Program Planning and Approval Process

Work with a BIS/IDIM adviser to develop your program proposal:

After declaring your BIS or IDIM major, you will work closely with a BIS/IDIM adviser to develop your program proposal, which consists of a statement (typically 5-6 pages) explaining your academic goals and a list of proposed courses. Many students find it helpful to begin by 1) writing a paragraph about the issues you wish to explore and the skills you hope to develop through your BIS/IDIM program, and 2) making lists of relevant courses you have taken and courses in the Undergraduate Catalog that interest you.

As you develop your plans for your program, it will be important to consult with advisers in your areas of concentration as well as your BIS/IDIM adviser. Keep in mind that your proposal will need to go through several drafts. Typically three to six appointments with your BIS/IDIM adviser are necessary before your program proposal is ready to submit.

Submit your BIS or IDIM program proposal to the BIS/IDIM Proposal Review Committee:

The Proposal Review Committee, which is made up of the BIS/IDIM advisers and faculty from the BIS/IDIM Advisory Committee, determines whether your program proposal is ready for formal review and approval by advisers in your areas of concentration.

Ordinarily students are expected to submit their program proposals to the BIS/IDIM Proposal Review Committee during the semester following the semester they declare a BIS or IDIM major. Students who declare the major when they have relatively few credits may need more time to develop their programs, but you must earn at least 20 of the 50 credits required for a BIS or IDIM major after you have completed the proposal approval process.

There are three submission deadlines each year. Deadlines for 2002-2003: October 1, February 3, and April 28.

Obtain approval of your program from advisers in your areas of concentration:

After the Proposal Review Committee has accepted your proposal, your BIS/IDIM adviser will tell you about any final revisions needed and will give you program approval forms to take to advisers in your areas of concentration when you give them your program proposal for their review and formal approval.

Your proposed program must be approved by your concentration area advisers before your next registration.

File your approved program with your CLA Student Community:

You will bring your program approval forms, signed by your concentration area advisers, to a BIS/IDIM adviser and fill out a major program form. Then you will bring this major program form to your CLA Student Community. Your program is not official until your community receives your major program form.

After your program is filed, you will no longer be required to see a BIS/IDIM adviser before you register. You will, however, need to consult your adviser about any changes in your program and about planning your senior project.