

**KEENE STATE COLLEGE**  
**INDIVIDUALIZED MAJOR**  
**ADMINISTRATIVE PROCEDURES**

An interdisciplinary program of studies appropriately designed (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. An individualized major must be identified by a title and list of courses that differ from all existing undergraduate majors currently offered by the college. Traditional and non-traditional students may propose an individualized major by observing the established policies and procedures. Individualized Major forms are available in the Academic and Career Advising Center.

**I. DEGREE REQUIREMENTS:**

All bachelors' degrees require a minimum of 120 credits. Normally a BA totals 120 credits and BS 126 credits. Each program of study is divided into General Education requirements, the major and electives.

**A. GENERAL EDUCATION REQUIREMENTS:**

Established by the college, the General Education requirements are the same for all baccalaureate programs. These requirements seek to broaden, deepen and integrate understanding of the most significant aspects of humanity's heritage. These studies also enhance the student's capacity for aesthetic enjoyment, critical thinking, creativity, abstract and logical reasoning, and oral and written communication. Minimum requirements of 42 credits provide an opportunity to work toward these goals.

It is recommended that students develop competence in a second language, acquire or enhance computer literacy, select an experiential learning opportunity in which discipline-based knowledge can be applied in a real-life setting, and continue their general education throughout the baccalaureate program

All students are urged to complete at least one interdisciplinary course or WS 201 (which may be used once as an elective for Arts and Humanities or Social Science General Education requirements), approved for such purposes by the College Senate Curriculum Committee.

**B. MAJOR REQUIREMENTS:**

All humanities majors (AMST, ART, COMM, ENG, FILM, FR, GER, HIST, JRN, ML, MU, PHIL, SP, TAD) must demonstrate proficiency in a modern language other than English. This may be done through either satisfactory completion of a standardized exam (e.g. department exam, CLEP, AP) or by satisfactory completion of one semester of a modern language at the intermediate level or higher. Courses taken to complete this requirement may be used to fulfill Arts & Humanities General Education requirements.

Usually established by the academic discipline, the focus of the Individualized Major program of studies is designed by the student in consultation with an advisory committee, subject to the approval of the Associate Vice President for Academic Affairs. The application must be completed and submitted prior to the final 30 credits in the degree program.

**AN INDIVIDUALIZED MAJOR:**

1. Must consist of at least 36 credits, of which 18 must be numbered 300 or above.
2. Must include courses from a minimum of two academic disciplines. Two disciplines in the major must consist of a minimum of 15 credits each.
3. May include up to 15 credits of Independent Study/Contract courses (498).

**C. ELECTIVES:**

Selected by the student, elective courses are usually related to personal and professional interests of the student.

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**II. PROCEDURES:**

**A. 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 co-signed by faculty members of the advisory committee prior to approval by the Associate Vice President for Academic Affairs. Approval must occur at least three weeks prior to registration of the semester during which the Individualized major is to be declared.
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.

**B. COMPLETING AND MODIFYING THE INDIVIDUALIZED MAJOR**

1. The student is responsible for (1) completing all GENERAL EDUCATION REQUIREMENTS, (2) progressing through the INDIVIDUALIZED MAJOR program as approved by the advisory committee and the Associate Vice President for Academic Affairs, and (3) enrolling in sufficient ELECTIVES to fulfill credit requirements for the degree.
2. All changes to the Individualized Major program must be co-signed by the advisory committee members and approved by the Associate Vice President for Academic Affairs. These amendments must be in writing and accompanied by appropriate rationale.

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**KEENE STATE COLLEGE**  
**INDIVIDUALIZED MAJOR PROPOSAL**

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**TITLE**

(Be brief, but descriptive. Title will appear on your transcript.)

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**I. GENERAL INFORMATION:**

Date of Proposal \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ ID No. \_\_\_\_\_

Campus Address \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ FAX #: \_\_\_\_\_

Circle correct degree      BA      BS

Expected Date of Completion \_\_\_\_\_  
(month/year)

**II. RATIONALE FOR PROPOSAL:**

(In a paragraph or two, explain your reasons for designing this particular Individualized Major).

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**III. PROGRAM DESCRIPTION:**

The completion of the following courses with a cumulative grade point average of 2.0 or higher will satisfy the requirements for graduation from Keene State College.

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**A. GENERAL EDUCATION REQUIREMENTS:** (42 credit minimum)

<u>Discipline Number</u>	<u>Course Title</u>	<u>Grade</u>	<u>Credit</u>	<u>Sem.</u>	<u>School</u>
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**ENGLISH LANGUAGE COMPETENCE** : ENG 101 is required of all students.

ENG 101	Essay Writing	_____	_____	_____	_____
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**ARTS & HUMANITIES:** 5 courses totaling at least 15 credits as follows:

One course in Literature: \_\_\_\_\_  
 One course in literature, which may be any 200 or 300-level English course except 202, 203, 204, 208, 301, 302, 303, 304, 308, 312. French 303 and Spanish 303 may also be used to fulfill this requirement.

HIST	_____	_____	_____	_____	_____
ART, FILM, MU or TAD	_____	_____	_____	_____	_____

Two courses from Arts and Humanities disciplines: AMST, ART, COMM, FILM, ENG, FR, GER, HIST, JRN, ML, MU, PHIL, SP, TAD or an approved interdisciplinary course ([WS 201\\*](#) or an [IDAH course](#)).

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SOCIAL SCIENCES:** Four courses totaling twelve (12) credits in three of the Social Science disciplines: ECON, GEOG, POSC, PSYC, SOC or an approved interdisciplinary course ([WS 201\\*](#) or an [IDSS course](#)).

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SCIENCES/MATHEMATICS** - 4 courses totaling at least 12 credits: One BIOLOGY course, One PHYSICAL SCIENCE course, (ASTR, CHEM, GEOL, MET or PHYS), and two courses from Sciences/Math disciplines: ASTR, BIO, CHEM, CS, ENST, GEOL, MATH, MET, PHYS or an approved interdisciplinary course (designated IDSM).

BIO	_____	_____	_____	_____	_____
PHYS SCI.	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Total Credits/General Education** \_\_\_\_\_

\* WS may be used only once, to fulfill either an Arts & Humanities or Social Science General Education requirement.

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