General Studies Major Checklist

The following is a step-by-step process required for approval for a student who wishes to pursue a major in General Studies.

Step 1: Preliminary Planning

- Develop a unifying theme with the Advising Office and map out a rough plan of what classes the student will take, verifying that there are enough credits in each area and at each required level.
  - **NOTE**: A General Studies Major requires 2 concentrations: a primary and a secondary. The primary concentrations must be from an academic discipline at Northwest. Between the two concentrations, there must be at least 20 credits of upper division work. The student will need to be able to explain how these two areas work together to make up a viable degree.

Step 2: Concept Proposal to Provost

- Meet with the Provost and present the unifying theme and rationale for the General Studies Major. Outline the combination of concentrations, how they fit together, and why this would be a worthwhile degree. You may work with the Advising Office to understand what is involved with this proposal.
- Approval of the Concept Proposal
  
  Signature of Provost for preliminary approval ___________________________ Date ____________

  - Provost assigns Faculty Advisor(s) who will work with student on the content of the plan:
    Primary ___________________________ Secondary ___________________________

Step 3: Formalized Presentation and Approval

- Student and the assigned advisor(s) will develop a detailed plan for a General Studies Major. This includes all courses to be taken and a probable semester time-line.
  - Student must write a degree proposal that describes the unifying theme, explains how the chosen courses support that theme, and discusses the interrelationships among the chosen courses (including electives).
- Student will present this proposal (short essay and plan of courses) to the Provost for approval.
  Final Approval from Provost ___________________________ Date ____________

- Provost notifies and sends copies of course plan to Advising Office, faculty advisor(s) and Registrar’s Office of acceptance and approval for change of major and advisor.
  Denied________________________________ Date ____________

- Student will return to the Advising Office for advising and consultation for clarification or alternative plans or degree choices.

Step 4: Implementation

- The student works with assigned advisor(s), schedule courses, and fulfill degree proposals.