



## 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 of Academic Advising 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 you if we have questions?

Email address? \_\_\_\_\_

Daytime phone #? \_\_\_\_\_

To what address should the Committee send you its written decision?

Campus address? \_\_\_\_\_

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: \_\_\_\_\_

**Part C. List the courses taken in one department at the 300-level or above (at least 15 credits total):**

Course Title (from catalog) (e.g., Painting Workshop)	Complete course number (e.g., 080:253)	Credits	Term taken (e.g., "Fall '00," "T" for transferred credits, or "NC" for not yet completed)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total credits:		_____	

**Part D. List the additional courses proposed for the major:**

Course Title (from catalog) (e.g., Persuasive Writing )	Complete course number (e.g., 350:300)	Credits	Term taken (e.g., "Fall '00," "T" for transferred credits, or "NC" for not yet completed)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total credits:		_____	

**Part E. Total number of credits (sum of parts C and D):** \_\_\_\_\_ (must be at least 48)