Guidelines on Proposing a New Major

Deadline for submitting the new major for potential inclusion in the next year's catalog: the Friday before Fall Break.

Curriculum's Process

Curriculum's process in reviewing a new major/minor/concentration:

1. **The proposing faculty members fill out the relevant form**. They should also solicit letters of support from impacted departments and programs (these should be emailed directly to the Curriculum Committee).

2. **The Curriculum Committee will respond to the proposal, and may ask questions that require further information.** In determining feasibility of the new major/minor/concentration, per the by-laws, the Committee may consult with the Provost, CAP, or other relevant committees.

3. **Meetings will be scheduled with stakeholders** once the Curriculum Committee considers the proposal ready for discussion.

Curricular approval of a major/minor/concentration does not guarantee any resource allocation.

New Major Proposal Form

1. **Name of Proposed Major:**

2. **Contact person:**

3. **Short Description:**

4. **Justification of the major**

    a. **Curricular contribution.** How does this major contribute to the 21st century liberal arts education? What does the proposed major bring to the existing curriculum and the College community? What would a student accomplish via this proposed major that couldn't be achieved in an existing major at the College?
    b. **Learning goals.** How do the goals of the major map onto the **Bryn Mawr competencies/learning goals**? What are the expected skills acquired/cultivated by the proposed major?
    c. **Student demand.** What evidence do you have that students want this major? (For example: are there currently students doing Independent Majors in this subject?)

5. **Technical information for major**

    a. **How many courses will the major require?** The major is generally conceived as ⅓ of a student's program (typically 10-12 units). If it's less than 10 or more than 12, please explain why.

    b. **Explain the pathways through this major.** For example: How is your major sequenced? Are there any required courses? What courses require prereqs? What is the minimum number of semesters needed for a student to complete this major?

    c. **What tracks or concentrations, if any, would be available through this major?**

    d. **How will this major accomplish curricular requirements?** For example: How will students accomplish the Writing within the major course? What will the senior capstone experience look like? Will there be a required thesis?

    e. **How will this major accommodate study abroad opportunities?**

    f. **How does this major plan compare to similar majors at peer institutions? (if applicable)**

    g. **How will students accomplish the minor? (if applicable)**

    h. **What (if any) criteria will you use to award honors?**

6. Resources

   a. **Explain your staffing plan**. For example: Who are the faculty contributing to this major? Would this major require a position request? Will this major rely on interim hires? What would be the maximum number of majors that the current staffing can accommodate?

   b. **Explain how your staffing plan intersects with other departments/programs.** For example: How will staffing of the proposed major affect the current departments/programs of participating faculty and staff? How, if at all, does this affect any relevant Bi-Co programs?
   Letters of support should be submitted from contributing departments directly to Curriculum Committee. *NB: a letter of support should not be conceived as a broad endorsement of the proposal, but should specify the anticipated level of commitment.*

   c. **Explain your administrative needs.** For example: How will your program be supported administratively?

   d. **Explain how your major will meet its budgetary needs.** *While budgetary needs are not part of Curriculum Committee's purview, we need to assess the viability of this major. We encourage you to think about them and be prepared to talk with CAP and the Provost about them.* Budgetary needs might include colloquia, lab costs, spaces, new course development funds, etc.

7. Catalog Information

   a. **Program Requirements and Opportunities:** Please include all the required courses and the pathway through the major, honors, study abroad, etc.

   b. **Courses**: List courses that would count toward the major: