



NEWLANE UNIVERSITY

DEGREE COMPLETION GUIDE

**BA in Liberal Arts
Business Specialization**

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GETTING STARTED

Welcome to Newlane University! This guide is designed to empower you to manage your academic journey with confidence. Use this guide to understand your course requirements, track your progress, and plan your courses, all while keeping everything simple and organized. This guide answers the following questions:

- What courses are required for your desired degree?
- Which courses satisfy each category requirement?
- How can I take charge of my academic success?

KEY TERMS TO KNOW

Corequisite: A course or requirement that you **must take at the same time** as another course.

- *Example: Exploring the Liberal Arts* may be taken as a corequisite alongside the *Foundations of Natural Science* course. Jane wants to take *Foundations of Natural Science*; however, Jane has not yet completed the *Exploring the Liberal Arts* course. To take *Foundations of Natural Science*, Jane must enroll in **both** *Exploring the Liberal Arts* and *Foundations of Natural Science* **at the same time**.

Prerequisite: A course or requirement that you **must complete before** you can take another course.

- *Example: Introduction to Philosophy* may be taken as a prerequisite for the *Advanced Topics: Metaphysics* course. Sam is very interested in taking *Advanced Topics: Metaphysics*. Sam must pass *Introduction to Philosophy* **before** he can take *Advanced: Metaphysics*.

Milestone: A significant step or group of related academic requirements students must complete as part of their degree program.

- *Example: Amir* needs to complete all 4 degree milestones to earn his Bachelor of Arts in Liberal Arts degree. Amir decides to spend the first year of his enrollment systematically completing all of the required general education courses. At the conclusion of the Amir's first year, Amir will have completed Milestone 1 (General Education).

UNDERSTANDING THE DEGREE COMPLETION MILESTONES

Earning your Bachelor of Arts degree at Newlane University is clear and achievable. By achieving four simple milestones, you can independently and confidently earn your degree.

MILESTONE 1: Complete All General Education Course Requirements

- Build foundational skills in communication, mathematics, scientific reasoning, and the humanities.

MILESTONE 2: Complete All Major or Core Requirements

- Establish and strengthen your understanding of key concepts of your chosen discipline.

MILESTONE 3: Complete All Specialization or Advanced Requirements

- Dive deeper into your chosen field of study.

MILESTONE 4: Complete Any Electives (If Applicable)

- Expand your learning and personalize your degree by selecting courses that align with your interests and goals.

Reminder: Newlane students can complete these milestones in any order based on their academic plan and availability.

USING THE DEGREE COMPLETION GUIDE

To get the most out of the Degree Completion Guide, it is essential to understand how to use it effectively. Here are a few recommendations to consider before you begin:

- ✓ **Review Program Requirements:** Understand what is required for each milestone.
- ✓ **Track Your Progress:** Check the box (☑) next to each completed course and category, ensuring you meet the required credits for each category.
- ✓ **Pay Attention to Symbols:** The guide sometimes lists symbols (such as + or ★) beside courses. Be sure to pay close attention to these symbols when selecting courses, as they represent considerations that may help you make strategic course choices.
 - *Example:* Bao needs to complete one (1) more Scientific Reasoning course to satisfy Milestone 1; however, his ultimate goal is to earn his Bachelor of Arts in Liberal Arts degree. He notices *NATSCI201: Foundations of Natural Science* has a + symbol, meaning it also counts toward Milestone 2. Instead of taking a different Scientific Reasoning course, Bao chooses *NATSCI201* so he can satisfy two milestones at once.
- ✓ **Apply Transfer Credits (if applicable):** If you have approved transfer credits, update the corresponding "TXFR" row for the given category and mark the course as complete.
- ✓ **Manage Your Electives:** Choose electives that fit your academic and professional goals, and record and track completed electives in the designated section.
- ✓ **Update Personal Notes:** Use the "Personal Notes" area to plan your next milestones, track milestones, and save advisor recommendations.
- ✓ **Take Ownership of Your Path:** While the Student Support Team is always available to support you, this guide lets you plan and manage your academic progress confidently. You have the tools to lead your own journey!

BACHELOR OF ARTS IN LIBERAL ARTS – BUSINESS SPECIALIZATION

MILESTONE 1: GENERAL EDUCATION DEGREE REQUIREMENTS (39 Total Credits)

I ALREADY HAVE A DEGREE: Students who have previously earned an Associate degree or higher should mark all Milestone 1 categories as completed & move to Milestone 2.

I HAVE TRANSFER CREDITS: Use your transcript evaluation to identify the number of courses you need to take for each Category. Once identified, use the lists below to select the course(s) you prefer to satisfy any remaining Milestone 1 requirements & get started.

AWAITING A TRANSCRIPT EVALUATION?: Temporarily Skip to Milestone 2, submit all official transcripts from prior Institutions, and return to Milestone 1 once you've received your transcript evaluation.

Category & Credit Requirement	Course #	Course Name	Credits	Earned?	Completed	Category & Credit Requirement	Course #	Course Name	Credits	Earned?	Completed			
UNIVERSITY STUDIES (US) <i>(NWLN100 + 3 credits)</i>	NWLN100	Newlane Basic Orientation & Jumpstart	0		<input type="checkbox"/>	SOCIAL & BEHAVIORAL SCIENCES (SBS) <i>(12 credits)</i>	ANTH101	Introduction to Anthropology	3		<input type="checkbox"/>			
	GE100	Keys to College Success	3				BUS101	Introduction to Business	3					
	TXFR	US - Transfer Credits Accepted					HLTH101	Introduction to Health	3					
COMMUNICATION & INFORMATION LITERACY (CIL) <i>(6 credits)</i>	COMM101	Introduction to Communication	3		<input type="checkbox"/>		<i>NOTE: All Newlane Psychology courses as well as BUS302 & BUS303 can count towards this category. See course descriptions for more options.</i>	POLSCI101	Introduction to Political Science	3			<input type="checkbox"/>	
	ENG102	English Composition	3					PSYCH101	Introduction to Psychology	3				
	PHIL301	Critical Reading & Writing ⁺⁺	3					SOC101	Introduction to Sociology	3				
	TXFR	CIL - Transfer Credits Accepted						HIST202	History of the Modern World	3				
								HIST203	European History	3				
QUANTITATIVE LITERACY (QL) <i>(6 credits)</i>	MATH100	Practical Mathematics	3		<input type="checkbox"/>			LIBART201	Exploring the Liberal Arts ⁺⁺	3				<input type="checkbox"/>
	MATH101	College Algebra	3					SOCSCI201	Foundations of Social Science ⁺⁺	3				
	MATH201	Introduction to Mathematical Reasoning	3					TXFR	SBS - Transfer Credits Accepted					
	PHIL203	Symbolic Logic [*]	3					ARTS & HUMANITIES (AH) <i>(6 credits)</i>	ART101	Art Appreciation		3		
	BUS301	Principles of Accounting	3			PHIL101			Introduction to Philosophy	3				
	BUS304	Principles of Finance	3			PHIL102			Introduction to Ethics [*]	3				
	PSYCH304	Research Methods in Psychology [*]	3			LIBART201			Exploring the Liberal Arts ⁺⁺	3				
TXFR	QL - Transfer Credits Accepted			ARTHUM201	Foundations of Arts & Humanities ⁺⁺	3								
SCIENTIFIC REASONING (SR) <i>(6 credits)</i>	ASTR101	Introduction to Astronomy	3		<input type="checkbox"/>	TXFR	AH - Transfer Credits Accepted							
	BIO101	Introduction to Cellular & Molecular Biology	3			ACADEMIC ADVISING NOTES:								
	BIO102	Introduction to Biology	3											
	PHYS101	Introduction to Physics	3											
	LIBART201	Exploring the Liberal Arts ⁺⁺	3											
	NATSCI201	Foundations of Natural Science ⁺⁺	3											
	PHIL317	Philosophy of Science [*]	3											
	TXFR	SR – Transfer Credit Accepted												
TOTAL MILESTONE 1 CREDITS EARNED:														
MILESTONE 1 COMPLETED ON:														

MILESTONE 2: LIBERAL ARTS CORE (15 Total Credits)

Course Number	Course Name	Credits	Passed? Earned?	Category Completed
LIBART20	Exploring the Liberal Arts [^] ★	3		<input type="checkbox"/>
PHIL301	Critical Reading & Writing [★] ★	3		
ARTHUM20	Foundations of Arts & Humanities [★] ★	3		
SOCSCI20	Foundations of Social Science [★] ★	3		
NATSCI20	Foundations of Natural Science [★] ★	3		
TOTAL MILESTONE 2 CREDITS COMPLETED:				
MILESTONE 2 COMPLETION DATE:				

MILESTONE 3: LIBERAL ARTS – SPECIALIZATION: BUSINESS (15 Total Credits)

Course Number	Course Name	Credits	Passed? Earned?	Category Completed
BUS101	Introduction to Business	3		<input type="checkbox"/>
BUS301	Principles of Accounting ^{**} ★	3		
BUS302	Principles of Marketing ^{**} ★	3		
BUS303	Principles of Management ^{**} ★	3		
BUS304	Principles of Finance ^{**} ★	3		
LIBART351	Liberal Arts Capstone Project [*]	6		
TOTAL MILESTONE 3 CREDITS COMPLETED:				
MILESTONE 3 COMPLETION DATE:				

MILESTONE 4: ELECTIVES (33 Total Credits)

Any course or accepted transfer credits that *will NOT be used to satisfy Milestones 1 through 3*. Students are encouraged to select courses of personal or professional interest. See available options here: <https://newlane.edu/course-descriptions/>. (NOTE: Prerequisite and corequisite requirements may apply.)

Course Number	Course Name	Credits	Passed? Earned?	Category Completed
				<input type="checkbox"/>
TOTAL MILESTONE 4 CREDITS COMPLETED:				
MILESTONE 4 COMPLETED:				

★ = Prerequisite/Corequisite Required; See course catalog for details at <https://newlane.edu/course-descriptions/>

♣ = BA in Liberal Arts requirement. While the course may satisfy more than 1 milestone, the number of credits earned should ONLY be calculated under Milestone 2.

■ = May also satisfy no more than 1 of the following categories: Scientific Reasoning, Social & Behavioral Sciences, Arts & Humanities

** = Required for specialization