

Individualized Major Guidelines

APPROVAL PROCESS

- 1) The student wishing to pursue an individualized major consults with his/her current academic advisor and faculty in the appropriate fields to develop the individualized major proposal and develops the proposal, per the guidelines below. In the proposal, an academic advisor for the major is identified.
- 2) Chairs of the departments included in the proposal review and authorize the inclusion of the courses in the individualized major.
- 3) The student submits the proposal, attached to a “Petition for Special Action” to the Office of the Registrar.
- 4) The Registrar reviews the proposal and confirms that it meets requirements for an undergraduate degree at Saint Mary’s.
- 5) The Registrar forwards the proposal to the Chair of the Undergraduate Educational Policies Committee for his review and approval. The Chair may consult with members of the committee and appropriate department chairs prior to a final decision. If the Chair approves the individualized major, he/she informs the Registrar so that an appropriate GaelExpress program evaluation can be created. If the Chair does not approve the individualized major, he/she communicates his/her decision to the academic advisor and the student, with possible recommendations.