

Keene State College

INDIVIDUALIZED MAJOR

Instructions for Form Completion

An individualized major is composed of an interdisciplinary program of studies, appropriately designed to: 1) to enhance the student's ability to integrate and synthesize content and/or method from two or more academic disciplines; and 2) to satisfy an individual student's educational interests or career objectives. It must be identified by a title and a combination of courses that is different from existing undergraduate majors and outcomes. Like all students at Keene State College, those pursuing Individualized majors are expected to declare their major by the time they have accumulated 60 credits.

PROCESSING THE INDIVIDUALIZED MAJOR

1. Advisory Committee. The student selects an Advisor of Record from the principal discipline and an additional faculty member from each secondary discipline represented in the individualized major. All committee members must be full-time faculty.
2. A meeting of the committee is called to discuss the proposed major and to assist the student in designing the program of studies.
3. The proposed Individualized Major must be signed by the student and cosigned by members of the Advisory Committee prior to approval by the associate vice president for Academic Affairs.
4. Copies of the approved proposal will be distributed to the student, each member of the advisory committee and the Registrar. The original will be retained in the Office of the Associate Vice President for Academic Affairs.

COMPLETING AND MODIFYING THE INDIVIDUALIZED MAJOR

1. The student is responsible for completing all Integrative Studies Program (ISP) requirements; progressing through the approved Individualized Major program; enrolling in sufficient electives to fulfill credit requirements for the degree; and meeting the upper-level degree requirement (specifically, a minimum of 40 credits of the total degree credits must be earned at the 300 level or higher).
2. All changes to the Individualized Major program should be submitted through a "Revisions to an Approved Individualized Major Form," cosigned by the Advisory Committee members and approved by the Associate Vice President for Academic Affairs.

INDIVIDUALIZED MAJOR PROPOSAL FORM

Section One: Personal and Major Information

Name:		ID#:	
	Last	First	MI

Keene State E-Mail Address:	
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1. Title of Proposed Individualized Major:

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(Be brief, but descriptive. The title will appear on your diploma. Titles cannot replicate an existing major offered at Keene State)

2. Degree: Please indicate (“X”) whether you are pursuing a:

<input type="checkbox"/>	Bachelor of Arts Degree (BA)
<input type="checkbox"/>	Bachelor of Science Degree (BS)

3. Following [Requirements of which Catalog Year](#)

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4. Date of Proposal Submission

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5. Please indicate your current declaration of major(s) and/or minor(s) and your intended complete declaration of major(s) and/or minor(s). If you have not completed a “Declaration of Major,” indicate “Previously Undeclared” in the “Current” column. Please verify your current declaration in Web Advisor to insure all changes will be reflected for your program.

Current Declared Major(s) and/or Minor(s)		Updating to:	
Major(s):		Major(s)	
Minor(s):		Minor(s):	

Section Two: Individualized Program Details

Meet with your faculty advisor to discuss your academic plans. Work with your faculty advisors to ensure your academic plan covers all the current program requirements that must be met in order for you to graduate with this individualized major.

- **Minimum 36 credits in two or more disciplines – a minimum of 20 credits in one discipline and 16 credits in a second discipline.**
- Credits of courses used to satisfy more than one component requirement (for example, an I-prefixed course that is required for the major and will also fulfill an ISP requirement) **count only ONE time** in total credits completed.
- A maximum of twelve (12) credits of independent study is allowable.
- If a student chooses to complete an Individualized Major as a second major, **a maximum of eight credits** from the original major may be applied to the Individualized Major.

List Approved Courses Below: Discipline, Prefix # and Title			Mark an “X” as appropriate to indicate the categories each course satisfies:			
Note “X” if Already completed	Course Number/Title	Number of Credits	1 st Discipline (minimum 20 credits)	2 nd Discipline (minimum 16 credits)	300+ level (minimum 20 credits)	Independent Study (max 12 credits)
Total Credits for Major Courses						

Section Three: Program Outcomes and Assessment And Rationale for Proposal

Please identify in the table below how this major will lead to specific outcomes. Your outcomes should be detailed in the following areas:

1. **Content /Knowledge Outcomes** are outcomes that reflect what you will know as a result of completing a program - they reflect subject and disciplinary knowledge. Typically statements begin with "I will demonstrate knowledge of...or I will demonstrate an understanding of..."

Examples include: I will demonstrate an understanding of historical and contemporary American cultures; I will demonstrate an understanding of the concept of genocide, as distinct from mass murder, and the circumstances under which it can occur, its precipitating factors, and its legacy; I will demonstrate an understanding of the methods and history of scientific inquiry as an approach to observing and thinking about the world around us.

2. **Professional Skills Outcomes** are outcomes that reflect discipline-specific skills and the application of subject and discipline specific knowledge to a task. Faculty would expect students to develop a set of professional skills over the course of their studies that prepares them to "practice" their profession. Typically statements begin with "I will apply...I will conduct..."

Examples include: I will possess technical skill in completing mathematical processes; I will use sociological knowledge and abilities to contribute to their community and society; I will demonstrate expertise in establishing a positive classroom environment, including establishing respect and rapport with students within a culture of learning, managing classroom procedures and student behavior, and effectively organizing classroom space; I will apply behavior change theories in health science; I will demonstrate proficiency with tools of mass media such as traditional and electronic news gathering equipment, and news production software.

3. **Intellectual Skills Outcomes** are outcomes that reflect skills that allow students to gather, use, evaluate and communicate information and ideas. Intellectual skills cross disciplines and are skills that facilitate lifelong learning and success. Most higher education institutions identify intellectual skills similar to those identified for the ISP (writing, critical reading, quantitative reasoning, critical dialogue, information literacy, critical thinking, creative thinking, media or technological fluency).

Examples include: I will demonstrate the ability to write an effective documented essay that includes a thesis that integrates interdisciplinary approaches to American cultures; I will write papers that allow them to show their understanding of broad historical knowledge and offer them the opportunity to synthesize disparate areas of historical inquiry; I will demonstrate critical thinking and communication skills, both oral and written, for the purpose of conveying biological information to professional scientists and the lay public; I will prepare effective written reports and oral presentations assisted by

the use of computer technology (word processing, spreadsheets, chemical structure drawing programs, and chemical information retrieval services).

1. Content/Knowledge Outcomes	
2. Professional Skills Outcomes	
3. Intellectual Skills Outcomes	

4. Please explain how these outcomes will be assessed and who will assess them.

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5. RATIONALE FOR PROPOSAL: In a paragraph or two, explain your reasons for designing this Individualized Major. Please be sure your statement is representative of college-level writing.

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APPROVALS:

	Name (please print)	Signature	Date
Student			
Advisor of Record Principal Discipline			
Faculty Advisor Second Discipline			
Faculty Advisor Additional Discipline (optional)			
Associate Provost			