

REQUEST TO APC FOR CHANGES IN A MAJOR

Requests for changes in a major should take into consideration the guideline and rationale below, and should include the information requested.

GUIDELINE

Undergraduate students should have at least 30 s.h. of general electives after they have planned for the requirements of the General Education program and their major.

APC understands that several factors, including external agencies, affect the structure of majors. These factors should be addressed in the department's rationale for the structure of the major.

APC further understands that particular students may have limited hours of general electives because they have changed from one major to another, have chosen a second major or minor(s), or have transferred from another school.

Rationale:

1. The opportunity to have a minor, a second major, or study abroad (beyond a January session) offers a student options which APC feels are important to a *liberal arts education*.
2. The curricular flexibility encouraged by this guideline fits with the college's *mission* of trying to foster a student's "international consciousness" as well as interest in topics and perspectives which may not be treated in the student's major.
3. Carefully chosen electives can enhance a student's *employability* and create career options not directly linked to the student's major.

When requesting changes in a major, the department or program should supply the following information:

1. Note the number of "general elective" hours remaining (out of 128) after the student has planned for all requirements in this major and the general education program. This figure may be expressed as a range, but minimum and maximum hours must be clearly stated.
2. Comment on factors which affect the structure of the major if the general elective hours total less than 30 s.h. If the requirements of an outside agency figure prominently in the design of the major, indicate clearly what the agency requires, not just what the MC program requires in response to an agency's guidelines.
3. Offer a rationale for all changes. If students in this major would expect to have fewer than 30 s.h. of general electives, comment especially on how the high demands of the major will compensate for the disadvantage of reduced flexibility in the student's full curriculum. If the number of elective hours remaining is quite high, comment on how the small size of the major meets the students' needs in that academic discipline.

An Excel spreadsheet containing a template and example is available on the APC web page. This spreadsheet illustrates the information to be provided; however its use is optional.