

STUDENT AND FACULTY HANDBOOK

Individualized Major Program
Harpur College of Arts and Sciences
Binghamton University

Harpur Academic Advising
Old Champlain Hall, Room 110
harpuradvising@binghamton.edu
(607) 777-6305

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Please note: The policies and procedures detailed in this handbook are subject to change. Please consult with the IMP Coordinator if you are interested in pursuing an individualized major.

OVERVIEW

Programmatic Overview

The **Individualized Major Program (IMP)** provides students in Harpur College with the opportunity to pursue their academic interests through innovative, interdisciplinary major programs of their own design. Under the guidance of faculty sponsors and the IMP Committee, students pursuing individualized majors draw multiple disciplines together into unique fields of study and undertake creative and original scholarly work.

Like any of the more traditional majors and programs in Harpur College, the IMP is firmly grounded in the liberal arts, which means that it primarily involves the framing and investigation of interesting questions. The IMP is not simply technical training, nor can it be composed of just any list of courses; this is not a program for students looking to graduate quickly with coursework they've already completed or for students looking to complete a pre-existing major without some of the courses it typically requires. Rather, the IMP requires that each student have a focused intent and outline a purposeful course of study that can be clearly articulated and justified. Students who pursue an individualized major must be highly motivated, curious, innovative, and self-directed.

The IMP is an intensive program. The traditional degree programs in Harpur College are perfectly able to address the great majority of student needs, and they provide exemplary preparation for a wide array of careers and other pursuits after graduation. But for those seeking a more individual path, the IMP allows them freedom to indulge their creativity, to explore their own questions in a scholarly way, and to craft programs of study uniquely suited to their interests.

Procedural Overview

The IMP process involves several steps, each of which must be taken before the major can be completed. This process requires a considerable investment of time, and so interested students are strongly encouraged to begin work during the sophomore year. **Students approved later in their academic career should note that it is their responsibility to ensure that they meet their particular graduation deadlines.**

A student intent on creating an individualized major must first prepare a brief **pitch** describing the major and present it at a meeting of the IMP Committee, which is composed of several faculty members representing the different divisions of Harpur College. The Committee members will then ask questions of the pitch, offer suggestions and criticism, and then approve or deny it. If denied, a student may work with an IMP Coordinator to revise the pitch and present it again.

If accepted, the pitch must then be expanded into a **major proposal**, which addresses any questions posed by the IMP Committee, provides a more substantial justification for the major, and includes an annotated list of courses for the major. The proposal also requires the endorsement of a faculty sponsor who will see the individualized major through to its conclusion (see "Forms" below). The

student again presents the proposal before the IMP Committee, where again it may be approved or denied. As before, a denied proposal may be revised. An accepted proposal formally becomes a student's major and the list of approved courses appears on DegreeWorks. After this point, the student pursues it as any other major, completing courses and working with the faculty mentor and IMP Coordinator to make any adjustments.

The IMP culminates in a final **integrative project**, a proposal for which must be approved by the IMP Committee, typically in the semester before a student intends to graduate. Once accepted by the IMP Committee, the project is conducted as an independent study with the student's faculty sponsor in the student's final semester. If the student receives a satisfactory grade for independent study, and assuming they have completed all of their other major coursework, the IMP is complete.

Interested students should read carefully through each section of this handbook and then contact the Harpur Advising Office to schedule an appointment with the IMP Coordinator.

GENERAL REQUIREMENTS

Any student in Harpur College, including those concurrently enrolled in another school at Binghamton, may propose an individualized major. The following are a general requirements for IMP:

Program Components:

All of the following must be approved by the IMP Committee

- Major Pitch
- Major Proposal
- Integrative Project

Eligibility:

- 3.3 GPA—exceptions granted under the discretion of the IMP Committee
- **Faculty sponsor** who will provide guidance for coursework and who will supervise the final integrative project
- Harpur College student *and* Harpur College departments
- **Students are *advised* to apply for individualized majors as sophomores—this is not a requirement for participation but highly encouraged**

Students receiving New York State financial aid through either the Tuition Assistance Program (TAP) or the Excelsior Scholarship should begin work as soon as possible in order to ensure that this process does not interfere with their aid.

Individualized Major Foundational Components:

All individualized majors must meet the following criteria:

- The major must be **academically sound**, meaning it must address topics of sophistication and significance.
- The major must demonstrate both **breadth and depth**, meaning that its component courses must balance broad training in relevant fields with opportunities to delve into certain topics, culminating in the final project.
- The major must **cohere in a logical fashion**, meaning that it must provide a suitable theoretical and conceptual framework for its particular course of study. Beyond proposing interesting questions, the major must, through the selection of disciplines and courses, outline a sensible way of investigating those questions.
- The major must be **interdisciplinary**, meaning that it must draw its component courses from at least ***three, and typically no more than five***, Harpur College disciplines.
- The major must be **necessary**, in that it cannot replicate another program already available at the university. An individualized major also may not be used to avoid certain requirements

of existing programs (e.g. Chemistry without Organic Chemistry, English without Shakespeare). The IMP may be employed, however, to expand an existing minor program that lacks a related major (e.g. Religious Studies or Middle East and North African Studies) into an individualized major.

- An individualized major must be fundamentally **theoretical** in nature, as opposed to **applied**— it must derive from broad, interpretive questions, rather than focus narrowly on the development of particular skills.

Required IMP Coordinator Meetings:

IMP students are encouraged to meet with the IMP coordinator as often as you feel is necessary. However, there are certain meetings that are **required** throughout the course of your IMP experience.

The following are required meeting:

- *Pitch Draft Meeting*—student is required to show their pitch draft to IMP coordinator prior to committee meeting to ensure all components are met and that the idea meets standards of program
- *Major Proposal Draft Meeting*—student is required to show their major proposal draft to IMP coordinator prior to committee meeting to ensure all components are met and that the major meets standards of program and fulfills Harpur requirements
- *Integrative Project Proposal Draft Meeting*—student is required to show their integrative project proposal draft to IMP coordinator prior to committee meeting to ensure all components are met and that the major meets standards of program and fulfills Harpur requirements
- *Pre-registration Meeting*—student and faculty sponsor are required to meet with IMP Coordinator once a semester prior to course registration in order to discuss planned courses for following academic semester
- *Integrative Project Proposal Revision*—student and faculty sponsor are required to meet with IMP coordinator in the event that project prospectus is not approved by the IMP committee in order to discuss edits, revisions, etc.

FACULTY SPONSOR EXPECTATIONS AND REQUIREMENTS

Success in the Individualized Major Program is dependent on a highly involved faculty sponsor who can support you throughout this journey. Rather than likening the experience to an independent study, instead your faculty sponsor should think of this opportunity as akin to serving as a graduate advisor. For that reason, the following section outlines the expectations and requirements of a faculty sponsor for this program.

Overall Expectations and Requirements:

- *Binghamton faculty member*—in most cases should come from one of the disciplines included in the major; and should have some familiarity with the topics or themes under study
- *Overseeing Major and Integrative Project*—should the major be approved, faculty sponsors ensure the major's cohesion and rigor, serve as a resource and a sounding board, and ultimately oversee the integrative project
- *Required meetings participation*—faculty sponsor is expected to attend the following meetings:
 - Semester pre-registration meetings
 - Major proposal meeting with IMP Committee
 - Integrative project meeting with IMP Committee
 - Integrative project revision meeting with IMP Coordinator (*when applicable*)
- *Course Substitution*—oversee that IMP student is substituting courses in major with appropriate options that maintain integrity of the major
- *Forms Completion*—ensure that all forms, letters, etc. are completed and submitted to IMP Coordinator as needed
- *Active Communication and Involvement*—develop a strong relationship with their IMP student to ensure positive mentorship and success. Additionally, ensure that IMP Coordinator is involved when necessary in communications with/about IMP student

Major Pitch Involvement:

No formal involvement from a faculty sponsor is necessary during this process. Should you already have a faculty member selected during the pitch process, then they are expected to guide you through the process of developing a fully formed idea and writing the required document.

Major Proposal Involvement:

Faculty are expected to actively participate in the development of the major proposal document. It is expected that they:

- Help develop the methodology foregrounding the major
- Help identify appropriate departments comprising the major
- Help identify appropriate courses

In addition to the academic support that guides production of the major proposal, faculty are also required to complete the following for their student to receive approval:

- Complete Faculty Sponsorship and Endorsement Form
- Attend IMP Committee Meeting for Major Proposal Approval

Integrative Project Involvement:

Faculty should be actively engaged in helping the IMP student develop their final integrative project to ensure that:

- Project comprehensively addresses the components in the “Integrative Project” section of this handbook
- Fulfills genre expectations of a project proposal and demonstrates the breadth and depth of student’s interdisciplinary work over the course of their time in IMP

There are three required components of faculty sponsor involvement in this process, including:

- Faculty Letter of Support—this letter details faculty support and involvement in the integrative project. The letter should be ***sent directly to the IMP Coordinator*** prior to IMP Committee voting on project approval and must include:
 - Outlines faculty contributions and guidance in regards to project
 - Delineates support provided to IMP student (i.e. weekly meetings, required drafts, etc.)
 - Outlines expected deadlines
- Attendance at IMP Committee approval meeting with student
- Integrative Project Final Assessment—this document should detail how the student was assessed on the success of their project and be ***sent directly to the IMP Coordinator***
- Ensure IMP student registered for 4-8 credit Independent Study with faculty sponsor and receive C- or above; **This course cannot be Pass/Fail**

NOTE:

There are **two instances** which may require extra participation from the faculty sponsor and are dependent on if their IMP student does not get project approval or if their student decides to pursue an IMP Honors.

1. Should IMP student’s project not receive approval from the IMP Committee:
 - Faculty sponsor and student must meet with IMP Coordinator to discuss edits, suggestions from IMP Committee, and how to progress forward.
2. Should IMP student wish to pursue IMP Honors for Seniors:
 - Faculty sponsor must participate in IMP Honors Defense meeting
 - Faculty sponsor should help identify appropriate second faculty member to serve on IMP Honors Defense meeting

THE PITCH

Before you can pursue an individualized major at Binghamton University, you must seek the approval of the IMP committee, first with a brief pitch of the intended major. If the initial pitch is approved by the IMP committee, you will then develop it into a full major proposal, which must again be presented to the committee.

It is highly required that you consult with the IMP Coordinator when preparing your pitch.

Document Requirements:

- Pitch Cover Sheet—*found on following page and “Forms” section*
- Formatted in style of APA, MLA, or Chicago depending on preference and possible citations
- 2 typed pages

This pitch should accomplish five tasks:

1. Explain how you came to your chosen major, and provide it a title.
2. Identify the academic and theoretical questions that you would like to investigate through your proposed major, as well as your motivations for pursuing them. These ought to be questions of real substance that you will be able to pursue through a full course of study and, eventually, a final project.
3. Outline the academic disciplines and programs from which you will draw your courses—the disciplines that will help you to investigate your questions—and explain how they will fit together and what each contributes to the major. Remember that any individualized major must be *interdisciplinary*—it must include at least three separate disciplines and it must ***join those disciplines together into a cohesive whole.***
4. Describe your methodology. As you address the previous point, explain how, academically and theoretically, you will investigate the questions you identified earlier. Consider: From which of your included disciplines will you draw your framework? Will you combine different analytical approaches? Why is your methodology appropriate for your particular interests?
5. Explain why you cannot pursue your academic interests through the existing structure of majors and minors at Binghamton.

NOTE: Prior to the approval of the major proposal, the student is not considered to have declare the IMP as their major; until that time, courses taken toward a possible IMP major **may not count as “degree applicable”** for the purposes of certain New York State financial aid programs (i.e. TAP and the Excelsior Scholarship).

PITCH COVER SHEET

Individualized Major Program
Harpur College of Arts and Science
Binghamton University

Name: _____
Last First MI

B#: _____ **Class Standing:** FR SOPH JR SR

Non-IMP Major(s), if any: _____

Phone: (____) _____ **E-mail:** _____

Anticipated Graduation Semester: _____

Proposed Major Title: _____

Proposed Departments/Disciplines for Major (three to five):

1. _____
2. _____
3. _____
4. _____
5. _____

Attached Materials:

_____ IMP Pitch (two pages, double-spaced)

Signature: _____ **Date:** _____

THE MAJOR PROPOSAL

The major proposal is primarily an expansion of the pitch that develops on the initial rationale for the project and incorporates any suggestions or addresses any concerns raised by the committee.

Document Requirements:

- Major Proposal Cover Sheet—*found on following page and “Forms” section*
- Formatted in style of APA, MLA, or Chicago depending on preference and possible citations
- 3-5 typed pages
- Faculty Sponsorship Form
- An annotated list of courses** that will compose the major—*list may include both courses already taken and those that you intend to take, and each course must be listed along with its description from the course catalog and a brief explanation for its inclusion in the major.*

Major Requirements:

- **General Course/Credit Requirement**—The IMP must be composed of between twelve and fifteen courses, chosen from at least three (but typically no more than five) disciplines. ***The IMP must comprise at least 48 credits.***
- **Core Course Requirement**—Identify 4-6 “core courses” that are changeable only by committee approval. Courses can be 100-300 range and should adhere to the following:
 - Demonstrate strong foundational connection to proposed departments that comprise the major (EX: SOC 100, ENG 320, HIS 250)
 - Cannot be topics courses but instead recurring courses integral to departments
 - Consider research and methodology skills
- **Upper-level Course requirement**—At least six of the above courses must be upper-level (that is, 300-level or above).
- **Seminar requirement**—One of the upper-level courses counted toward the IMP must be a 400-level seminar-type course taken in one of the fields that compose the major.
- **Integrative Project requirement**—At least four, but no more than eight, credits must be reserved for an independent study that integrates the various aspects of the major. See the next section for more information on the integrative project.
- **Residency requirement**—At least seven of the courses, including at least six of the upper-level courses, counted toward the IMP must be taken in residence in Harpur College at Binghamton University. The remainder may be taken at other institutions, approval by the IMP Committee.
- **Unique course requirement**—In the event of a double-major or double-degree program, at least eight courses in the IMP must be taken in addition to those counted in fulfillment of another major or degree.
- **Liberal Arts requirement**—No more than three courses counted toward the IMP may come from professional schools (e.g. Watson, SOM, DSON, CCPA) or from non-liberal arts disciplines (e.g. HWS or OUT).

- **Grade Requirement**—Students enrolled in the IMP must earn at least a C- in each of the courses that compose their majors, and *no IMP courses may be taken on a Pass/Fail basis.*

NOTE:

At the discretion of an IMP Coordinator, individual courses approved by the IMP Committee may be substituted with others, so long as you supply a reasonable written justification and the change will not affect the essential character of the IMP. More significant changes must be approved by the committee. Please include the “Course Substitution Form,” in the *Forms Appendix* section with any proposed substitutions.

Binghamton University

Name: _____
Last First MI

B#: _____ **Class Standing:** FR SOPH JR SR

Non-IMP Major(s), if any: _____

Phone: (____) _____ **E-mail:** _____

Anticipated Graduation Semester: _____

Proposed Major Title: _____

Proposed Departments/Disciplines for Major (three to five):

1. _____
2. _____
3. _____
4. _____
5. _____

Attached Materials:

_____ Major Proposal (three to five pages, double-spaced)

_____ Annotated course list, including course descriptions and justifications

_____ Faculty Endorsement and Sponsorship Form, signed

Signature: _____ **Date:** _____

FACULTY ENDORSEMENT AND SPONSORSHIP FORM
Individualized Major Program

Student's Name: _____

Proposed Major Title: _____

The Individualized Major Program (IMP) provides students in Harpur College with the opportunity to pursue their academic interests through innovative, interdisciplinary degree programs that are not presently available through established departments. Individualized majors must involve multiple departments, must be based in the liberal arts, and must be theoretical—meaning that each must be driven by interesting questions. Students interested in the program must first devise and present a brief “pitch” to the IMP committee, which, if approved, they must then expand into a larger proposal that includes a full list of courses. If that proposal is approved, the student is formally enrolled in the major and pursues it like any other. In the semester prior to graduation, the student returns to the committee with a proposal for a final, integrative project for the final semester. Successful completion of the project, along with all required coursework, amounts to completion of the major.

It is at the proposal stage that students are required to seek out the support of a faculty sponsor. Because IMPs are by nature interdisciplinary and unique, students involved in the program lack the support of a department. They require the guidance of a faculty member who can help to provide structure, offer a sounding board for their ideas, and ultimately oversee the final project. To be eligible to participate, faculty sponsors must either represent one of the fields of study that compose a student’s proposed major or by some other means be familiar with the topic.

By signing this form, you are agreeing to serve as the faculty sponsor for the student and the project listed above. You are indicating that you have discussed the content and structure of the proposed major with the student and that you endorse it as a viable project. You are also agreeing that you will be regularly available to provide mentoring and support and that you will oversee the student’s final project.

If you would like to include a written statement of your support, please attach it to this form.

The IMP Committee wishes to thank you for the investment of your time and your expertise. If you have any questions, please do not hesitate to contact the IMP Coordinator at harpuradvising@binghamton.edu.

Sponsor's Name: _____

Sponsor's Department: _____

Sponsor's Signature: _____ **Date:** _____

THE INTEGRATIVE PROJECT

Once an individualized major has been approved and the bulk of the coursework completed, the last step of the IMP process is the Integrative Project, which you must complete under the guidance of your faculty sponsor, typically in your final semester before graduation. The project is *integrative*, because it must draw together the major themes of your major into something original and significant. It offers the chance for you to exhibit the sustained investigative work, the grappling with multiple disciplines and scholarly approaches, that characterize the IMP.

This final project can take a wide variety of different forms, depending on what best suits your particular major—from data-driven research, to creative writing, to stage plays and films, to community-focused outreach programs.

Document Requirements:

- Integrative Project Proposal Cover Sheet—*found on following page and “Forms” section*
- Formatted in style of APA, MLA, or Chicago depending on preference
- Bibliography of scholarly or creative works that will inform the project
- 4-5 typed pages
- Written letter of support from faculty sponsor sent directly to IMP Coordinator**

Whatever the form, all projects must include a reflective element, though which you will comment on the successes, failures, and challenges that arose during the course of your project.

Prospectus Genre Expectations:

This prospectus should do the following:

- Briefly summarize the individualized major and restate the questions that have guided it. *The membership of the IMP Committee may have changed since your major was approved, so this serves to remind the committee of what you set out to study.*
- Outline the project that you will undertake and how it relates to the questions that have driven the major. Remember that this project should be integrative, meaning that it should draw upon the different elements that compose your major and demonstrate how they may be used together.
- Clearly explain *how* the project will be undertaken: describe the methodology that will be employed (including any theoretical frameworks, data collection techniques, human-subject research approvals, source materials, logistical considerations, etc.); establish a reasonable timeline for the project; and indicate what you will produce at the end.
- Address the significance of the project, both for your own interests and goals and for a general scholarly audience.

Approval Process:

As with the pitch and major proposal, you must present your integrative project proposal to the IMP Committee, typically in your second-to-last semester before graduation.

If it is approved:

- Final semester you will enroll in a ***four-credit independent study*** with your faculty sponsor and undertake the project
- It will be considered to be complete if you earn a grade of ***at least C-*** in the independent study

If the proposal is not accepted, you will be **required to have a meeting** with your IMP Coordinator and faculty sponsor in order to discuss committee decision and revision process.

Integrative Project Reflection [*required for graduation*]:

Prior to graduation, all IMP students must submit a brief summary about the completed project to the IMP committee. The summary must include:

- Original hypothesis and intention of project
- Outcome of research/project
 - Include any unforeseen challenges, changes in methodology, final analyses, and potential applications academic, professional, or otherwise
- Statement of approval by faculty sponsor explaining how the final project was assessed—***the faculty component should be sent directly to the IMP Coordinator***

Without this component, your **DegreeWorks will NOT be updated** to indicate that you have completed the requirements necessary for graduation and you will be prevented from 100% completion of the program.

IMP Honors for Seniors

When proposing your integrative project, you may choose to complete your individualized major with honors. The application for IMP Honors occurs in conjunction with the integrative project proposal. Any proposals or projects that are not accepted by their respective committees may be revised and resubmitted.

Eligibility:

- Overall Binghamton University GPA of at least 3.3
- 3.5 GPA in individualized major coursework

Document Requirements:

In addition to the requirements outlined in the section above, you must also include:

- A discussion of how your project will be significantly more involved or require significantly more work than is typically required for an integrative project.
- A list of two faculty members who, along with your faculty sponsor, will serve as advisors for the integrative project. These faculty members should be familiar with the topical areas involved in the project and, like your faculty sponsor, should help to oversee it.

Your faculty sponsor's written statement must also include their recommendation that you complete an honors project.

Defense:

Before the end of that semester, you must defend your completed project before a three-person honors committee that includes:

- Your faculty sponsor
- Faculty member of your choosing (selected in consultation with your faculty sponsor)
- One faculty member from the IMP Committee

The project will be considered to be complete if it is accepted by the honors committee and you earn a grade of at least C- in the independent study.

INTEGRATIVE PROJECT PROPOSAL COVER SHEET

Individualized Major Program
Harpur College of Arts and Science
Binghamton University

Name: _____
Last First MI

B#: _____ **Class Standing:** FR SOPH JR SR

Non-IMP Major(s), if any: _____

Phone: (____) _____ **E-mail:** _____

Anticipated Graduation Semester: _____

Individualized Major Title: _____

Departments/Disciplines Composing Major:

1. _____
2. _____
3. _____
4. _____
5. _____

Proposed Project Title: _____

Attached Materials:

_____ Integrative Project Proposal (five to seven pages, double-spaced)

_____ Bibliography of foundational and theoretical sources to be consulted

_____ Signed letter of support from faculty sponsor that addresses the following:

- Outlines faculty contributions and guidance in regards to project

- Delineates support provided to their student (i.e. weekly meetings, required drafts, etc.)
- Outlines expected deadlines

Signature: _____ **Date:** _____

FORMS APPENDIX

1. Pitch Cover Sheet (required)

This form must be completed and attached to your initial pitch when it is submitted to the IMP committee.

2. Proposal Cover Sheet (required)

This form must be completed and attached, along with all other required materials, to your major proposal when it is submitted to the IMP committee.

3. Faculty Sponsorship Form (required)

This must be signed by your faculty sponsor and included with your major proposal when you submit it to the IMP committee. This constitutes the faculty member's endorsement of your proposed major and marks their commitment to oversee it through the final integrative project. If they have questions regarding their role and responsibilities, please refer them to the IMP coordinator.

4. Integrative Project Cover Sheet (required)

This form must be completed and attached, along with all other required materials, to your integrative project proposal when it is submitted to the IMP committee.

5. Course Substitution Form (as needed)

This form must be submitted if you would like to propose any changes to a major course list that has already been approved by the IMP committee. Please note that, while the IMP coordinator may be able to approve small changes and individual course substitutions that do not materially alter the major, more significant changes must be presented before the IMP committee.

PITCH COVER SHEET
Individualized Major Program
Harpur College of Arts and Science
Binghamton University

Name: _____
Last First MI

B#: _____ **Class Standing:** FR SOPH JR SR

Non-IMP Major(s), if any: _____

Phone: (____) _____ **E-mail:** _____

Anticipated Graduation Semester: _____

Proposed Major Title: _____

Proposed Departments/Disciplines for Major (three to five):

6. _____
7. _____
8. _____
9. _____
10. _____

Attached Materials:

_____ IMP Pitch (two pages, double-spaced)

Signature: _____ **Date:** _____

MAJOR PROPOSAL COVER SHEET
Individualized Major Program
Harpur College of Arts and Science
Binghamton University

Name: _____
Last First MI

B#: _____ **Class Standing:** FR SOPH JR SR

Non-IMP Major(s), if any: _____

Phone: (____) _____ **E-mail:** _____

Anticipated Graduation Semester: _____

Proposed Major Title: _____

Proposed Departments/Disciplines for Major (three to five):

6. _____
7. _____
8. _____
9. _____
10. _____

Attached Materials:

_____ Major Proposal (three to five pages, double-spaced)

_____ Annotated course list, including course descriptions and justifications

_____ Faculty Endorsement and Sponsorship Form, signed

Signature: _____ **Date:** _____

FACULTY ENDORSEMENT AND SPONSORSHIP FORM
Individualized Major Program

Student's Name: _____

Proposed Major Title: _____

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It is at the proposal stage that students are required to seek out the support of a faculty sponsor. Because IMPs are by nature interdisciplinary and unique, students involved in the program lack the support of a department. They require the guidance of a faculty member who can help to provide structure, offer a sounding board for their ideas, and ultimately oversee the final project. To be eligible to participate, faculty sponsors must either represent one of the fields of study that compose a student’s proposed major or by some other means be familiar with the topic.

By signing this form, you are agreeing to serve as the faculty sponsor for the student and the project listed above. You are indicating that you have discussed the content and structure of the proposed major with the student and that you endorse it as a viable project. You are also agreeing that you will be regularly available to provide mentoring and support and that you will oversee the student’s final project.

If you would like to include a written statement of your support, please attach it to this form.

The IMP Committee wishes to thank you for the investment of your time and your expertise. If you have any questions, please do not hesitate to contact the IMP Coordinator at harpuradvising@binghamton.edu

Sponsor's Name: _____

Sponsor's Department: _____

Sponsor's Signature: _____ **Date:** _____

INTEGRATIVE PROJECT PROPOSAL COVER SHEET

Individualized Major Program

Harpur College of Arts and Science

Binghamton University

Name: _____
Last First MI

B#: _____ **Class Standing:** FR SOPH JR SR

Non-IMP Major(s), if any: _____

Phone: (____) _____ **E-mail:** _____

Anticipated Graduation Semester: _____

Individualized Major Title: _____

Departments/Disciplines Composing Major:

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Proposed Project Title: _____

Attached Materials:

- _____ Integrative Project Proposal (five to seven pages, double-spaced)
- _____ Bibliography of foundational and theoretical sources to be consulted
- _____ Signed letter of support from faculty sponsor that addresses the following:
 - Outlines faculty contributions and guidance in regards to project

- Delineates support provided to their student (i.e. weekly meetings, required drafts, etc.)
- Outlines expected deadlines

Signature: _____ **Date:** _____

COURSE SUBSTITUTION FORM
Individualized Major Program

Name: _____
Last First MI

B#: _____ **E-mail:** _____

Individualized Major Title: _____

Use the table below to indicate the courses that you would like to change and their substitutions. Please include the department (e.g. HIST), course number, and an abbreviated title for each course. If you need more room, attach additional pages as needed.

Original Course (department, number, title)	Substitutions (department, number, title)

Attached Materials:

_____ Course descriptions and written justifications for each proposed substitution

Student Signature: _____ **Date:** _____

Faculty Sponsor Signature: _____ **Date:** _____