

<i>Special Major</i> <b>Application Instructions</b>
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### **A. What is a Special Major at Carleton?**

If your educational goals cannot be fulfilled within a standard departmental major, an alternative may be a special program of study. A Carleton Special Major is normally a combination of two related disciplines, but it may be a significant topic that bridges a number of fields in a well articulated fashion. All involve close consultation with two faculty advisers. The following information assists you with developing a proposal, and describes the criteria that the Academic Standing Committee (ASC) uses to approve and monitor special majors.

### **B. Developing your proposal.**

1. *Explore and discuss thoroughly with others your thoughts about designing a special major.* Discuss with your faculty adviser, possible faculty sponsors, or your class dean: Can you accomplish what you want within an existing major and/or concentration? Are you prepared to operate without the support and structure of a department?
2. *Write a draft of your proposal using the attached outline.*
3. *Work with two faculty sponsors to develop a proposal that will meet the criteria described below.* One faculty member must agree to serve as your primary sponsor.
4. *Submit a completed Application Form to the Academic Standing Committee through the Dean of Students Office.* ASC meets only when classes are in session; expect at least three weeks for a decision.

### **C. ASC Criteria for approval.** The Academic Standing Committee uses the following criteria as it considers petitions:

1. *A rationale that is clear and coherent with compelling academic reasons for a special program.* Clearly describe what you intend to study, and why; explain how it differs significantly from established majors and programs.
2. *A program of courses that has breadth and depth.* At least three upper level (300) courses; courses should fit with the rationale and with each other.
3. *An integrative exercise topic that fits the rationale and coursework.*
4. *Faculty approval and comments that specifically evaluate the academic merit of the proposal and your ability to manage it successfully.*

## D. Other Suggestions

1. **Select your faculty sponsors carefully.** They need to have interest and expertise in your area and be able to judge the merits of your proposal; they must also be available until you graduate.
2. **Timeline: create your special major as early as possible.** Ideally, develop it first and second term sophomore year, and submit it for approval early in the Spring (or your sixth) term.
3. **You may include off-campus study in your plans.** If more than one term, provide rationale and explicit faculty endorsement. Carleton majors are expected to be completed primarily on campus.
4. **Expect suggestions or even required changes from the Committee.** It is not unusual to be asked to resubmit a proposal for final approval.
5. **Your responsibilities continue after approval.** Any changes from the approved proposal must be approved by your faculty advisor and the ASC. Get approval *before* you act on the changes.

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### Proposal Checklist:

- Discuss proposal with two faculty sponsors; get support for the basic concept and rationale.**
- Complete a draft of the proposal form; check it against the ASC approval criteria.**
- Review the proposal with faculty sponsors, and make changes as needed.**
- Prepare a final draft.**
- Submit proposal (with current transcript) to faculty for signature and comments.**
- Submit to ASC; resubmit if requested.**

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**Submit the completed *Special Major Petition* to:  
The Dean of Students Office, Sevy 110.**

**Special Major Petition**  
**To The Academic Standing Committee**  
*(Return to the Office of the Dean of Students)*

**Name:** \_\_\_\_\_ **Class Year:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Special Major Title:** \_\_\_\_\_

**Current Major:** \_\_\_\_\_

If your special major is approved, will you be dropping your current major? Yes  No

**1. Rationale and Description.** State clearly the nature of your Special Major, and why you wish to create it. Explain how it differs significantly from the standard departmental majors offered at Carleton. *(Use this space or attach rationale; type or print clearly)*

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**The Academic Standing Committee granted / denied / returned for resubmission your petition.**  
*Comments:*

\_\_\_\_\_  
**For the Academic Standing Committee**      **Date**

**2. Major Courses.** List the courses that will count toward this Special Major. (These courses will be monitored by the Registrar and will be necessary for graduation). Use the Academic Catalog and check with departments for information. All Special Majors must be between 60-72 credits.

<b>Term/Year</b>	<b>Dept.</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>Fall</b> ____				
<b>Winter</b> ____				
<b>Spring</b> ____				
<b>Fall</b> ____				
<b>Winter</b> ____				
<b>Spring</b> ____				
<b>Fall</b> ____				
<b>Winter</b> ____				
<b>Spring</b> ____				
<b>Total Credits:</b>				

### **3. Integrative Exercise (Comps)**

Briefly describe an intended (or possible) integrative exercise; describe how it will relate to your rationale and coursework.

### **4. Graduation Requirements Completed**

- |   |   |
|---|---|
| <input type="checkbox"/> Writing Requirement            | <input type="checkbox"/> Arts and Literature (12)     |
| <input type="checkbox"/> Writing Portfolio              | <input type="checkbox"/> Natural Sciences & Math (18) |
| <input type="checkbox"/> Foreign Language Requirement   | <input type="checkbox"/> Humanities (12)              |
| <input type="checkbox"/> Physical Education (4 courses) | <input type="checkbox"/> Social Sciences (18)         |
| <input type="checkbox"/> RAD Requirement                |   |

**List all requirements not completed and indicate how and when you plan to complete them:**

## 5. Faculty Sponsors Supporting Statements

Faculty Sponsors are critical to the development and approval of the Special Major. Please specifically assess the academic merit of this proposal, and the student's ability to manage a Special Major successfully.

**Supervising Faculty Sponsor:**

**Date:**

*Comments:*

**Second Faculty Sponsor:**

**Date:**

*Comments:*