# THEMATIC MAJOR PROPOSAL INSTRUCTIONS

Students should prepare a proposal following these directions, and submit it, with all requested documentation, to the Dean's office or the chair of the Extraordinary Studies Committee.

A student interested in a thematic major should make this known as soon as possible. This should be done no later than the end of the student's sophomore year in order to ensure that needed courses will be available and that graduation can occur on schedule. The committee discourages retroactive program proposals and may not accept proposals submitted during the year of graduation. (Note: Transfer students who wish to declare a thematic major or students who developed a thematic major interest during an approved junior year abroad program should indicate that this is the reason for the late application).

## I: GENERAL INFORMATION

At the top of the proposal, please put your name, student ID #, local or cell phone number, and an email address.

## II: ADVISOR

A student seeking a thematic major should obtain an academic advisor knowledgeable in the proposed area of study. The student and the advisor should work together in preparing the proposal. By agreeing to be your advisor, the faculty member agrees to serve as your academic advisor for this program until it is completed.

## III: PROPOSED PROGRAM RATIONALE

Submit a brief (no more than one paragraph) rationale for pursuing this major. The success of this individualized program depends especially on your interest and motivation as well as on the care with which the program is created. With this in mind, please explain why you are interested in pursuing this topic and why existing Regis programs will not meet your needs. Also, if you are interested in pursuing graduate school explain how this degree will affect that goal.

## IV: PROGRAM MODEL

In many cases major programs in the areas proposed for thematic majors are offered at other institutions. The student is asked to investigate this possibility and to obtain information about program to be used as a model for the thematic major design. An example of such information would be the information about the specific major and course offerings found n the Bulletin from the other institution(s). A copy of that information must be appended at the end of this proposal. While it need not be followed slavishly, it should be apparent that your flexible program is academically equivalent to such established programs.
**Please attach supporting documentation, including the name of the institution(s) offering the comparable major.**

## V. PROGRAM CONTENT

### 1. COURSES AT REGIS

List all of the regular Regis courses (do not include special or independent studies) which will be used to satisfy the **24** hour upper-division minimum for a bachelor's degree (to include all perquisites). List the course number, the title and term the course will be taken. The student should consult with the chairperson of the department offering each indicated course to determine if the course will in fact be offered during the term in which you propose to enroll in the course. **The chairperson(s) should indicate that it will be offered by initialing each course listed.**

### 2. SPECIAL OR INDEPENDENT STUDIES:

List any special or independent study course number, title and the term that you will be taking the course. **Have the course instructor sign for verification.**

### 3. COURSES AT OTHER INSTITUTIONS:

The thematic major program allows for a limited number of courses to be taken at other institutions (including credited courses taken during participation in approved junior year study abroad programs) when there is no equivalent course at Regis College available in regular offerings or as an independent study. Variation of each such course should be obtained from the institution(s) in question as to the availability of the course when you need it and your eligibility to enroll. List the institution, course number, the title and term it will be taken.
**Note: Any extra tuition costs from other institution will be your responsibility. Written verification should be appended to this proposal.**

## VI: OTHER DOCUMENTATION

1. Obtain and attach an up-to-date transcript of your coursework to date. A photo copy will be sufficient.
2. Complete and attach a DECLARATION OF MAJOR form (available in the Registrar's or College Dean's Office).
3. Submit the original and two copies of the entire proposal to the Chairperson of the Thematic Major Committee. Be sure to make a copy for yourself. Upon approval of your proposal, a copy will be filed with the Registrar and a copy will be sent to your advisor. The commit will make every effort to act on your proposal within one month. Proposals submitted less than one month before the end of a regular term may not be acted upon before the beginning of the following regular term. You will be notified in writing of the committee's actions on your proposal. In the event that your proposal is not accepted by the committee, you may request a meeting with the committee to support your proposal. The committee recommends that your advisor attends that meeting with you. If a conditional approval is given to your proposal, it will be approved as soon as the committee is satisfied. Major changes in your program must be submitted in writing to the committee for review. Proposals will be submitted to the committee only when they are complete.

## VII: APPROVALS AND RECOMMENDATIONS (PLEASE SUBMIT WITH PROPOSAL)

### ADVISOR'S APPROVAL:

**I have reviewed this proposal and have found it academically sound. If this program proposal is approved, I agree to serve as academic advisor for this student for this program until its completion.**

**Advisor's Name**_____

**Advisor's Signature**_____**Date**_____

### SECOND RECOMMENDATION:

**I have reviewed this proposal. I believe that it is academically sound and that the student is capable of successfully completing it.**

**Second Faculty Member's Name**_____

**Second Faculty Member's Signature**_____**Date**_____

## VIII: COMMITTEE ACTION

**Completed Program Proposal Received:**_____**Date**_____
(Chairperson)

**Proposal Approved**_____**Date**_____
(Chairperson)

**Associate Dean College:**_____**Date**_____

**Proposal Rejected:**_____**Date**_____
(Chairperson)

**Reason for Rejection**_____

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**Proposal Filed with Registrar:**_____**Date**_____

REGIS UNIVERSITY

**Please complete a standard Major Declaration Form and attach it to the front of this Thematic Major Form.**