

Protocol for Students pursuing *Student Defined Majors & Minors (SDM)* in the College of Fine Arts

1. Student meets with his/her/their current academic advisor and discusses potential/feasibility of SDM.

- Can student's interest be addressed by adding a standard minor rather than an SDM?
- Should the student complete the current course of study and specialize in graduate school?
- Are there cultural or professional norms that would serve as a barrier to a SDM? (Degree will read "*Student Defined Major: B.A. in Approved Title*")
- Can the student meet the minimum QPA of 2.75?
- Does the student have a clear idea of what areas the SDM would combine?
- Is the timeline realistic? Student Defined Majors will need his/her/their proposals approved by the University at least 1 semester in advance of graduation. (Note this process of submission is typically 4-5 months)

2. Student gathers the following information from his/her/their advisor:

How many units have you successfully completed thus far (including any transfer, study abroad, or AP credits)?

Assuming you pass all of your courses this semester how many units will you have completed by the end of the semester?

How many Gen. Ed courses/units have you taken/are currently taking?

How many advanced courses (equivalent to 300 or 400 level) have you taken/are currently taking?

What is your originally projected date of graduation?

Are you able/willing to enroll for an additional semester(s), if necessary, to complete a SDM? (Funding, Visa status etc.)

3. Student schedules a meeting with CFA Senior Associate Dean for Academics (Kristen Letts Kovak) by email and comes prepared with information from questions 1 & 2. (klkovak@cmu.edu)

4. Associate Dean fields feasibility and focus of proposed SDM. Explains proposal process and establishes goals moving forward.

Date of Initial Meeting: _____

5. Student decides whether or not to continue pursuing a SDM within one month from original meeting with Assoc. Dean.

A. Student brings basic course outline and proposed title to his/her/their advisor for initial audit and approval to continue.

B. Advisor contacts Assoc. Dean and student to verify approval to continue.

Date of Notification to Continue: _____

6. If “yes,” student *independently* drafts a proposal based on the provided University format. Student contacts the Global Communications Center to meet with a writing tutor *prior to* submitting a draft to the Sr. Assoc. Dean. (Student should bring both the proposal requirements and his/her/their draft to the GCC). Student has one month from date of Notification to meet with the GCC.

Date of GCC Meeting: _____

Signature of GCC Tutor: _____

7. Student emails revised draft proposal to Assoc. Dean and schedules a time to meet to review it. Student has one month from GCC meeting to rewrite and submit changes to Associate Dean.

Date of Draft Submission: _____

8. Student continues to work with Assoc. Dean (and potentially the GCC) on multiple drafts of the proposal to ensure an educationally coherent program of study in line with the College of Fine Arts’ degree requirements. Note, the Assoc. Dean will NOT submit proposals to the Vice Provost for Education’s office unless the above standards are met.

9. Assoc. Dean approves the draft for final circulation. The student emails copies of this draft to all relevant parties [academic advisor(s), head(s) of school, and faculty advisor(s)] for feedback and approval. Student has one month to complete circulation and return edited document to Assoc. Dean.

Date of Completed Circulation: _____

10. Student brings a physical copy of their revised document to the College of Fine Art Dean’s suite (Dan Barrett) to complete necessary paperwork. The student is responsible for circulating the physical proposal and cover sheet to obtain the required signatures [academic advisor(s), head(s) of school, and faculty advisor(s)]. Student has one week to acquire signatures. Student then returns paperwork to CFA Dean’s Suite (Dan Barrett) who will procure the Assoc. Dean’s approval.

Date of Approved Submission: _____

11. CFA Dean’s Office submits proposal to the Vice Provost for Education (Amy Burkert) for final approval. If not approved, the student meets with both the advisor and Assoc. Dean to determine whether changes can successfully be made to the proposal. If approved, the Assoc. Dean will notify student and all signatories.