

University of Connecticut--Individualized Major Program Advisory and Admissions Committee Responsibilities and Practices

Committee Responsibilities

The Individualized (IMJR) Advisory and Admissions Committee has the responsibility to:

1. Formulate policies for the Individualized Major Program, subject to the approval, if necessary, of college curricula and courses committees, the University Interdisciplinary Courses Committee, the General Education Oversight Committee, Senate Curricula and Courses Committee, the University Senate, the Provost's Office, and the CLAS and CAHNR Dean's Offices.
2. Admit students to the Program.
3. Advise the Individualized Major Program Director.
4. Evaluate the Program, including a review of the annual report prepared by the Individualized Major Program Director and IISP staff.
5. Communicate with home departments and colleges about the Individualized Major Program. This includes, where relevant, advocating for access to seats in departmental or college courses for students pursuing individualized majors.
6. Meet regularly, at least once each semester.

Faculty Chair Responsibilities

The Chair of the IMJR Advisory and Admissions Committee has the responsibility to:

1. Chair IMJR Advisory and Admissions Committee meetings. This includes consulting with the Director and/or IISP staff about the meeting agenda.
2. Act as principal contact person for matters involving college curricula and courses committees, the University Interdisciplinary Courses Committee, the General Education Oversight Committee, Senate Curricula & Courses Committee, and the University Senate.
3. Meet, as needed, with the IMJR Program Director, CLAS and CAHNR Deans, and other university administrators.

Committee Practices

The IMJR Advisory and Admissions Committee follows the practices below:

1. *Membership.* The Committee will primarily be comprised of faculty from departments in the degree-granting colleges, CLAS and CAHNR. Representatives from other schools or colleges which offer courses of interest to individualized majors may also be included. In addition, the Committee will include a representative from ACES and an IMJR student representative. The IMJR Program Director will be an ex-officio member. IISP staff, although not members, may attend meetings in an ex-officio capacity.
2. *Terms of service.* Faculty members are appointed for renewable three-year terms, staggered to ensure Committee continuity. Student members are appointed for renewable one-year terms. The Chair is elected to serve a renewable two-year term, with election for the next term normally taking place at the end of the academic year.
3. *Voting.* Only faculty members of the Committee and the ACES representative vote on admissions and curricular matters. The IMJR student representative participates on a consultative and advisory basis, including on admissions panel meetings.
4. Mandates for the IMJR Program and decisions on committee membership may be structured by the colleges or the Provost's Office.

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Proposal Review and Admissions Process

The following is an outline of the review and admissions process:

1. Students work with advisors, both staff and faculty, to develop their proposals. These proposals require the feedback and endorsement of three faculty advisors in disciplines relevant to the student's proposal.
2. Students submit their completed proposals by the published deadlines. There are two or three deadlines each semester.
3. IISP staff circulate the proposals with advisory comments to the Committee.
4. Each student proposal is evaluated (via a survey) by at least three Committee members prior to the admissions panels. Results of that review are shared with the committee members who are scheduled to interview the applicants during the admissions panels.
5. Admissions panels meet with applicants in two sessions, three weeks after the deadline, usually on a Monday and Tuesday afternoon. Each applicant is allotted about 15 minutes with the panel. The panels are made up of three voting members of the committee (faculty or ACES representative), the student representative, and the IMJR Program Director. IISP staff members may also attend. The Director chairs the panel. Faculty members and the ACES representative vote on the admissions decisions, which range from:
 - Unconditional Admit (with possible recommendations)
 - Conditional Admit (non-GPA conditions and possible recommendations)
 - GPA Conditional Admit (a required semester or overall GPA and other conditions and/or recommendations)
 - Revise and Resubmit (with a summary of areas needing revision)
 - Reject (with suggested alternate routes to graduation)
6. IISP staff prepares a summary of the admissions decisions. Each student receives a letter detailing the Committee's decision, including conditions set and recommendations made. A copy of this letter is also sent to each of the applicant's faculty advisors.
7. IISP staff presents the decision summaries to the Committee for approval at its next meeting.
8. Concerns that may emerge during admissions panels regarding policy matters that affect the program as a whole are outlined by staff in a discussion document and presented at the next full committee meeting for discussion and if necessary, decision.

Adopted by the Individualized Major Advisory and Admissions Committee
Sept. 13, 2018