GUIDELINES AND PROCEDURES
The Student Constructed Major (SCM) is a Bachelor of Arts degree that allows a student to design a major to meet specific needs and purposes that cannot be met in any other way. The SCM is interdisciplinary in nature and differs substantially from established curriculum course combinations and emphases already available through majors, minors, and electives. The major may include course offerings from any of the schools (Arts and Sciences; or Business Administration) and courses from the Teacher Education Department.

All Student Constructed Majors must…
- Include at least 44 semester credits of coursework for the major
- Include at least two credits of an appropriate departmental senior seminar (496) or a senior year independent study (499).
- Include at least forty percent of the major courses at the 300 or 400 level.

Student Constructed Majors must NOT…
- Include courses from a second major if inclusion of these courses lowers the number of discrete credits (for either major) to below 27 credits (see double major policy).
- Include more than one course used in a minor.
- Include any COOP education coursework or Enrichment Courses (note: these courses will no longer be offered starting with the 2012-13 Academic Year).

The Student Constructed Major is designed in consultation with the SCM Coordinator who will guide the student to the appropriate faculty advisor depending on subject and/or course content of the SCM.

The Student Constructed Major Contract must be submitted and approved before or immediately concluding the semester a student reaches 90 earned credits (senior status).

The contract must be approved by the faculty member sponsoring the student, the Registrar (or designee), the SCM Coordinator and the Vice President for Academic Affairs (or designee). Students pursuing a student constructed major with a focus in French must get permission from the Associate Dean of Arts and Sciences (see signature line on page 6). When fully approved, one copy of the contract will be sent to the student and one copy to the student's faculty advisor. The student is held responsible for earning credits and completing all courses included in the contract unless changed through the exception to graduation procedure. Any more than two course changes will require submission of another application packet and all signatures must be obtained again.

On the final transcript, the major will appear as “Student-Constructed Major” – followed by the title of the Student-Constructed Major. All student constructed majors receive a Bachelor’s of Arts degree.

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Steps for seeking approval of a Student Constructed Major:

1. Obtain an application form from Registrar’s Office, Miller Student Services, Room 160 or online at: http://www.fortlewis.edu/registrar/Forms.aspx.

2. Schedule an appointment with the SCM Coordinator to discuss proposed SCM (unless this is a revision or a commonly approved SCM focus): Name/Contact info of SCM Coordinator: Dr. Peter McCormick, Office: 283 Center for Southwest Studies, phone: 970-247-7595, email: mccormick_p@fortlewis.edu.

3. Work with a faculty mentor to design the SCM. Note that faculty mentor does not need to be assigned faculty academic advisor, although normally, this is the same person.

4. Submit the completed SCM application to Registrar’s Office. Include required signatures (student and faculty sponsor) and attachments (current unofficial transcript, WebCAPP degree evaluation, & essay. Note: these are not required for revisions, only the application form is required to revise the SCM). The student is responsible for submitting the application to the Registrar’s Office.

5. The Registrar’s Office reviews the application (typically within 4-6 weeks) and, once approved, forwards it to the SCM Coordinator.

6. The SCM Coordinator reviews the application. If needed, s/he schedules an appointment with student and faculty mentor.

7. If approved, the SCM Coordinator forwards the application to the Vice President for Academic Affairs (VPAA) or designee.

8. After the VPAA review, the application is returned to Registrar’s Office.

9. The Registrar’s Office informs the student and faculty sponsor/advisor via email that application has been approved and mails a paper copy of the signed contract to the student.

(continued on next page)
Name: ____________________________________________________________

Student ID: ___________________________ Catalog for Requirements: ______________________
(ex. 2013-14)

Local Address: ______________________________________________________

Phone: (____)_________________________ Cell Phone: (____)_________________________

FLC Email Address: ______________________ Alternate Email Address: ___________________

Current Cumulative GPA: __________ Current Total Credits Earned: _________________
(from transcript) (from transcript)

Anticipated Graduation Date: ________________________________

I hereby petition to design a major to be recorded as (note: all SCM’s are Bachelor of Arts degrees):

__________________________________________________________________________________

>Title________________________________________

Name of Faculty Sponsor: _____________________________________________________________

Name of Faculty Advisor: _____________________________________________________________
(if different from Sponsor)

(continued on next page)
Complete all of the following sections. Attach essay, transcript & WebCAPP evaluation to this application.

I. **ESSAY:** Attach a one-page, word-processed/type-written explanation of the purpose and goal of the proposed major. In the essay, explain which existing Fort Lewis College majors you have considered and why these majors plus your choice of “free” elective courses cannot meet your needs. Since Fort Lewis College has placed considerable resources into its existing major programs, it is important that you have fully considered these programs before you petition to construct an alternative major.

II. **TRANSCRIPT:** Attach a copy of your current unofficial FLC transcript. This is viewed and printed from the Fort→WEBOPUS link→Student Services→Student Records→Academic Transcript.

III. **DEGREE EVALUATION:** Attach a copy of your unofficial degree evaluation (WebCAPP) showing the Liberal Arts Core (general education) requirements required in the catalog you are using for graduation. This report is available from the Fort→WEBOPUS link→Student Services→Student Records→WebCAPP.

Make sure you have reviewed the Liberal Arts Core (general education) section of this report and that you understand what courses you are required to complete for your degree. Also, make sure you understand the requirements of your catalog with respect to total number of credits, total number of upper division credits, overall cumulative GPA, and GPA in major and any minors. If you have any questions about these requirements, consult with your faculty advisor or with your staff advisor in the Office of Admission and Advising.

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IV. MAJOR REQUIREMENTS:
- In this section, list only those courses needed to complete your major. The minimum number of credits of coursework in the Student Constructed Major is 44 credits. It is unusual to include more than 55 credits of major coursework.
- Forty percent of the courses (not credits) listed for the major must be numbered at the 300 or 400 level.
- The list must include at least two credits of an appropriate department senior seminar (496) or a senior year independent study (499).
- If you are using a catalog that required a "W" writing intensive course for all majors (prior to 2007-08), you must include such a course in this list. Choose the most relevant "W" course to support the goals of your major.
- Courses taken to satisfy lower division (100, 200 level) liberal arts core/general education requirements may be included in the list of student constructed major courses if relevant to the goals of your major.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term Completed*</th>
</tr>
</thead>
<tbody>
<tr>
<td>[e.g. Anth 3XX]</td>
<td>Title of Course</td>
<td>4</td>
<td>Fall 2013</td>
</tr>
</tbody>
</table>

(continue list on additional sheet if needed)

Total number of credits in major (must be at least 44) = ________
Total number of courses in major = ________
Total number of upper division courses in major (must be at least 40% of courses in major) = ________

*Leave term blank or write in a future semester if the course has not been completed. Enter “TR” if course was transferred from another school.

(continued on next page)
V. REQUIRED SIGNATURES

I have reviewed the requirements for obtaining a Bachelor’s of Arts Degree with a Student Constructed Major in the catalog I am following. This includes my liberal arts core/general education requirements, the requirements for my major as proposed in Section IV of this form, and the overall college credit and GPA requirements. With this understanding, I petition for approval of this Student Constructed Major.

A. Signature of Student ___________________________________________ Date ____________________

I have worked with this student to design the proposed Student Constructed Major. I recommend approval of this application.

B. Signature of Faculty Sponsor ______________________________________

Printed Name of Faculty Sponsor ______________________________________ Date ____________________

Note: FOR FRENCH SCM MAJORS ONLY: Students pursuing a student constructed major with a focus in French must get permission from the Associate Dean of Arts and Sciences.

C. Signature of Associate Dean of Arts and Sciences _____________________________

Printed Name of Associate Dean of Arts and Sciences _____________________________ Date ____________________

Return form with Student & Faculty Sponsor signatures to Registrar’s Office, 160 Miller Student Services. The entire review process will take up to 4-6 weeks from date received.

C. Approval of Registrar (or designee) _____________________________ Date ____________________

Registrar’s comments (if any)

SCM Coordinator Comments: (Use this section to record comments from initial meeting to discuss proposal and comments from review of completed proposal. Attach additional pages if needed.)

Initial Comments:

Final Comments:

D. SCM Coordinator Approval ______________________________________ Date ____________________

E. V.P.A.A. Approval (or designee) ______________________________________ Date ____________________