



DECLARATION OF A SPECIAL MAJOR

Deadline for Declaration of a Special Major

Students planning to declare a special major must declare their **intent** to do so on the major declaration form by the deadline for declaring a regular major, the end of the eighth week of classes of the second semester of the sophomore year. They should submit the completed Declaration of a Special Major form to the Dean of Studies (300 Mary Lyon Hall) **by the end of the eighth week of the second semester of the junior year.**

Special Major

This is a major in an integrated program which the student designs with the aid of an Advising Committee. A student who proposes a special major must explain in a supporting narrative the rationale for the major and why an established major in a department or program will not adequately address the proposed intellectual questions. The special major should have a strong liberal arts focus, though a student may choose to address in the proposal the connections between the special major and an intended career path. Like other interdisciplinary majors, **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.

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 the Advising Committee (one as a Primary Advisor and the other as a Committee Member) to endorse the proposed special major. If a plan is judged to be intellectually and educationally sound, the Dean of Studies will appoint the two faculty members as an advising committee. The Committee will assist the student 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 advisors, this may be discussed with the Dean.

Approval of the Special Major

The student should first consult the Advising Committee and then:

- 1) Write a proposal, explaining the rationale of the major and a brief outline of the 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 advisor 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 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 advisor; transcripts will be sent to advisors 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 the advisors 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 advisors to the Dean of Studies for final review and approval.

Declaration of a Special Major

Dean of Studies
Office of Academic Deans
300 Mary Lyon Hall
(t) 413-538-2855
(f) 413-538-2584

Your special major proposal and program of courses for the major must be discussed with your advising committee. Your primary advisor and committee member must sign this form, indicating their approval, before final submission to the Dean of Studies.

Last Name First Name Class Year

Email Phone Number

Title of Special Major _____
(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. Students who complete an approved Special Major must also meet all other College requirements.

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

ADVISING COMMITTEE

Name of Primary Advisor Primary Advisor's Dept.

Advisor's Signature _____ Date _____

Name of Committee Member Committee Member's Dept.

Committee Member's Signature _____ Date _____

Dean of Studies Approval

Signature _____ Date _____

Program of Courses

Please complete the chart below.

- Fill in the course information: department, institution (if not Mount Holyoke), course number, title, and number of credits
- In the "Semester" column, indicate the semester in which you took or plan to take the course (example: Fall 2011)
- Review the courses with your primary advisor; he or she must specifically approve each off-campus course by initialing the "Advisor" column

[illegible]

*Special care is needed with UMass and Amherst College courses that are to count at the 300-level, since the course numbering systems differ from Mount Holyoke's. The primary advisor will need to certify that such courses are advanced 300-level courses. 300-level courses typically have significant prerequisites. In addition, the level at which the material is addressed and discussed will draw on (and require) students' prior background in the field. The advisor **must** certify these courses by initialing the indicated column.

Total Credits in Major

11/11/2019

Total Credits at 300-level

11

Student's Signature

Date

Date _____

☐ Please check this box if you give permission for other students, interested in pursuing a special major, to read your special major proposal.