

Request to the Academic Policy & Courses of Study Committee for a Student-Proposed Major

Students are reminded that all student-proposed majors must be submitted and approved by the Academic Policy Committee at least one year in advance of their expected graduation date.

To the student: As a first step, be sure to discuss your proposed major in detail with your intended adviser. Based on that discussion, complete part A (page 1) as well as C, D, and E (page 2), attach a rationale for the major including any role it will play in your intended career, and also attach a current transcript. Present that packet of material to 1) your adviser, 2) your co-adviser, if any, and 3) the appropriate department chairperson for their endorsements in Part B. Then submit the packet to the Office for Student Affairs who will forward it to the Academic Policy & Courses of Study Committee.

Part A. To be completed by the student:

Title of proposed major: _____

Name of proposer: _____

How should the Committee quickly contact if we have questions? _____ *To what address should the Committee send you its written decision?* _____

Email address? _____ *CMS Box #?* _____

Daytime phone? _____ *Home address?* _____

Part B. To be completed by the faculty:

Approval of adviser: _____ **Date:** _____

Statement of support from the advisor (attach additional sheet if desired):

Approval of co-adviser, if any: _____ **Date:** _____

Approval of chairperson of the department who courses make up the 15 or more credits at the 300-level or above (see reverse side):

_____ **Date:** _____

Approval of the chairperson of the Academic Policy & Courses of Study Committee:

_____ **Date:** _____

