Guidelines for Writing a Student-Designed Major Proposal

**Introduction**
Students may design their own interdisciplinary major if such a major is not offered. A student designed major must be comparable in academic rigor and integrity to a conventional major and must offer sufficient depth in the selected subject areas. It must also be cohesive and integrated, and it must include a senior capstone seminar/project. Investigating whether or not the proposed major or a related major is offered at another college or university may provide direction about one’s course of study (i.e., checking the website to see what courses are required elsewhere for the major). In addition, meeting early with both advisers to discuss the proposed coursework and rationale is advised. Students may not propose a student-designed major as a second major, though they may complete one or two minors in addition to their self-designed major.

**Course Selection**
Courses chosen to constitute a student-designed major need to form a cohesive major and provide a course of study not currently satisfied by any major at Agnes Scott College. A minimum of 32 semester hours of courses should be listed (the maximum is 56), including some alternate courses should be listed and a progression to higher level courses (300-400) should be demonstrated. Avoid including 100-level courses, but do include a capstone course with a proposed topic (this will typically be a 410 or 490).

**Rationale/Proposal (Please attach to your listing of courses)**
Students should describe and justify the planned course of study. Why have these particular courses been chosen to form an interdisciplinary major? A clearly written proposal will serve as the basis for explaining your major to a graduate or professional school admission’s committee or potential employer.

Plan to give yourself enough time to prepare a proposal you will be proud of. Peruse the student-designed model proposal file in the Office of Academic Advising for examples of exemplary proposals. Proposals must be typed and submitted to the Office of Academic Advising by no later than the end of a student’s Sophomore year (i.e., 32 hours for traditional students and Woodruff Scholars). Transfer students have until the week prior to the November course selection (of their junior year) to file a proposal. All student-designed major proposals must first be approved by the Associate Dean of the College before being submitted to the Curriculum Committee, which will either approve, reject, or ask for revision and re-submission of the proposal.

**Faculty Adviser Responsibilities**
Each of the two required faculty advisers should be full-time and expect to be at ASC for the next academic year. They are expected to be familiar with the student’s work and objectives. This familiarity also includes the proposed course of study for the student-designed major. In addition, faculty advisers should be committed to providing ongoing advising and guidance as well as meeting together with the student to discuss the proposal. Finally, faculty advisers are asked to write (and email to the associate dean) a paragraph providing reasons why they are endorsing the proposal. A dated signature from all faculty advisers indicating their approval is required for the original proposal and any modifications to the proposal.

**Please note: Students are not student-designed majors until officially notified by the Curriculum Committee**
AGNES SCOTT COLLEGE
Dean of the College

STUDENT-DESIGNED MAJOR PROPOSAL

Name: _______________________________________ ASC ID # ____________ Date: ____________

Class: ___________________ ASC Box: ____________ Telephone: ____________

Proposed Major: ________________________________________________________________

Anticipated Program Completion Date: ____________________________

TERMS: I have carefully read the guidelines for writing a Student-Designed Major Proposal, selected the appropriate number of courses, met with my advisers and attached a detailed proposal.

Student's Signature: ______________________________ Date: __________________

RETURN COMPLETED FORM TO:

Associate Dean of the College
Office of the Dean of the College
Buttrick Hall
First Floor
List every course that will be applied to your proposed major program. Majors have a minimum of 32 credits and a maximum of 61 credits.

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<th>Course Title</th>
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Office of the Dean of the College

Adviser #1: ____________________________  Department: ____________________________

Adviser #2: ____________________________  Department: ____________________________

Recommended: ____________________________  Date

Associate Dean of the College

Approved: ____________________________  Date

Curriculum Committee

Approved: ____________________________  Date

Dean of the College
STUDENT-DESIGNED MAJOR PROGRAM

Faculty Adviser Responsibilities

To Student: It is recommended that you give a copy of this handout to your faculty advisers.

1. Faculty Advisers must be full-time and expect to be at ASC for the next academic year.

2. Faculty advisers must:
   - Be familiar with the student’s work and objectives
   - Be familiar with and approve the student-designed major proposal.
   - Be familiar with courses to ensure a coherent set of coursework for the student-designed major.
   - Be committed to providing ongoing advising and guidance to the student making the student-designed major proposal.
   - Provide written endorsement indicating their approval of the proposal.

3. A dated signature from all faculty advisers indicating their approval is required for the original proposal.

***Note to Faculty Advisers: Your signature of approval should not be given to the student until you are satisfied with the coherence of the proposed coursework and the quality of the rationale/proposal.
STUDENT-DESIGNED MAJOR PROGRAM

Student-Designed Major Checklist

Students may propose their own interdisciplinary major if such a major is not offered. A student-designed major must be comparable in academic rigor and integrity to a conventional major and must offer sufficient depth in a subject area. It must also be cohesive and integrated.

In the Student-Designed Major Proposal students should describe and justify the planned course of study. Students should explain why this course of study cannot be fulfilled through existing major and minor offerings. Plan to give yourself enough time to prepare a proposal you will be proud of. Please turn in a typed or word-processed proposal.

______ Identify two faculty members who will approve your program and serve as your academic advisers.

______ Write a detailed proposal.

______ Arrange a joint meeting with both advisers.

______ Have both faculty advisers date and sign their name on the proposal and include a written endorsement indicating their approval of the proposal.

______ Submit completed proposal to the Office of the Dean of the College for consideration by the Curriculum Committee.

Proposals must be submitted to the Associate Dean of the College no later than the end of the second semester of a student’s sophomore year.

** Students are not student-designed majors until officially notified by the Dean of the College Office.