

Preparing Individualized Major Proposals

What your typed proposal should contain:

I. Cover Sheet (use form on page 2)

II. Overview and Academic Rationale for the Proposed Individualized Major

Briefly explain why existing major programs within the College do not adequately meet your educational, professional, or personal goals. Provide a *general* explanation of the nature of the program you and your faculty advisors have developed. In addition, please briefly comment on how your program meets the expectations of the College's Mission (<https://about.providence.edu/mission/>). Also, *briefly* explain the rationale for the *specific title* of your proposed Individualized Major. Approved Individualized Major titles will be reflected on the official academic record (2-3 page maximum).

III. Proposed Course of Study

List the courses and other experiences (e.g., internships) which will comprise your program. Most majors have Major *requirements* and Major *elective* courses, with ten or eleven courses from these lists contributing to the Major GPA. List Major Requirements and Major Electives separately. Indicate on these lists which courses you have already completed (by showing the grade you received next to each completed course). Please ensure that approximately 2/3 of your program's required courses are "upper-level" (i.e., beyond introductory level—normally, 300-400 level) courses. *Briefly justify* the selection of the courses in this list. How do the courses fit into the rationale you provided in Part II for your overall program goals?

IV. Calendar

Make a list of the courses you've taken or plan to take each semester up to your projected graduation date, and indicate on this calendar which courses fulfill your Major (M) and Core (C) requirements. Make sure you've listed *each* of the College's Core Requirements. If you plan to take *specific* Core courses in order to fulfill your Individualized Major goals, make sure to indicate that on the form. (This link to the Core Curriculum will assist you: <https://academics.providence.edu/core-curriculum/>.) This calendar establishes your plan to complete your program; it shows you and your advisors where the critical timing issues may be, and it demonstrates that you can in fact graduate according to your plans.

V. Required Documentation

(A) Attach an unofficial copy of your Providence College transcript, as well as transcripts of credit received from other colleges or universities. If you do not have copies of transcripts from other colleges, see the Registrar's Office, Harkins 310.

(B) The Proposal Cover Sheet, signed by the faculty sponsors who have agreed to act as the advisory committee for your program.

(C) The "Department Chair Acknowledgment of Individualized Studies Major Proposal" forms for each department represented in your proposal.

Include these along with the 2-3 page overview and the three forms listing your coursework.

The Completion of the "Academic Program Adjustment Form" by the Dean of Undergraduate & Graduate Studies will give the final approval for the Individualized Major. **ONCE APPROVED, ANY CHANGE TO THE INDIVIDUALIZED MAJOR REQUIREMENTS WILL BE ALLOWED ONLY WITH THE PERMISSION OF THE DEAN OF UNDERGRADUATE & GRADUATE STUDIES FOLLOWING THE SUBMISSION OF A STUDENT PETITION FOR A SPECIFIC CHANGE (INCLUDING A BRIEF RATIONALE FOR THE CHANGE). THE PETITION MUST INCLUDE THE WRITTEN SUPPORT OF EACH OF THE STUDENT'S MAJOR ADVISORS FOR THE PROPOSED CHANGE.**

I. Proposal for Individualized Studies Major

Student's Name _____ Date ___/___/___

Current Major(s)_____

Title of Proposed Individualized Major:_____

Faculty Advisory Committee for Individualized Major:

ADVISOR'S PRINTED NAME	ADVISOR'S SIGNATURE	DEPT/PROGRAM
* _____	_____	_____
_____	_____	_____
_____	_____	_____

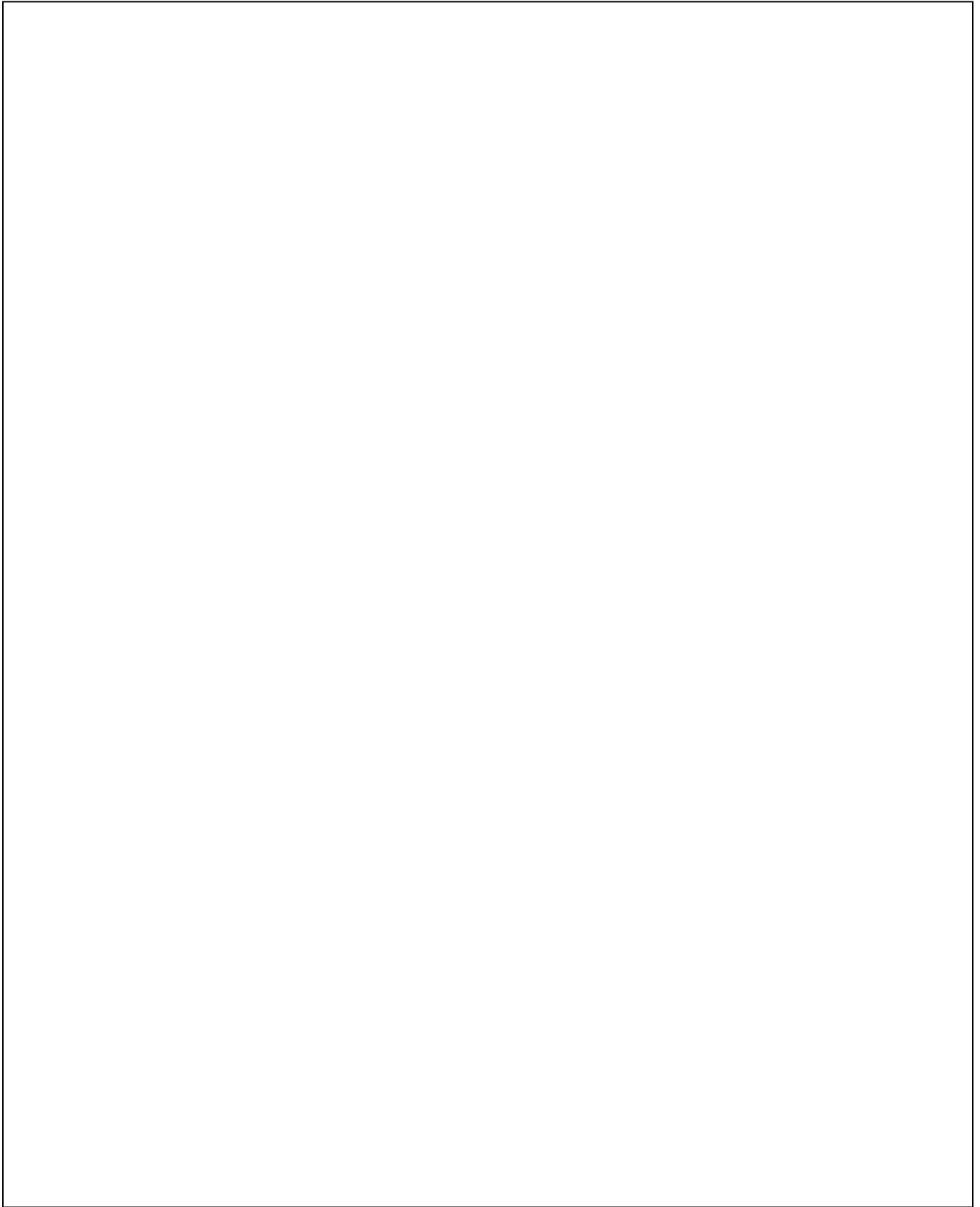
(* indicates the Primary Advisor of the student)

Projected Date of Graduation in Individualized Major: _____

Current Cumulative GPA:_____

II. Overview and Academic Rationale for the Proposed Individualized Major

Briefly explain why existing major programs within the College do not adequately meet your educational, professional, or personal goals. Provide a *general* explanation of the nature of the program you and your faculty advisors have developed. In addition, please briefly comment on how your program meets the expectations of the College's Mission (<https://about.providence.edu/mission/>). Briefly explain the rationale for the *specific title* of your proposed Individualized Major. (2-3 page maximum).



IV. Calendar

Please outline your academic program by filling in this chart with the courses and credits you've completed thus far and your intended coursework and credits for the semesters ahead. Please indicate which courses have/will satisfy particular *core* requirements (e.g., "C: Writing I") or *major* requirements ("M").

	Fall Semester Courses	# credits	M/C	Spring Semester Courses	# credits	M/C
1 st year						
2 nd year						
3 rd year						
4 th year						
Total				Total		
Total Credits; Graduation requirement includes a minimum of 120 credits						

V. Required Documentation:

(A) Parts I (Cover Sheet with faculty sponsor signatures), II, III and IV as described;

(B) An unofficial copy of your current Providence College transcript, as well as transcripts of credit received from other colleges or universities. You can get your transcript from the Office of the Registrar, 310 Harkins Hall;

(C) The signed "Department Chair Acknowledgment of Individualized Major Proposal" forms (below) for each department represented by your program advisors.

Department Chair Acknowledgment of Individualized Major Proposal

Academic department chairs are asked to review and comment on all Individualized Major proposals that are presented for sponsorship by members of the department's full-time Ordinary Faculty. The Committee on Studies asks chairs to review such proposals with strong attention to the strength of the proposal in relation to other academic programs within the discipline, the availability of faculty resources to support the oversight and completion of the proposed program, and the feasibility of completing the program in a timely manner.

Student's Name _____

Date ___/___/___

Title of Proposed Individualized Major: _____

- I support the above student's Individualized Major proposal.
- I have reservations about the above student's Individualized Major proposal as indicated below.

Department Chair's Signature

___/___/___
Date

Name of Department