

## Augustana College Contract Major Check List

The purpose of the Contract Major (CM) is to allow highly motivated students to follow a course of study outside the boundaries of established majors. In offering the option of a CM, the faculty of Augustana College encourages students to be creative in constructing their learning experiences. The CM allows students to draw upon the wealth of coursework offered at the College to develop a major that corresponds to their particular interests and goals.

Contract Majors are outside of the department and interdisciplinary majors of the college. Students who are in good academic standing, with a GPA of 3.3 or above, can submit a proposal for a major to the Educational Policies Committee (EPC) by week seven of spring semester of their sophomore year (prior to obtaining the final 60 credits necessary for graduation). Students with a contract major will not have a double or triple major but may pursue a minor if they choose. EPC will review the proposal, approve or deny it, or return it to the student for revisions.

The complete policy is in the Augustana Catalog, but the following steps are intended to guide students through the contract major proposal process.

- Draft a preliminary proposal for the contract major. Contract majors consist of at least 28 credits of coursework, 16 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.
- Seek out an advisor for the contract major. This is the individual from the department/field with the greatest number of credits represented. 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 from the General Education Committee to be sure that SI requirements are met in the final proposal.
- Refine your proposal based on the advice of your faculty advisor and SI advisor(s). See the [senior inquiry guidelines](#) noted in the catalog policy.
- 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.
- 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.
- Schedule a meeting 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.

- Submit proposal, endorsements and letters of support to the EPC chair according to the deadline noted above.
- 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.
- EPC will inform the student and contract major advisor if the proposal has been approved, denied or is in need of additional information.
- If approved – the student will declare the major and submit the list of courses for the major. See the [Office of the Registrar](#) for the process to declare a contract major and submit course list.
- 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 General Education for this approval.] The approval of the project must occur by week three of the semester prior to graduation. **For example, a May graduate must have the project approved by week 3 of fall term of the senior year.** A [Contract Major Senior Inquiry Project Approval Form](#) should be filled out and submitted to the General Education Committee chair and copied to the Office of the Registrar at the time of the approval.
- Students should register for a contract major senior inquiry course [CTRK-400] during the term of the project. Adding this coursework cannot happen through Arches, but will require the student to work with the Office of the Registrar to enroll. 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.
- ⊖ The senior project faculty panel must approve the completed project before the student can graduate with the contract major.
- Guidelines for Contract Major Senior Inquiry proposals may be found on the [Registrar’s forms page](#).

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