

**PROCEDURE FOR THE DECLARATION AND PLANNING OF A
PROGRAM OF EMPHASIS (POE)**

1. Review the requirements for a **P**rogram **o**f **E**mphasis. These will be found in the College catalog.
2. With the help of your advisor and consultants, plan the structure of your POE. At this stage, you may find it helpful to consult other faculty members, the staff of the Registrar's Office, members of the POE Committee, files of POEs which have already been approved (in the Registrar's Office), and individuals outside the College who may be able to help.
3. Choose a program advisor and with her/his help, draft the final form of the Declaration of Program of Emphasis.
4. **No later than November 15 of your Junior Year** (*sooner* is better), submit the completed form, signed by the appropriate individuals, to:

***Registrar's Office, Student Services Center
Lower Level of Hamilton Commons***

It will be forwarded to the POE Committee for review and approval.

5. Once approved, the POE becomes the core of your program of study; and changes in this Program of Emphasis must be approved by the POE Committee. A minimum 2.00 GPA must be maintained in your POE courses.

Outline of the Program of Emphasis for _____
(Student's Name)

(Please word process your outline and attach a printout of that document to this page.)

- I. Title of POE _____

- II. Explain the unifying central discipline, theme, or purpose of your POE and identify the academic and/or vocational goals and purposes of your Program of Emphasis. Explain how this Program of Emphasis contributes to your educational and career goals.
- III. List the courses included in your POE and briefly explain how each relates to the central discipline, theme, or purpose articulated in Part II. In addition, if your POE contains independent study, practica, internships, or student designed courses, be sure to describe fully their content. Be sure to include which courses you are counting as upper divisional courses.
- IV. Describe how you plan to meet the requirements that all graduates must complete a comprehensive examination in his/her major. Plans for creative alternatives to a standardized test such as the Graduate Record Examination will be reviewed if appropriate.

DECLARATION OF PROGRAM OF EMPHASIS

NAME _____ **CLASS** _____ **DATE** _____

LOCAL ADDRESS _____

I have planned, with the help of my advisor, the following outline of regular coursework, student designed courses, independent study, practicums, experience off campus, etc., which have been brought together into a coherent block articulated by a particular discipline, theme or purpose. I ask the POE Committee to review and approve my program as outlined on the attached sheets.

The attached Program of Emphasis has been reviewed and planned with my assistance and guidance and I approved the presentation of this program. Statements in support of the Program may be made on the back of this page.

(Signature & Date POE Advisor)

If you have consulted with any other person or agency in order to construct your POE, please have them sign here, if appropriate, comment on the back of this page.

(Signature & Date)

(Signature & Date)

TO CURRENT ADVISOR:

The request should be reviewed with the student (your signature indicating you have done so). If you remain as the student's POE advisor, retain the student's file; if you do not remain as the student's advisor, send the file (with a note attached stating the source and reason for sending it) to the *Registrar's Office* when the POE is approved.

(Current Advisor)

POE COMMITTEE ACTION:

Approved _____ Not Approved _____

(Signature of POE Committee Chair)

(Date)

Comments by advisors, agencies, or individuals consulted in preparing the POE.