



## Individualized Major Proposal

### Policy, Procedures, and Regulations for Individualized Majors

- A. Policy:** Wells College has established the opportunity for an Individualized Major as an alternative to an established major for exceptionally capable and responsible students whose academic interests would be better served by such a major. Each Individualized Major is expected to meet the philosophy and educational goals of Wells College and to afford the student maximum exposure to the breadth and depth of a liberal education as well as an opportunity to undertake advanced work in an area of special interest.
- B. Procedures:** Use this checklist to work through the procedures for an Individualized Major (“IM”)
- \_\_\_ 1. **Print an unofficial transcript** from global.wells.edu for advising purposes
  - \_\_\_ 2. **Make an appointment to meet with the Director for Academic Advising** either in the first semester of the sophomore year or early in the second semester of the sophomore year. The Director will give the student the *Individualized Major Proposal form* at this meeting. The student should also meet with one or two appropriate faculty members to discuss possible features of the planned Individualized Major.
  - \_\_\_ 3. **Secure the agreement of two faculty members** willing to serve as advisors. One should be chosen to be the administrative liaison (signs all forms that need the advisor’s signature) for the planned Individualized Major. The student shall normally have taken or be taking at least one course from each of the two faculty members who will be her advisors.
  - \_\_\_ 4. **Submit the standard Declaration of Major form** to the Registrar’s Office indicating your intention to pursue an Individualized Major by March 1 in the second semester of the sophomore year. The Declaration of Major form **will not**, in this case, declare your major.
  - \_\_\_ 5. **Discuss the details** of the major and review the regulations for Individualized Majors (see page 8) with the two chosen faculty advisors. Use the worksheet on page 5 in the “IM” application to “map-out” the planned courses.
  - \_\_\_ 6. **Review the planned details** with the Director of Academic Advising.
  - \_\_\_ 7. **Prepare the final draft of the *Individualized Major Proposal*** for submission to the Committee on Academic Standing and Advising with appropriate consultation with faculty and with the Director of Academic Advising.
  - \_\_\_ 8. **Return the *Individualized Major Proposal*** to the Registrar’s Office by the end of the 10<sup>th</sup> week of the second semester of the sophomore year. Final review and approval rests with the Committee on Academic Standing and Advising.

**\*\*Proposals submitted after the established deadlines may not be reviewed\*\***

**Transfer students:** Transfer students entering with Junior standing who wish to pursue an Individualized Major must initiate the process immediately after arrival and submit a plan no later than the end of the 6<sup>th</sup> week of the first semester enrolled at Wells.

**Program changes:** The Administrative Liaison may make up to three substitutions for courses in the approved proposal by written notification to the Registrar. Additional changes in the program must be petitioned and approved by both advisors and by the Committee on Academic Standing and Advising.

**C. Regulations:** Use this checklist for complying with the “IM” regulations.

\_\_\_1. **Required GPA:** A student applying for an “IM” shall have a minimum cumulative GPA of 3.0 at the time of application.

\_\_\_2. **Typed Statement:** A word-processed or typed statement about the proposal program’s specific educational goals and the ways in which the “IM”, rather than a standard major, or standard major plus minor, better satisfies these objectives is required. This statement must demonstrate the intellectual integrity of the program to the satisfaction of the student’s proposed advisors. (See page 2 of this form).

\_\_\_3. **Course List and Comprehensive:** A listing of specific courses must be included in the “IM” application. (See pages 3 and 4 of this form). Indicate also on the application (page 5 of this form) what method of comprehensive evaluation you plan and, if your statement of goals (page2) does not address how the comprehensive evaluation will tie the elements of the major together, describe the integrative aspects of it here.

\_\_\_4. **College Requirements:** Indicate on the application (page 6 of this form) the proposed plan of study to meet the College’s goals for a sound liberal arts program, including courses that satisfy the Liberal Arts Foundations and the Distribution Requirements.

\_\_\_5. **Letters of Recommendation:** The endorsement of two faculty members from different and appropriate disciplines who will serve as co-advisors, one of whom (call the “Administrative Liaison”) will have administrative responsibility (sign all forms requiring advisor’s signature). In supporting letters, these faculty members should be able to offers some evaluation of the student’s performance and motivation and should speak to the intellectual integrity and soundness of the proposed program.

\_\_\_6. **Minimum/Maximum Hours Required:** An “IM” shall require a minimum of 33 semester hours and adhere to the College regulations governing the maximum number of semester hours permitted in a major: a maximum of 65 semester hours total and a maximum of 45 semester hours in one discipline.

\_\_\_7. **Upper Division Courses Required:** An “IM” shall include at least 18 semester hours of coursework at the 300-level or above.

\_\_\_8. **Focus:** An “IM” must have a clear focus (as described in #1 above) with each course contributing to that focus.

\_\_\_9. **Disciplines Represented:** At least two disciplines shall be substantially represented.

\_\_\_10. **Existing Major:** An “IM” shall not substantially duplicate an existing major.

\_\_\_11. **No “I” Grades:** The student shall have no grades of “I” (Incomplete) at the time of application.

\_\_\_12. **Two Courses Completed:** At the time of application for an “IM” the student shall have taken at least 2 courses included on his/her list of courses counted toward the proposed major and shall have earned a 2.0 GPA or higher in those courses.