

## Contract Major Check List

Contract Majors are outside of the department and interdisciplinary majors of the college. One must be in good academic standing and have at least a 3.3 GPA to be eligible. Proposals must be approved by the Educational Policies Committee (EPC) and must be received no later than the second week of the spring term of the sophomore year.

The following steps are intended to guide students through the contract major proposal process.

1. Draft a preliminary proposal for the contract major. Contract majors consist of at least 27 credits of coursework, 14 of which must be at the 300-level or above. The proposal should include a rationale for the major, a specific list of courses to complete the major, and a brief description of a senior project. Proposals must address why one could not obtain the same coursework or desired study experience within an existing major or double major.
2. Seek the advice of a faculty member from the department/field with the greatest number of credits represented. This most likely will be the main advisor for the contract major. (If you do not know the specific faculty member, contact the department chair for a referral). The role of this main advisor will be to help refine the proposal and list of classes. One of the recommendations might be to meet with faculty members from other courses represented in the proposal for advice in those areas. It is also desirable that the student consult with a representative of the Senior Inquiry program to be sure that SI requirements are met in the final proposal.
3. Refine your proposal based on the advice of your faculty and SI advisor(s).
4. Submit completed proposal to the main faculty advisor so that he/she can produce a brief statement of endorsement for the major, including the coursework and senior project, affirming that the major is both well-designed and feasible. The advisor should assert his/her willingness to advise you until graduation.
5. Submit completed proposal to the chairs of each department with courses represented in the proposal and request a brief statement of support from these chairs for the courses selected with regard to relevancy and scheduling.
6. A meeting should be scheduled with the Chair of EPC, the main faculty advisor, the relevant EPC divisional representative(s) corresponding to the proposal, the Registrar, and the student before submitting the proposal to EPC. The meeting is intended to make sure the proposal has the necessary information for EPC and to advise the student about any possible concerns.
7. Submit proposal, endorsements and letters of support to EPC via the Office of the Registrar– Founders. These materials should be submitted electronically to [lieslfowler@augustana.edu](mailto:lieslfowler@augustana.edu) and [michaelwolf@augustana.edu](mailto:michaelwolf@augustana.edu). The deadline for submission is no later than the end of the 2<sup>nd</sup> week of your spring term in the sophomore year.
8. EPC will schedule an appointment with the student and main advisor at one of its regular EPC weekly meetings. The student will be asked to provide a brief statement about the proposed contract major and may be asked questions by the committee. The role of the main advisor will be to support the student with the petition.

9. EPC will inform the student and main advisor if the proposal has been approved, denied or is in need of additional information.

10. If approved – declare the major and submit the list of courses for the major with the Office of the Registrar.

11. Working with your main advisor, assemble your Senior Project faculty panel which should include your main advisor and two additional faculty from areas represented by the major. The project requires the approval of the faculty panel and the committee overseeing Senior Inquiry. [The student's main advisor should consult with a representative of the Senior Inquiry for this approval.] The approval of the project must occur by week 10 of the third term prior to graduation. **For example, a May graduate must have the project approved by week 10 of fall term of the senior year.** A Contract Major Senior Inquiry Project Approval Form should be filled out and submitted to the Office of the Registrar at the time of the approval.

12. Students should register for a contract major senior inquiry course [CTRK-400] during the term of the project. The project advisor has the option of assigning 0-9 credits for this project and must choose between a graded or pass/no-credit option.

13. The senior project faculty panel must approve the completed project before the student can graduate with the contract major.

14. Guidelines and White Paper for Contract Major Senior Inquiry proposals may be found on the Registrar's homepage.

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