|  |
| --- |
| **Checklist** (see Instructions for the approval of a Special Major for details) |
|  | I have completed at least 28 but no more than 90 credits at the time of this application. |
|  | I have completed 5 courses or less of the special major at the time of this application. |
|  | My proposed Special major has a clear title that is (a) no more than 24 characters long and (b) uses only reasonable abbreviations (restriction based on limits of the size of the data field in Banner). |
|  | I have surveyed course offerings to determine whether UMW can viably support the proposed Special major; I have included the strongest possible complement of courses. |
|  | My proposed Special Major includes courses from two or more academic disciplines, and 25% of courses are from a second or third discipline. |
|  | At least two-thirds of the credits are in upper-level courses.  |
|  | I have included the course number, title, and credits for each course listed |
|  | I have contacted department chairs to insure that proposed courses will be offered and obtained their signatures on the Course Outline. |
|  | My proposed Special Major includes a seminar or a suitable capstone course alternative, designated by the symbol (#) |
|  | There is no more than 9 credits overlap between the Special Major and a second major I am planning to pursue. |
|  | I have made sure to complete, or will be sure to complete, any prerequisites that are required of the courses I have listed in my Special Major. |
|  | **I have attached a written Rationale for my proposed Special Major** |

**UMW – SPECIAL MAJOR COVER SHEET**

**Name:**  **Email: Campus Address:**

**GPA:**  **Degree: Class of:**

**Title of Special Major:**

**Faculty Advisor for Special Major:**

**Do you currently have a declared major?**  **List Major if applicable:**

**Do you plan to drop this major if the special major is approved?**

**Total number of credits completed towards graduation at time of request:**

**Number of credits completed in your special major at time of request:**

**I have read and understood the instruction to request a Special Major and I agree to abide by them.**

**Student Signature: Date:**

**I certify that the courses on the attached Special Major Program Course Outline constitute a coherent and suitable major program. I believe the student can accomplish this major.**

**Faculty Advisor Signature:**  **Date:**

**Special Major Course Outline**

**Must be typed into the document!**

**Student’s Name Banner ID Number:**

**Title of Special Major (24 characters total, including spaces)**

A proposed Special Major must have at least 30 credits but no more than 48. A Special major may include REQUIRED courses and ELECTIVE IN THE MAJOR courses. A REQURED course is one that must be taken in order to complete the major. The ELECTIVES IN THE MAJOR section lists other courses that you will choose from in order to compete the total number of credit hours required for the major. ***Adjust the number of required versus elective courses as needed.*** Use these abbreviations for the ***status column***:  **C (**completed); E (currently enrolled); R (registered for in the following semester).

**REQUIRED COURSES IN THE SPECIAL MAJOR** (Must take these courses to complete the Special Major).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Course Number(e.g. LING 305) | Course Title(e.g. Linguistics and Text) | **Prerequisites** | Status (e.g. C) | Credit(e.g. 3) | Chair Signature |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |
| **12.** |  |  |  |  |  |  |
|  |  |  **Total Number of required course credits in this major:** |  |  |  |

**ELECTIVE COURSES IN THE SPECIAL MAJOR** (List the remaining courses you will select in order to complete the credit hours required for the Special Major. Be sure that your list includes more credits than your elective total).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Course Number** | **Course Title** | **Prerequisites** | **Status** | **Credits** | Chair Signature |
| **A.** |  |  |  |  |  |  |
| **B.** |  |  |  |  |  |  |
| **C.** |  |  |  |  |  |  |
| **D.** |  |  |  |  |  |  |
| **E.** |  |  |  |  |  |  |
| **F.** |  |  |  |  |  |  |
| **G.** |  |  |  |  |  |  |
| **H.** |  |  |  |  |  |  |
| **I.** |  |  |  |  |  |  |
|  | *The number of credits you will take from this list is:* |  |  |

***Total number of credits in this Special Major (required courses plus electives –must be at least 30 and no more than 48 credits: \_\_\_\_\_***

**Once this form is complete, you must EMAIL the document to the Curriculum Committee chair and turn in the hard copy with the signatures.**