

INDIVIDUALIZED CURRICULUM PROGRAM (ICP) PROPOSAL

Students interested in pursuing an Individualized Curriculum Program should start by developing a custom ICP advisory committee of at least three Furman full-time faculty. The ICP advisory team will advise the student both during the development of a curriculum proposal and throughout the student's academic career at Furman. Faculty members *with expertise in the student's area of interest* will help ensure a viable program of study throughout both the design and execution phases. Given their expertise, the ICP advisory committee will be in the best position to monitor student progress and evaluate student proposed changes over time. Final approval of student ICP proposals and changes will reside with the Academic Policies Committee (APC).

Completed and signed applications must be submitted no later than 3:00 p.m. on the submission due date (refer to ICP website for deadlines).

ITEMS TO CONSIDER BEFORE YOU START:

- Note that the preparation of an ICP proposal is similar to undertaking a major class project. There is much to research and prepare and many meetings to be arranged before the due date, so plan accordingly.
- In order to be eligible for an ICP major, you must have sophomore standing, with an overall GPA of at least 2.5. Ideally, you should propose an ICP no later than the spring term of the sophomore year. While it is not impossible to have an ICP approved and completed if it is submitted during your junior year, completion of the program may be more difficult within the typical four years at Furman, especially if changes have to be made in the program of study.
- The proposed ICP major should be clearly thought out to contain thematically related courses that meet substantive educational goals.
- The major should be intellectually invigorating and consistent with Furman's liberal arts philosophy.
- You should select courses offered at Furman for the major, but you may also propose a very limited number of courses to be taken at other colleges (contingent on APC approval).
- **Note regarding changes in a course list after the proposal is approved:**
NO course changes will be approved retroactively. In other words, do not try to force a change in your proposal by registering for a course and then submitting a change request. You must have a change request approved, before the first day of class, for a course that you plan to include in your ICP major. Your ICP advisory committee must support your request for a change on the prescribed form.

TIMELINE AND STEPS FOR SUBMISSION OF AN ICP PROPOSAL

1. **Read this document carefully.**
2. **Ultimately, you will form a three-person ICP advisory committee to help guide the proposal and advise you through the major.** This committee should be composed of one primary advisor and at least two additional faculty members. Each faculty member on the advisory committee should specialize in an area of study relevant to your proposal. ¹ Early in the semester, you should schedule an appointment with a proposed ICP primary advisor to discuss your educational goals and to determine what courses should be included in your program. In this meeting, additional faculty members that could potentially serve on the committee should be identified.
3. **Contact faculty members and schedule appointments** to gauge their interest and availability to participate in the proposed ICP major. During these meetings, the coherence and feasibility of your proposal should also be assessed.
4. **With guidance from your proposed ICP advisory committee**, courses should be chosen to ensure that your program will have depth as well as breadth. The program should include 32 credits of required core courses, plus a list of related courses from which you must complete 16 credits. NOTE: **Only two of these courses (above the 100 level) may be used to fulfill a General Educational requirement and NO courses may be taken Pass/No Pass.**
5. **Following the meetings with your ICP advisory committee members, schedule appointments to meet with the Department Chair of each discipline included in your ICP to determine if it is possible to include those courses in your proposal.** Department offerings change, faculty go on sabbatical, prerequisites need to be fulfilled – it is your responsibility to determine that your proposal includes courses that are in fact going to be offered, as best as the Chair knows at that time, and that you in fact can take those courses.
6. **Write a three to four-page draft of your proposal essay which includes the following in labeled sections:**
 - I. Provide an initial paragraph that includes the title of your proposed ICP and describes the proposed program of study.
 - II. Identify your educational goals and describe how you developed these goals.
 - III. Indicate why no two existing majors, or major(s) plus interdisciplinary minor and/or electives, will meet those goals.
 - IV. Discuss in depth your program of study. Make reference to research you have done by (for example) talking to professionals in the field of interest, talking to faculty, identifying programs at schools other than Furman, or participating in an internship.
 - i. Include statements about what each course or set of courses will contribute to your ICP.
 - ii. If you plan to participate in a study away program, discuss how it might fit with your ICP and how it might affect your ability to fulfill your course requirements.
 - V. Include any additional information that you would like the committee to have.

Your proposal essay should be concise, clear, persuasive, and well-written. A less persuasive essay will say, “I am passionate about this.” A more persuasive essay will explain why your proposal is a worthwhile major and why you cannot achieve your educational goals any other way at Furman.

7. **In consultation with your proposed ICP advisory committee, prepare an assessment plan.** This must include your ICP program outcomes and how they will be assessed/measured. This will most likely include some experience that brings together or integrates the individual elements in your program of study, such as a capstone course, research project, internship, paper or oral presentation. Your ICP advisory committee will submit a report on this assessment at the end of your program.
8. **Ask members of your proposed ICP advisory committee to prepare a letter in support of your ICP proposal.** This letter should include a discussion of the rationale for the ICP in lieu of an existing single or double major program of study. Further, each member of your committee should sign this letter. Your advisory committee should submit this letter directly to the ICP Coordinator on the Academic Policies Committee (identified on the ICP website) by the submission due date.
9. **By the fourth week of the term,** send your essay and list of course descriptions to your ICP advisory committee. Make appointments to discuss your proposal with each of those people, and make recommended changes in your essay and/or course list, if necessary. Be sure to verify with department chairs when courses will be taught.
10. **Also by fourth week of the term,** contact the ICP Coordinator on the Academic Policies Committee to arrange a time to discuss your proposal.
11. **If your proposed list of courses includes courses from another university,** complete the Transfer Course Authorization form and submit it to Enrollment Services so that course transfer can be verified. Include this approval with your packet of materials.
12. **By the fifth week of the semester,** ask members of your ICP advisory committee to read the final draft of your essay and assessment plan and to sign the proposal form.
13. **Obtain signatures from EVERY department chair whose courses are included in your list of core or related courses.**
14. **BY THE SUBMISSION DEADLINE,** compile your proposal packet: the ICP proposal form with all appropriate signatures from the ICP advisory committee, a list of course descriptions, proposal essay, and assessment plan. Bring a hard copy of these materials (printed on ONE SIDE only) to Enrollment Services in the Administration Building by 3:00 p.m.
15. Given the contents of your application packet, APC may schedule a meeting with you within two weeks of the submission deadline (Date and Time TBD). **You must attend this meeting.** We also recommend that your primary ICP advisor attend this meeting. We will notify you of our approval, approval with changes, or rejection of the ICP proposal within two days of the meeting via email. If the proposal is “approved with changes” you must submit a revised proposal incorporating those changes.
16. If APC approves your proposal, Enrollment Services will notify you to come by to **complete the official major declaration forms.**
17. **If you find it necessary to propose any subsequent changes to your program of study,** please complete the “Proposal for Requesting Changes to Program of Study” form. You can obtain this document from Enrollment Services (enroll@furman.edu) Any change(s) must be approved by your ICP advisory committee.

¹ Students considering the development of an ICP proposal should critically evaluate whether or not their needs can best be met *only* through the ICP program versus Furman’s traditional single and double major offerings. The ICP program is designed to meet student academic needs that extend beyond these more traditional courses of study. Accordingly, the three person ICP advisory committee should consist of faculty from different disciplines.