

## **PROCEDURES FOR ESTABLISHING A STUDENT-INITIATED INTERDEPARTMENTAL MAJOR (SIIM)**

### **Admission to SIIM program**

New SIIM proposals will be accepted for review during fall semester until November 15 and during spring semester until April 15.

A SIIM proposal includes a program of study (a list of courses that the student intends to complete), a written statement justifying the plan of study, and letters of support from each of the students' SIIM advisors. The minimum academic requirements for a SIIM proposal are outlined within this document.

SIIM proposals must be developed by students in consultation with the Chair of the SIIM Committee and with faculty members chosen by the student to be the students' advisors. The faculty advisors on a students' SIIM proposal are responsible for developing the plan of study with the student and supervising the student's progress and successful completion of a SIIM.

New SIIM applications should be submitted no sooner than the second semester of a students' freshman year and after the student has chosen at least two faculty advisors, each of whom represent the different departments or disciplines from which the academic courses listed in a SIIM will be taken, and with whom the SIIM proposal is thoroughly discussed and planned prior to its submission to the SIIM Committee for approval.

Previously-completed academic courses may be included in a new SIIM program of study, provided those courses were passed with a grade of  $\geq 2.0$  or "S". The SIIM Committee recommends that no more than eight (8) credits of previous coursework be included in a new SIIM program of study; requests to incorporate more than eight (8) such credits will be reviewed for approval by the SIIM Committee on a case-by-case basis.

### **Academic course content**

- (1) A SIIM program of study consists of 30-42 required credit hours at least 75% of which must carry liberal arts credit. Required collateral courses are not included in the 30-42 required credit hours. All courses listed and approved in the SIIM must be completed with a grade of 2.0 or better, or for those courses taken with the S/U grade option (eight (8) credits maximum; additional S/U courses need SIIM committee and academic advisor approval) an "S" must be earned;
- (2) A minimum of 15 credit hours of upper-division (300 and 400 level) courses must be included from at least two academic departments or disciplines;

- (3) Each SIIM must include a seminar or specially directed tutorial study that reflects the student's interdepartmental interests, and will be included in the required 30-42 credit hours of the SIIM;
- (4) All collateral courses for the SIIM must be specified in the program of study and cannot exceed 16 total credit hours. All collateral courses must be completed with a grade of 2.0 or better;
- (5) A request to substitute a course for one already listed and approved on a SIIM program of study requires a written explanation and justification of the substitution which needs to be approved by the student's SIIM advisor prior to being submitted to the SIIM committee for final approval.

### **Directions for students**

- (1) Obtain a SIIM application form from the Office of the Dean of Arts and Sciences or download from the web;
- (2) Meet with the Chair of the SIIM Committee to discuss your ideas about your proposal. The Dean's secretary can give you the name of the committee chair. You must secure the signature of the Chair of the SIIM Committee before you submit your SIIM proposal to the Office of the Dean of Arts and Sciences;
- (3) Seek faculty advisors in each academic department or discipline represented in your proposal and complete your SIIM program of study with them and secure their signatures in the spaces provided. Also include your statement of justification. You must also secure a written statement of support from each faculty member;
- (4) Identify which of your SIIM degree advisors will act as your **primary advisor** for your SIIM degree. This faculty member will be in charge of overseeing your successful and timely completion of your SIIM degree requirements as well as your overall graduation requirements, and will have the authority to remove your class registration hold every semester. Any SIIM-related issues need to be discussed and approved by your primary faculty advisor prior to being brought before the SIIM Committee for final approval;
- (5) Attach a copy of your college transcript to your SIIM proposal (it does not need to be an official transcript);
- (6) Add any other documentation you feel would be helpful to the SIIM Committee;
- (7) Submit the entire package to the Office of the Dean of Arts and Sciences.

## **Information for SIIM faculty advisors**

- (1) Your signature on a student's SIIM proposal signifies your willingness to be an academic advisor to that student during their completion of the SIIM degree, and especially to those academic courses offered by you or from the department or discipline in which you teach;
- (2) If you are the faculty member denoted as being a SIIM student's "Primary Academic Advisor", you are responsible for advising the student and overseeing the successful completion of the SIIM, as well as verifying that the SIIM student is also fulfilling the general graduation requirements set forth by the university. The primary academic advisor will also act as liaison between the SIIM student and the Chair of the SIIM Committee, and will need to directly approve any subsequent requests to change or otherwise alter an approved SIIM proposal prior to reporting any such request to the SIIM Committee for final approval or denial.

## **Procedure following submission of the SIIM proposal**

- (1) The SIIM Committee may meet with the student as part of the review process. Students may invite their advisors to attend this interview;
- (2) After further review of the proposal by the SIIM Committee, the recommendation of the committee will be communicated to the student;
- (3) Upon approval of a SIIM proposal, a completed Declaration of Major Form must be submitted to the Chair of the SIIM Committee.
- (4) Subsequent changes in an approved SIIM program of study must be submitted in writing to and approved by the SIIM Committee.
- (5) During the last semester of the SIIM, the student will submit a statement to the Chair of the SIIM Committee which has already been reviewed and approved by all faculty members listed on the program of study which addresses the following:
  - (a) degree of success in meeting the initial expectations of the SIIM;
  - (b) whether these expectations changed, through the course of study;
  - (c) strengths and weaknesses of the program the student devised.
- (6) The student is responsible for obtaining from each faculty member listed on the approved SIIM program of study a short written evaluation of the culminating interdepartmental project (the SIIM), and forwarding them to the Chair of the SIIM Committee.