

# Guidelines for Submitting New and Revised Academic Major and Minor Proposals

February 2020

Approved by Academic Council March 12, 2020

## Guidelines for Academic Major Proposals

1. Begin with a narrative description of the major that would be appropriate for the college catalog. This narrative should be approximately 150 words in length, and it should emphasize (a) the general course of study, (b) knowledge and skills that students develop through completion of the major, (c) opportunities for unique or distinctive experiences, (d) how the major contributes to the mission and vision of the college, and (e) how the major prepares students for careers or further study in graduate and professional programs.
2. State how can this major can be optimally marketed to advance the visibility of the college and attract new students.
3. List the courses required for the major. For each course, include (a) the level at which it will be offered (i.e. 100, 200, etc.), (b) the course title, and (d) the proposed number of credits. Listed courses cannot have “hidden” prerequisites that are not also listed in the major.

If the major includes mandatory or optional emphases, the names and course requirements for these emphases should be clearly identified as well. Academic emphases must be integrated with the curricular core of an academic major, and the combined requirements of a major and associated emphasis should not exceed 60 credits.

As you prepare the list of courses required in the major, remember that all majors at the College should

- a. require at least 40 credits and no more than 60 credits; majors with more than 60 credits must provide justification.
  - b. include a senior seminar or capstone experience that requires students to synthesize, apply, and reflect on the skills, knowledge, and theoretical constructs that define the major;
  - c. provide students with **a substantive opportunity** to study the complexities of human relationships to the natural environment.
  - d. include coursework that adheres to the mission of the college
4. Prepare and include a two-year schedule of course offerings. The schedule should identify (a) the years and semesters in which courses will be offered and (b) the faculty member(s) who will deliver the courses.

As you prepare this schedule consider these recommendations, and justify deviations from them

- a. approximately 70% of the required courses in a major should be offered every year (i.e. 8 for 12 course majors [66%], 9 for 13 course majors [69%], and 10 for 14 course majors [71%]);
- b. required course credits in a major should be delivered by at least three faculty, with each faculty not delivering more than 40% of the credits required in a major.

## Guidelines for Academic Minor Proposals

As you prepare academic minor proposals, remember that the faculty has approved the following definition for minors at the College—an academic minor must require students to complete a coherent and disciplinarily appropriate curriculum of 20 to 28 academic credits.

If the academic minor you are proposing **is a clear subset of an academic major** that will be offered at the College (e.g. biology, business, etc.), then do the following:

1. List the courses required for successful completion of the minor. For each course, include (a) the level at which it will be offered (i.e. 100, 200, etc.), (b) the course title, and (d) the proposed number of credits.
2. Submit the minor proposal in conjunction with major proposal.

If the academic minor is **not a clear subset** of an academic major and will stand on its own, please do the following:

1. Begin with a narrative description of the minor that would be appropriate for the college catalog. This narrative should be approximately 150 words in length, and it should emphasize (a) the general course of study, (b) knowledge and skills that students develop through completion of the minor, (c) opportunities for unique or distinctive experiences, (d) how the major contributes to the mission and vision of the college, and (e) how the major prepares students for careers or further study in graduate and professional programs.
2. List the courses required for successful completion of the minor. For each course, include (a) the level at which it will be offered (i.e. 100, 200, etc.), (b) the course title, and (d) the proposed number of credits.
3. Prepare and include a two-year schedule of course offerings that should identify the years and semesters in which courses will be offered and the faculty member(s) who will deliver the courses.

As you prepare this schedule consider these recommendations, and justify significant deviations from them

- a. approximately 70% of the required courses in a minor should be offered every year
- b. the required course credits in a minor should be delivered by at least two faculty, with each faculty not delivering more than 50% of the credits required in a minor.