

## APPLICATION FOR A SELF-DESIGNED MAJOR

Lebanon Valley College undergraduates have the option to self-design a major around specific interests and goals, provided the field of concentration is not substantially addressed by any singular academic program. Self-designed majors are in keeping with the tradition of liberal learning by allowing students to develop an interdisciplinary course of study between at least two academic programs.

Students who intend to complete a self-designed major must first select both a primary advisor and a secondary advisor. The primary advisor should be a faculty member from the department/discipline that will be most frequently represented by coursework in the major. The secondary advisor is a faculty member from the second discipline constituting the major. Students who do not know specific faculty members that might serve as either primary or secondary advisors should contact the respective department chairs for referrals.

In consultation with the primary advisor, a student pursuing a self-designed major should prepare an application which includes the following: a description of and rationale for the major, the major's goals<sup>1</sup> and *measurable* learning objectives<sup>2</sup>, required and/or elective courses aligned with the major's learning objectives, core competencies developed in the major<sup>3</sup>, and a proposed four-year schedule of classes. The self-designed major should consist of at least 27 credits above the 100-level, with at least 12 credits at the 300-level or above, including the capstone experience. A culminating experience should be included as part of the major.

Students in self-designed majors must complete a capstone experience that synthesizes the two disciplines included in the major and requires students to demonstrate successful achievement of the major's goals and objectives.

The application for the self-designed major must be approved by the primary and secondary advisor, and subsequently reviewed with the associate dean of academic success and registrar, and the assistant dean director of ConstellationLVC, before the proposal will be considered by the Committee on Curriculum and Assessment (CCA). See below for additional details on the application process. The CCA will review the proposed major and either approve, approve pending modification, or reject the proposed program. Final approval is determined by the Dean of the Faculty. Any changes made to the courses required for the major must be approved by the CCA and supported by a justification from the student and primary advisor.

Students planning on a self-designed major generally submit their proposals within their first four semesters at the College. The number of credits in the major that were completed prior to submitting an application may influence the committee's decision concerning approval of the major. Except in unusual cases and with sufficient justification, proposals submitted after 60% of the coursework for the self-designed major has been completed will not be considered.

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<sup>1</sup> Broadly based statements identifying what learning will be achieved in the major

<sup>2</sup> Statements using action words to say what student will *do* in order to show evidence they have fulfilled a goal.

<sup>3</sup> Fundamental knowledge, ability or proficiency developed in an undergraduate degree program.

Because of the multiple steps in the review process, which can each require extensive revisions to the application, students should allow at least four to eight weeks (assuming revisions are made in a timely manner) for a successful application to be approved. Please note that the CCA only meets in the fall and spring when classes are in session, and is therefore not able to consider application at other times.

It is important to note that the self-designed major offers a creative alternative for students with definite, integrated educational goals. It is not a way for students to avoid specific requirements. Consistent with the grading policies for all undergraduate majors, students may not *elect* for the Pass/Fail option in courses that fulfill general education requirements or the requirements of the self-designed major.

**Degrees:** B.A. or B.S. degree (depending upon concentration)

**Requirements:** Those courses specified for the *approved* self-designed major, plus those courses necessary for general requirements. As with all majors, students must complete 120 credits and maintain a cumulative grade point average of at least 2.00 and a major grade point average of at least 2.00.

## **Application Process for the Self-Designed Major**

1. Obtain the self-designed major application from the Registrar's Office website ([www.lvc.edu/registrar](http://www.lvc.edu/registrar)) and complete the form electronically.
2. Meet with the primary advisor to develop and plan the self-designed major and prepare the application. A semester-by-semester course plan should be included with your application.
3. Submit the completed application to the Registrar's Office. You will be contacted to schedule a meeting with the assistant dean of academic success and registrar, and assistant dean and director of ConstellationLVC, who will provide you with feedback on your proposal.
4. Make any necessary revisions and return your updated proposal to the Registrar's Office, so it can be brought to the Committee on Curriculum and Assessment for consideration and ultimate approval by the Dean of the Faculty.
5. The student will be notified whether the major is approved, approved with modification, or rejected. If the major is approved, pick up your major card from the Registrar's Office in Humanities 106. The major card should indicate whether the self-designed major will be pursued instead of or in addition to any previous major(s) and minor(s) and be returned to the Registrar's Office.

*This application must be completed in full and according to guidelines in order to be considered by the Committee on Curriculum and Assessment. Please review guidelines carefully.*

<b>Name of Student</b>	
<b>Student ID</b>	
<b>Email address</b>	
<b>Title of Proposed Major</b>	
<b>Additional majors or minors</b>	
<b>Degree expected (B.A. or B.S.)</b>	
<b>Currently declared majors, if any</b>	
<b>Currently declared minors, if any</b>	
<b>Do you plan to retain any declared majors or minors? If yes, please explain</b>	
<b>Class year &amp; anticipated graduation date</b>	
<b>Primary Faculty Advisor</b>	
<b>Secondary Faculty Advisor</b>	
<b>Today's date</b>	

**I. Description of the Proposed Self-Designed Major**

Provide a description of the nature and scope of this major:

Indicate how this is an interdisciplinary program of study:

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**II. Rationale for Creating the Self-Designed Major**

What is the benefit of this program—i.e. What are its academic or professional merits?

What student learning needs does this program meet that are not addressed in current program offerings?

### III. Curriculum Plan: Goals, Learning Objectives and Courses Where Achieved

(See Addendum 1 for instructions on writing measureable objectives)

Goal	Objectives	Courses Where Achieved	Institutional Learning Goal Alignment
			<input type="checkbox"/> Synthesize/integrate knowledge <input type="checkbox"/> Written communication <input type="checkbox"/> Oral communication <input type="checkbox"/> Quantitative reasoning <input type="checkbox"/> Critical reading <input type="checkbox"/> Critical thinking <input type="checkbox"/> Information literacy <input type="checkbox"/> Problem-solving <input type="checkbox"/> Intercultural competency
			<input type="checkbox"/> Synthesize/integrate knowledge <input type="checkbox"/> Written communication <input type="checkbox"/> Oral communication <input type="checkbox"/> Quantitative reasoning <input type="checkbox"/> Critical reading <input type="checkbox"/> Critical thinking <input type="checkbox"/> Information literacy <input type="checkbox"/> Problem-solving <input type="checkbox"/> Intercultural competency
			<input type="checkbox"/> Synthesize/integrate knowledge <input type="checkbox"/> Written communication <input type="checkbox"/> Oral communication <input type="checkbox"/> Quantitative reasoning <input type="checkbox"/> Critical reading <input type="checkbox"/> Critical thinking <input type="checkbox"/> Information literacy <input type="checkbox"/> Problem-solving <input type="checkbox"/> Intercultural competency
			<input type="checkbox"/> Synthesize/integrate knowledge <input type="checkbox"/> Written communication <input type="checkbox"/> Oral communication <input type="checkbox"/> Quantitative reasoning <input type="checkbox"/> Critical reading <input type="checkbox"/> Critical thinking <input type="checkbox"/> Information literacy <input type="checkbox"/> Problem-solving <input type="checkbox"/> Intercultural competency

**IV. Courses Taken to Fulfill Self-Designed Major**  
 (Include only courses required for the major, not electives or General Education/Constellation LVC courses)

Course Subject/ Number	Title	Credits	Semester in Which To Be Taken	Alternate Course(s), if Applicable

**V. Capstone Experience**

**Describe the capstone experience required for this major.**

**VI. Authorization to Share Your Proposal (Optional)**

Please indicate if you are willing to allow the College to post or share your proposal as an example for other students and advisors to use in crafting their own proposals. While we cannot guarantee complete anonymity because certain details of your proposal (such as the major title) could be connected to you, we will remove your name, any other personally identifying information, along with any grades or GPA included in the proposal.

I authorize the College to post or share my proposal, as described above \_\_\_\_\_  
Signature

We, the student and faculty advisors, approve this self-designed major.

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Faculty Advisor)

\_\_\_\_\_  
(Faculty Advisor)

[ ] **Approved**

\_\_\_\_\_  
(Dean of Faculty)

[ ] **Not approved**

\_\_\_\_\_  
(Date)

**ADDENDUM 1: GUIDELINES FOR WRITING MEASUREABLE OBJECTIVES**

<b>What is being assessed</b>	<b>How demonstrated</b>	<b>Examples of verbal prompts</b>
<i>Knowledge</i>	Recalling information, dates, events, places, major ideas or theories	<ul style="list-style-type: none"> <li>• List</li> <li>• Define</li> <li>• Describe</li> <li>• Identify</li> <li>• Label</li> <li>• Name</li> </ul>
<i>Comprehension</i>	Understanding information; interpreting material; drawing inferences; predicting possibilities; comparing and contrasting	<ul style="list-style-type: none"> <li>• Summarize</li> <li>• Interpret</li> <li>• Contrast</li> <li>• Associate</li> <li>• Distinguish</li> <li>• Discuss</li> </ul>
<i>Application</i>	Applying information, methods, concepts, theories to new situations; solving problems	<ul style="list-style-type: none"> <li>• Apply</li> <li>• Demonstrate</li> <li>• Calculate</li> <li>• Illustrate</li> <li>• Examine</li> </ul>
<i>Analysis</i>	Recognizing patterns; organizing material; recognizing “hidden meanings” or identifying underlying assumptions	<ul style="list-style-type: none"> <li>• Analyze</li> <li>• Explain</li> <li>• Connect</li> <li>• Infer</li> <li>• Describe</li> </ul>
<i>Synthesis</i>	Using “old” ideas to create new ones; generalizing from given facts; integrating information; making predictions and drawing conclusions	<ul style="list-style-type: none"> <li>• Integrate</li> <li>• Modify</li> <li>• Design</li> <li>• Formulate</li> <li>• “What if?”</li> </ul>
<i>Evaluation</i>	Discriminating between ideas; assessing quality; verifying value of evidence; recognizing bias	<ul style="list-style-type: none"> <li>• Assess</li> <li>• Rank</li> <li>• Decide/determine</li> <li>• Explain</li> <li>• Support</li> <li>• Recommend</li> <li>• Justify</li> </ul>