

DECLARATION OF A SPECIAL MAJOR

Deadline for Declaration of a Special Major

Students planning to declare a special major must submit the completed Declaration of a Special Major form to the Dean of the College **prior to course registration for the second semester of the junior year**. Registration dates can be found on the Registrar's web page at www.mtholyoke.edu/offices/reg/calendars/index.shtml.

Special Major

This is a major in an integrated program which the student herself designs with the aid of an Advising Committee. ***A minimum major consists of a total of 40 credits, of which 20 credits must be at the 300-level.*** The 300-level work must be done in two or more disciplines; **the requirement of a minor is waived.**

Advising Committee for the Special Major

The student will approach two faculty members, one from each of the two core disciplines, and request that they act as her Advising Committee (one as a Primary Adviser and the other as a Committee Member) to endorse her proposed special major. If a plan is judged to be intellectually and educationally sound, the Dean of the College will appoint the two faculty members as an advising committee that will assist in planning the program in detail and in meeting graduation requirements. If for any reason the student is uncertain as to which faculty members might be appropriate to request as advisers, she may wish to discuss her concerns with the Dean.

Approval of the Major

The student should first consult her Advising Committee and then:

- 1) Write a proposal, explaining the rationale of the major and a brief outline of her plan of studies; and
- 2) Complete the attached form, describing the proposed program of courses for the special major.

The written proposal and the program of courses should be endorsed by both the primary adviser and the committee member. These two documents, with the appropriate signatures, should be submitted to the Dean of Studies who may, in certain cases, request a conference with the student before granting approval of the major. Both the student and the Registrar's Office will receive written notification from the Dean of Studies Office when the major has been approved. In addition, once approved, a copy of the application for a special major and the written proposal will be forwarded to each adviser; transcripts will be sent to advisers by the Registrar's Office. It is strongly recommended that students ***make a copy of the completed special major form*** for their files before submitting it to the Dean of Studies for approval.

It is the responsibility of both the student and her advisers to ensure that the courses listed are, indeed, taken. In order to preserve the integrity and substance of the special major, course changes or modifications made after the major has been approved must be submitted in writing with the signatures of both advisers to the Dean of the College for final review and approval.

PROGRAM OF COURSES IN THE SPECIAL MAJOR

Printed Name _____ Class _____

Student ID # _____ P.O. Box _____ Ext. _____

E-Mail Address _____

Your special major proposal and the program submitted on this form must be discussed with your advising committee. Both the proposal and program of studies must be signed by each advisor indicating his or her approval.

SPECIAL MAJOR _____

(Note: Title must consist of no more than 52 characters.)

Combining work in the departments of _____

The special major consists of at least 40 credits, and must include at least 20 credits at the 300-level divided between two or more departments.

Please list on the form included a tentative program to meet the above requirements, including course numbers and titles. Be sure to **keep a copy of this program for your records.**

ADVISING COMMITTEE

Signature of Primary Adviser _____

Printed Name & Dept. _____

Signature of Committee Member _____

Printed Name & Dept. _____

Approved by the Dean of Studies

Signature _____ Date _____

In the chart below, please insert the appropriate symbol in the "Course Symbol" column indicating the status of each course in the special major.

