

# Individualized Interdepartmental Major/ Minor Proposal Checklist

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2018 Application Deadlines: March 30/ November 1

Please note: *If you are a second semester senior, you are not eligible to submit an interdepartmental major or minor proposal.*

Before moving forward, take a moment to ask yourself the following questions.

*Can my academic goals be achieved by completing an existing major, a combination of existing majors or minors, a certificate, the KEY program, Take Five program, the Senior Scholars Research Program?*

*Is the major proposal of a pre-professional nature, e.g. Accounting, Pre-Med, Physical Therapy?*

If you have successfully answered **NO** to all of the questions above. Use the questions below as a chronological checklist throughout your Interdepartmental Major/ Minor Proposal Process.

- Determine your areas of interest
- Compile a list of coursework you have completed thus far, along with grades in said coursework. (You may find it helpful to print your academic history from student ACCESS for your personal use.)
- Create a list of those courses you are considering as part of your proposal. Use the [online course schedules](#) to find selections.
- You may use up to two courses outside The College of Arts and Sciences. No more than two courses outside of The College may be included in a student's core program, some exceptions may apply.
  - For an Interdepartmental Minor, all courses must normally be taken within The College.
- Designate two upper-level writing courses to fulfill the writing requirements. You may also designate an Independent Study course in the major as partial fulfillment of the requirement.

- Meet with an Interdepartmental Adviser in the Multidisciplinary Studies Center (MSC) in Lattimore 203. [Contact](#) to MSC office to schedule an appointment. Make sure to bring a draft of the unified plan of study you completed when meeting with the Adviser.
- Choosing faculty advisors: Major Proposals require 2 Faculty Advisers; Minor Proposals require 1
  - At least one advisor must hold the rank of Assistant Professor or higher
  - At least one advisor must be from The College of Arts & Sciences
  - Both advisors must be in the area of study you are proposing
  - Share with faculty advisor that they will need to fill out a Faculty Recommendation Form as part of the proposal
- After you and your Faculty Adviser have agreed on your proposed major or minor
  - Inform the MSC office, who you have selected as an advisor(s) so that the Center may send the electronic Recommendation Form directly to your faculty advisor(s).
- Complete a draft of the Interdepartmental Proposal Form (not including faculty advisor(s) signatures) and schedule an appointment to meet with an Interdepartmental Adviser prior to the draft deadline:
  - Spring 2018 Applicants - Friday, March 9, 2017
  - Fall 2018 Applicants – Thursday, October 18, 2018
- Once your proposal essays have gone through the editing process and you are satisfied with the essays email your proposal to the Interdepartmental Adviser directly or [msc@rochester.edu](mailto:msc@rochester.edu).

*Good Luck!*

- If your proposal is **approved** - you will receive a completed major declaration form along with your approval letter.
- If your proposal is **conditionally approved** - the Committee will give reasons and conditions to be met in order for the proposal to be approved. You will be asked to respond to the committee by the deadline listed in your letter.
- If your proposal is **not approved** - the Committee will give reasons and suggestions for majors (and/or minors) that may be suited to your academic interests. In this case, the committee's decision **cannot be appealed**. Any student is free to submit a new proposal to be reviewed at the next scheduled meeting.