have been met.

Bachelor of Elective Studies Degree Requirements:

- 1.** Completion of a minimum of 120 semester credits with at least a 2.0 grade point average.
- 2.** Completion of the General Education and MGM requirements.
- 3.** At least 45 semester credits of upper division (300-400) level courses.
- 4.** No more than 60 semester credits in any one discipline.
- 5.** A maximum of 6 internship credits may be used as part of the 45 credits at the upper division level. Additional internship credits may still be used as electives toward graduation.
- 6.** A major and/or minor is not required, but strongly encouraged. Students may complete majors and minors only in those departments which indicate BES programs are available. Check the current Undergraduate Bulletin for complete information.
- 7.** Meet all residency requirements for St. Cloud State as outlined in the current Undergraduate Bulletin (30 semester credits at SCSU and the final 6 credits before graduation at SCSU).
- 8.** Complete a portfolio of projects, papers, exams and/or creative activities related to the program plan. This portfolio must be submitted to the BES director prior to applying for graduation.

Completing the Program Proposal Form:

Directions for the Program Proposal Form are given on the form itself. Although typing is acceptable, you may wish to use a word processor. If you use a computer, include all the introductory paragraphs and the signature lines at the end of the form on your document. Each narrative should be approximately two to three paragraphs long.

- 1.** Comments should be thoughtful and articulate.
- 2.** You need to thoroughly state your reasons for selecting the BES degree program.
- 3.** Include information in regard to short and long term goals that may be enhanced through the BES degree.

Checklist for completing the Major Program Plan:

- Fill in name, address, phone number and social security number at the top of the form. Indicate Major, Minor or Self-Select status.
- List all completed courses, including course number, number of credits and grades. If listing transfer credits, list grade as "T", and *bring your Degree Audit Report with you for your second meeting.*
- List all pending courses that will be completed in the future, but leave the grade column blank since the credits and grades have not yet been earned. All courses should be listed the appropriate column: General Education, Major, Minor, Electives or Self-Select.
- If declaring a major or minor, arrange an appointment with the chair or the designated BES advisor for those departments to discuss your plan. These advisors may make changes or offer suggestions for you to consider. *Your major or minor must be approved and "signed off" by each department.* If requesting a Self-Select only program with no major or minor, this step is not needed.

Completing the BES admission process:

When your program form has been completed (showing 120 credits and 45 credits at the upper level), and any needed signatures secured, make an appointment to meet with the BES Director. Bring both completed forms, transfer evaluation worksheet (if you have one) and any other relevant information. *The BES Director must approve both the Major Program Plan and the Program Proposal.*

Other important information:

Keep a copy of your Major Program Form so that it can serve as a guide for completing your course work.

If changes in the program are needed, complete a BES Change Form, which is available at the Center for Continuing Studies. All changes must be approved by the Program Director. In addition, any changes in a major or minor must also be approved by the respective department.

It is very important to apply for graduation well in advance. Your graduation application will be reviewed in a timely manner and you will have time to make any corrections of your records or make necessary changes to your program. Applications for graduation are available in the Records and Registration office.

**St. Cloud State University
Center for Continuing Studies
BACHELOR OF ELECTIVE STUDIES
Program Proposal**

Please use this form to describe your reasons for selecting the Bachelor of Elective Studies degree option. Point out the relationships between this rationale and the content of your degree. This proposal must be approved by the BES Program Director before you will be admitted to the program. Submit your answers in a typed format. *If using a computer, include introductory paragraphs and include the signature lines at the end.*

1. Program Rationale

Describe the reasons you wish to design and follow your particular degree plan. These reasons should include references to your special career goals, intellectual interests or prior education.

2. Program Plan

Describe the general area or areas in which you plan to study. Explain how these areas compliment one another and how you hope to make use of this degree. It is important to show how the proposed content of your degree grows out of the rationale.

Student's Name (Please Print)

BES Director Date

Student's Signature Date