Checklist for Students in the Individualized Major Program

The Individualized Major in the School of Liberal Arts requires students to take the initiative in designing their course of study. The director of the program, Dr. Anita Morgan (CA 504N), and the administrative assistant, Louise Watkins (CA 504L, llwatkin@iupui.edu), are happy to assist in this process. It is the responsibility of the student to identify and meet with a relevant advisor in the School of Liberal Arts, and to complete the steps outlined below in progressing toward the completion of the degree.

I) Becoming an Individualized Major

- **Contact** the administrative assistant for general program information and advice.
- **Discuss** plans with Dr. Anita Morgan (aashende@iupui.edu).
- **Identify** and contact prospective faculty advisor and committee members.
- **Turn in** Supervisor Agreement form to administrative assistant.
- **Arrange** with administrative assistant to register for I360 (1 credit hour course in which you will complete your IMP Proposal).
- **Meet** regularly with faculty advisor to plan degree program.
- **Consult** with an advisor in Student Affairs about General Education Requirements and review course plan to insure that all graduation requirements are included. Get an advisor’s signature on the plan to verify that all courses are included.
- **Submit** completed proposal electronically to Dr. Morgan and Ms Watkins. Be sure to include alternate courses to substitute for proposed classes that may turn out to be unavailable.
- **Meet** with committee members and director to discuss proposal at least three weeks before the end of the semester in which you are registered for I360
- **Make** any required changes to proposal.

II) Completing the Proposal is Approved, change major from pre-IMP to IMP in Student Affairs office

- **Maintain** regular contact with your faculty advisor and follow the approved course plan.
- If an **internship** is part of your plan, make arrangements.
- **Discuss** ideas for capstone/senior project with your advisor.
- **Submit** capstone proposal to IMP office for review. Submit any amendments to your course outline.
- **Meet** with committee and director for approval of capstone and any amendments.
- **When capstone** is approved, arrange with administrative assistant to register for I460. Inform our office of expected completion date.
- **File** for graduation in Student Affairs in semester preceding anticipated graduation date.
- **Submit** capstone project to committee one month prior to the end of the semester.
- **Meet** with committee and director for oral defense of project.

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http://liberalarts.iupui.edu/imp/resources

for additional resources