

INDIVIDUALIZED MAJOR

Keene State College

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.

To earn a KSC degree, a student must satisfy all these requirements:

1. At least **120 earned credits**
2. **40 upper-level credits** (course numbers of 300 or above)
3. **a minimum of 40 credits in the Integrative Studies** program
4. **a minimum of 36 credits in major courses:** A minimum of 25% of major course work must be completed at KSC. Individualized major requirements are established by the student in consultation with a faculty advisory committee, subject to approval by the Assistant Vice President for Academic Affairs.

PROCESSING THE INDIVIDUALIZED MAJOR:

- Advisory Committee: the student selects an Advisor of Record for the principal discipline and an additional faculty member from each additional discipline involved in the individualized major; all advisory committee members must be full-time faculty.
- A meeting of the committee is called to discuss the proposed major and to assist the student in designing the program of studies. It is important in this meeting for faculty and student to identify the program outcomes. These outcomes must reflect what the student will demonstrate he or she knows (content) and what he or she will be able to do (intellectual and professional skills).
- The Individualized Major proposal must be developed and submitted in an electronic format.
- The proposed Individualized Major must be signed by the student and co-signed by members of the Advisory Committee prior to approval by the Assistant Vice President for Academic Affairs.
- 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 Assistant Vice President for Academic Affairs.
- Revisions – any revisions to the major must be approved by advisors and the revision form must be submitted to the Assistant Vice President for Academic Affairs.

INDIVIDUALIZED MAJOR PROPOSAL FORM

Section One: Personal and Major Information

1. **Title of Individualized Major:** _____
(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 whether you are pursuing a:
☐ Bachelor of Arts Degree (BA) or
☐ Bachelor of Science Degree (BS)
3. **Catalog Year:** _____
4. Please check **one** of the following three options:
☐ **First** declaration of major or
☐ **Change** of Major
 - If you have already declared a major, in order for us to update your record, provide information about what should be deleted:
 - Degree: _____
 - Major: _____
 - Minor(s): _____
☐ **Addition** to previously declared major
5. **Date of Proposal Submission:** _____
6. **Expected Date of Program Completion:** _____

GENERAL INFORMATION:

Name: _____ **ID#:** _____
Last First MI

Local Address:

Street: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____

E-Mail Address: _____

Permanent Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Alternate E-mail Address: _____

Section Two: Individualized Program Details

Meet with your faculty advisor to discuss your academic plans. This form is for general advising purposes only. 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.

There are four categories of requirements that must be satisfied in order for a student to be eligible for graduation.

I. Major Requirements: minimum 36 credits

Individualized major requirements must:

- **Be designed to support student learning outcomes** that reflect knowledge, intellectual and professional skills that will be demonstrated as a result of completing the major;
- **consist of a minimum of 36 credits**, of which 20 credits must be at the 300 or higher level;
- include courses from a minimum of **two academic disciplines** with a combination of **five courses** (minimum 20 credits) in one discipline and a minimum of **four courses** (minimum of 16 credits) in another discipline; and may include **a maximum of 12 credits of Independent Study** courses.

II. Integrative Studies Program Requirements: 40 Credits

- **10 ISP courses** in 9 different subject areas

III. College Requirements

- **40 credits** at the 300 or higher level
- **120 total earned credits**, minimum

IV. Electives:

- Select courses to reach a total of 120 credits for Bachelor of Arts (BA) or a Bachelor of Science (BS) degree. Electives are selected by the student and are usually related to personal and professional interests.

Category Number One: MAJOR REQUIREMENTS

- **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.
- 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.

Check the box below for the category each course satisfies:

	# of Credits	1st Disc. (min. 20 cr)	2nd Disc. (min. 16 cr)	300+ Level (min. 20 cr)	Ind. Study (max. 12 cr)
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
☐		☐	☐	☐	☐
Total Credits for Major Courses: _____		☐	☐	☐	☐

Category Number Two: Integrative Studies Program Requirements (40 Credits)

- This following outline of ISP requirements is based on the 2014-15 academic catalog. If you're using a different catalog year, work with your faculty advisors to ensure you are designing your program to satisfy the requirements of your specific catalog year.
- **Complete 10 ISP courses** in 9 different subject areas for a total of 40 credits, 8 of which must be at the upper level.
- Students must complete **a minimum of 24 credits at the 100-200 level before beginning their 8 ISP credits at the 300-400 level.**

Foundations

- **Thinking & Writing** must be completed within the first **two** semesters;
- **Quantitative Literacy** must be completed within the first **three** semesters.

ITW: Thinking & Writing 🍏 _____

IQL: Quantitative Literacy 🍏 _____
(May be fulfilled by one of the following courses: MATH 120, 141, 172, 175; MGT 202.)

Perspectives

Students may take only **one** course in any specific discipline offered in the **PERSPECTIVES** area. Disciplines are shown in **BOLD**, such as **IAART**.

IA: Arts – **IAART**, IAENG, IAFILM, IAMU, IATAD (1) # of Credits

_____ 🍏

IH: Humanities – IHAMST, IHCOMM, IHENG, IHFILM, IHFR, IHGER, IHHIST, IHHGS, IHJRN, IHPHIL, IHSP, IHWGS (1)

_____ 🍏

IA/IH: One addition course in either **IA** or **IH** not used above (1)

_____ 🍏

IN: Natural Sciences – INASTR, INBIO, INCHEM, INCS, INENST, INGEOL, INHLSC, INMET, INPHYS, INSAFE (1)

_____ 🍏

IS: Social Sciences – ISANTH, ISCJS, ISCS, ISECON, ISGEOG, ISHGS, ISPOSC, ISPSYC, ISSOC, ISWGS (1)

_____ 🍏

IN/IS: One addition course in either **IN** or **IS** not used above (1)

_____ 🍏

II: Interdisciplinary - One **II**-prefixed course (1)

_____ 🍏

One additional ISP course in any discipline not used above (1)

_____ 🍏

Category number three: Upper Level Credits (40 Credits)

List the courses that will be used to satisfy the requirement for 40 upper level credits.

	<u>List Course Discipline, Prefix # and Title Below</u>	# Credits
Check if Completed		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
Total Upper Level Credits		

Category Number Four: Electives

Select additional courses to bring the total number of credits earned to a minimum of 120 credits.

	<u>List Course Discipline, Prefix # and Title Below</u>	# Credits
Check if Completed		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
Total # Elective Credits		

Total Baccalaureate Credits that will be completed for the BA or BS (120) _____

Section Three: Program Outcomes and Assessment

Please identify, in a bulleted outline, the following four points. Your outcomes should be detailed on a separate sheet of paper (not handwritten).

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).

In identifying intellectual skills please be specific in identifying which skills under each of the following broad skill areas you will be expected to demonstrate:

- Critical Dialogue

- Critical Reading
- Critical Thinking
- Creative Thinking
- Information Literacy
- Media or Technology Fluency
- Quantitative Reasoning
- Writing

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

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.

.....

APPROVALS:

Name (please print)

Signature

Date

Student

Advisor of Record-Principal Discipline

Faculty Advisor-Secondary Discipline

Faculty Advisor-Additional Discipline (*a third discipline is not required*)

Glenn Geiser-Getz
Associate Provost

Revisions to the Individualized Major

Name: _____ ID # _____

Changes made to the individualized major must be identified in writing, signed by advisors, and submitted to the Associate Provost. The student must submit a copy of the change in requirement form to the Auditor in the Registrar's Office for her records.

The following changes to my individualized major have been approved by my advisors.

Changes: Removing from program: _____

Adding to program: _____

Faulty Advisor Signatures:

1. _____

Discipline one - PRINT NAME

_____ Date: _____

Discipline one - SIGNATURE

2. _____

Discipline two - PRINT NAME

_____ Date: _____

Discipline two - SIGNATURE

3. _____ Date: _____

Glenn Geiser-Getz

Associate Provost

Revised February, 2016