

Committee on Educational Policy Checklist for Independent Major Applications

This checklist is provided to help to ensure that your application for an Independent Major is complete. **Applications will be considered only after all the materials listed below are provided.** See “[Guidelines for Independent Majors](#)” for fuller information.

Deadlines: It is highly recommended that students submit their Individual Major proposal *before* they take the upper division courses for the major, and at least before the student’s final year. Students should keep in mind that the Academic Senate may ask for changes to the proposal, e.g. the inclusion of other courses, and they should leave themselves with sufficient time to comply. In order to provide the Academic Senate with sufficient time to review such a proposal, **the proposal must be received by CEP before the term in which the student intends to graduate at the latest.** If the proposal is received by CEP while the student has senior standing, then the proposal must not extend the student’s expected graduation date.

*** PLEASE PRINT OUT THIS CHECKLIST, COMPLETE IT, AND ATTACH IT TO YOUR APPLICATION.**

_____ **Your proposal** laying out the rationale for the major and what it will encompass, and also explaining how you will complete the Senior Exit requirement and the Disciplinary Communication (DC) requirement. See guidelines for questions to address. [The name and content of the individual major must be distinct from those of any approved major program or of any possible double or combined major made up of approved major programs.]

_____ **Petition form**, signed by your committee chair (who must be a Senate Member, that is, an Assistant, Associate, or Full Professor, or an SOE Lecturer) as well as two further faculty sponsors (Senate members or continuing Lecturers). The Petition form must also be given to your college academic preceptor who will forward the petition to CEP.

_____ **The specific number of a) lower division and b) upper division courses** that you will complete for the major. (There must be a minimum of 10 five-credit courses of which 8 must be at the upper-division level).

_____ **A detailed list of the courses you plan to take** to fulfill the requirements of the major.

_____ **Letter of support** from the chair of your independent major committee.

_____ **List of courses** (approved by your committee) that you plan to take in satisfaction of the requirements of the independent major. It must contain:

_____ **A separate list of up to 5 alternative course** (approved by your committee), should the preferred courses be unavailable. To determine the list of alternate courses, first consider what makes the list of proposed upper-division courses unified and coherent; and second, use this in deciding what alternate courses it makes most sense to include.

_____ **A proposed schedule** for completing of degree requirement (UCSC academic planning form). Indicate all courses that you have already completed toward your proposed individual major plan.

_____ **Your academic transcription.** Attach the summary of UCSC courses (printed from AIS). Check with your college to see if they will be printing this for your petition on whether you need to do so.