

COLLEGE OF ARTS AND SCIENCES
Guidelines for Preparation of Independent Major Proposals

Procedures for Submission of Proposals

1. Proposals must be submitted to the program coordinator in the Center for Interdisciplinary Studies (CIS) (9 HO) at least one semester prior to the semester in which you wish to begin your new major. The coordinator will review the proposal for format and College and University requirements. The proposal will then be submitted to the dean's office liaison to the College Curriculum Committee for overall curricular review.

The Curriculum Committee, in examining proposals, looks for academic depth in two or more disciplines. Depth is defined as: a coherent set of upper level courses in the proposed area of primary concentration. As a guideline, a major program typically consists of 14-15 full courses.

2. Proposals will be considered only if the student is an upperclassman; is not on academic probation; and has two full semesters of course work (32 semester hours) or more remaining from the time the proposal is approved by the Committee.
3. Proposals submitted by external transfer students will be considered only after s/he has completed two semesters in one of the basic undergraduate colleges at Northeastern University.
4. Once a proposal has been accepted by the College Curriculum Committee, the student will be notified by the program coordinator in the CIS. A copy of the proposal will be placed in the student's folder to become a matter of record. All requirements listed as part of the original proposal will be reviewed at the students' graduation clearance interview. If changes occur within the major as proposed, the student must submit petitions, signed by each member of the advisory committee to the program coordinator in the CIS, who will submit them back through the dean's office liaison to the Curriculum Committee for approval. To avoid confusion, students should check with the program coordinator in the CIS as petitions for changes are submitted.

March 2004

Cover Sheet for Submission of Independent Major Proposals

Student's Name _____

Date of Submission of Proposal _____

Present College and Major _____

Projected Month and Year of Graduation in Present Major _____

Title of Independent Major _____

Projected Month and Year of Graduation in Independent Major _____

Faculty Advisory Committee: (Please indicate primary advisor and departments of each.)

Number of Semester Hours Completed at Time of Submission of Proposal _____

Current GPA _____ (Please attach current transcript.)

Semester Hours Remaining to be Completed for Graduation in Present Major _____

List present major requirements (course number, title and number of semester hours) not yet completed and not to be taken if independent major is approved:

Guidelines

1. **Overview and academic rationale** for the proposed independent major, including the reasons why existing major program within the University do not adequately meet your educational, professional and personal goals.

2. **Major Requirements**

List the 14-15 courses (including course numbers, titles, prerequisites and number of semester hours) that will comprise the major requirements for your independent major requirements. The list must be divided into: 1) courses that have already been completed (including grades earned and dates completed; and 2) courses still to be completed.

Provide a complete explanation of how the above courses fit into your rationale, as stated in #1 above, on a separate sheet.

3. **College and University Requirements**

List the courses that have or will fulfill the following College and University requirements. For courses already completed, list course numbers, titles, date completed and grade received (as listed on your transcript). For courses not yet taken, use course numbers and titles as they appear in the most recent *Undergraduate Catalog for Full-Time Day Programs*.

Below is a list of the College and University requirements that must be part of your proposal:

- 128 semester hours
- College Writing and Advanced Writing for the Disciplines
- For a BA: the BS version of the College Core Curriculum with the BA language requirement
For a BS: the BS version of the College Core Curriculum

[For independent majors, there is unlimited double counting between major and Core Curriculum requirements.]

- College experiential education requirement

4. **Additional Documentation**

Attach all transcripts from Northeastern and other colleges or universities from which transfer credit may have been received.

In writing the independent major proposal, you should work closely with a faculty advisor in each area in which there are a substantial number of courses to be taken. These faculty advisors should serve as an advisory committee to you as you pursue your new major. A letter of endorsement signed by each faculty member of the committee must be submitted with the proposal. The letter should indicate which faculty member has agreed to serve as the primary advisor.

