

## M Center - Academic Records

### **INDIVIDUALIZED MAJOR PETITION GUIDELINES**

The Individualized Major is for students who wish to undertake a major not formally stated in the catalog. The course of study is usually interdisciplinary in approach, concentrating on a single period or specific project. It is planned by the student and three faculty members in relevant fields. All Individualized Majors must be approved by the Academic Standing Committee.

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#### **INDIVIDUALIZED MAJOR REQUIREMENTS**

1. Minimum cumulative GPA of 3.00 at the time of petition.
2. Individualized Major declaration must be completed no later than the end of the first semester of junior year.
3. Minimum of 30 credits within field of concentration.
4. Seminars or senior projects of 4-8 course credits approved by your advisory committee.
5. 60 course credits outside major field required for graduation.
6. Title, purpose and content clearly and thoughtfully stated. (It should not merely suggest a double major.)
7. Advisory Committee composed of three tenured or tenure-track faculty members who will meet with the student on a regular basis.

#### **PROCEDURES FOR SUBMITTING INDIVIDUALIZED MAJOR PETITION**

1. Complete the Individualized Major Petition in full and write an essay indicating the objectives of your major (see below for more information on the essay). Secure all signatures. Return both forms to the M Center for the review by the Academic Standing Committee.
  2. Faculty Advisory Committee Selection:
    - (a) Talk first to advisor or another faculty member about serving as Chair of your committee.
    - (b) If she/he supports your proposal agree on 2 other committee members.
    - (c) If these 2 members wish to serve arrange meeting with all to discuss the sequence.
  3. You will be notified of the ASC's decision (via email) by the Wednesday following the Committee's Monday meeting.
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#### **DIRECTIONS FOR COMPLETING (1) INDIVIDUALIZED MAJOR PETITION & (2) OBJECTIVES OF INDIVIDUALIZED MAJOR ESSAY**

1. List the entire Individualized Major sequence according to semester enrolled (past, present and future).
2. Include related transfer credits, as well as any earlier related Mills credit.
3. Give specific titles of courses numbered 095 and 195 (Independent Study).
4. Secure signatures of all members of the advisory committee.
5. All substitutions of courses must be approved by the advisory committee. If more than two substitutions are made, a new, up-dated and signed form must be resubmitted to the Academic Standing Committee.
6. Submit a detailed essay (usually 1-2 pages) that includes an argument for the need for the Individualized Major and an explanation of how the listed courses are related to the purpose of the Individualized Major. The essay must be typed and attached to the application for review by the Academic Standing Committee.
7. A full description of the Senior Project must be filed with all members of the advisory committee prior to registration in the senior project course.
8. The chair of the advisory committee serves as advisor, and approves the web registration hold each semester.