COLLEGE OF ARTS + SCIENCES
INDIVIDUALIZED MAJOR PROGRAM

Final Project Checklist – Spring 2023

	Timeline	Notes
Submit Final Project Contract and register for IMP-X 490.	During registration.	Download the contract from our website (or pick up from the office) and submit to IMP in person (Lindley 201D) or via imp@indiana.edu . Include a copy of the final project proposal that was approved at your mid-program assessment.
Attend senior meeting.	Early Spring 2023	This meeting is **mandatory** – look for an email regarding scheduling. You will speak with Professor Williams in greater depth about the deliverables expected for your particular project (e.g., whether an analytical essay is required or not).
Establish a timeline for completing your project with your sponsor(s).	Late Fall 2022 or early Spring 2023	Make arrangements with your sponsor(s) ASAP regarding timeline expectations for your final semester. **Do NOT wait until the week your project is due to IMP to submit to your sponsor(s) for the first time!** Once they have approved all components of your project, ask your sponsor(s) to sign a final project approval form (available on our website or in the office).
Complete and document your project.	Per sponsor-approved timeline.	
Submit documents to sponsor(s) for feedback: • Project • Analytical essay (if required) • Retrospective statement	*Suggested deadline:* **March 16, 2022**	
Complete any revisions requested by your sponsor(s) and re-submit for their approval.	*Suggested deadline:* **March 30, 2022**	
Submit all final project documents to IMP: • Project • Analytical essay (if required) • Retrospective statement • Final list of IMP courses • Final project approval form(s) • Student and sponsor schedule info	**Deadline: April 06, 2022**	Submit all required documents to IMP by 5:00pm on the deadline. Email to imp@indiana.edu. Please do not email any components directly to your committee members. IMP will assemble and distribute your portfolio to the appropriate parties.
Attend your final project review.	April 10 – May 05, 2022	Reviews are scheduled for 90 minutes. Date and time will be assigned based on the scheduling information provided.
Complete any revisions requested by your final project review committee.	Deadline assigned at time of review.	The committee may require revisions before they accept your project. In most cases the revisions can be accomplished quickly and will not delay graduation.

Questions? Email imp@indiana.edu, call 812-855-9588, or stop by the office in Lindley Hall 201D.