

Chapman University students may design a major provided the following criteria are met:

1. A self-designed major allows for significantly more intensive study in a subject matter than would be otherwise possible and is substantially different from that offered in existing majors; i.e., it must be a program drawing on existing course offerings which opens up a new direction of study that spans across existing majors.
2. The self-designed major is not intended to allow students to simply “redesign” existing majors to suit their personal preferences or schedules. Accordingly, a self-designed major must contain courses that significantly cross different disciplines, with no more than 40 percent of the requirements of the self-designed major’s courses coming from any single discipline. However, self-designed majors in languages and Language Studies are exempt. Self-designed majors that include courses from The Argyros School cannot be comprised of more than 40% of any courses within that school.
3. A student must submit their proposal prior to completing 75 credits.
4. A student must meet a minimum cumulative GPA requirement of 2.0 and be in good academic standing.
5. A maximum of two courses (up to eight credits) may be taken elsewhere if they are not offered at Chapman University.
6. Self-designed majors must meet the same requirements that recognized majors in similar disciplines are held to (e.g., capstone projects, coursework in research methods; see catalog for more details on disciplinary requirements.)
7. Self-designed majors must be sponsored by an academic department and guided through ongoing mentorship with a faculty advisor. This advisor is responsible for helping to design the major, as well as for overseeing the student’s progress toward completion of the major courses.
8. College requirements as to the appropriate number of upper-division and in residence requirements must be met for the catalog year under which the student is enrolled, with a university-wide minimum of 33 credits total (30 for languages and Language Studies), 21 of which are upper division.
9. Language courses numbered 101, 102, and 201 may not be included in a proposal for languages and Language Studies.
10. A maximum of six credits of Independent Study (399 or 499) credits may be included in the self-designed major.
11. Minors: if the student is completing a minor it must be in a discipline outside of the new self-designed major of study and have 12 unique credits that do not duplicate the self-designed major.

Approval of a Self-Designed Major**Student Responsibilities**

Students should design the major with the help of their faculty advisor (see above) and in consultation with other faculty members who may offer suggestions or guidance.

The student must include a justification of the self-designed major as part of their application. The justification must include a statement as to why the intended field of study cannot be completed with an existing major.

Students then submit their proposed course of study to the chair of the sponsoring department for review and approval. This proposal must include a degree title (BA, BS BFA, etc.) and the major under the course of study will be listed on the student’s degree. Students also must indicate if the self-designed major is a second degree or second major within the same degree.

Faculty Advisor Responsibility

The Advisor must provide a statement of support including program learning outcomes for the proposed major, as well as confirmation that the major does not

significantly overlap ($\geq 40\%$) with any single academic discipline. The faculty advisor for a self-designed major is responsible for ongoing mentorship and oversight of student progress toward completing the major.

Approval Process

Following departmental approval, students must submit their proposed course of study on their memorandum form. This memorandum constitutes a course contract and must include signatures from the student's faculty advisor and the sponsoring department chair. Unit advisor and department chair signatures are required before submitting this memorandum to the Undergraduate Academic Council for its signature. Submission to the Academic Council is done via the Registrar's Office.

NOTE: This memorandum must include a narrative explanation for the proposed major, written in a way that ensures someone outside the field of study can understand the rationale and appropriateness of the proposal, and comprehend the relationship between the self-designed major and any existing ones that may be similar.

If the Academic Council approves the proposal, the approval will be sent to the student as well as the Registrar's Office for program adjustment. Once approved, a student's program may not be changed without the consent of both the sponsoring department and the Undergraduate Academic Council. Upon graduation, the student's academic record (transcript) will display the major agreed to on this approved memorandum.

Approvals

| | | | |
|------------------|-----------------------|----------------------------|-------|
| _____ | _____ | _____ | _____ |
| Sponsoring Dept. | Faculty Advisor Name | Faculty Advisor Signature | Date |
| _____ | _____ | _____ | _____ |
| Sponsoring Dept. | Department Chair Name | Department Chair Signature | Date |
| _____ | _____ | _____ | _____ |
| | Print Student Name | Student Signature | Date |

_____ I have attached the required Faculty Advisor Documentation

Decision of the Undergraduate Academic Council

_____ Approved _____ Denied

Name: _____ ID Number: _____ Chapman Email: _____

Date: _____ Proposed Major: _____ Proposed Degree: BA BFA BS BM (circle one)

Is this a second major (y/n)? _____ Name and degree of current major: _____ BA BFA BS BM (circle one)

Upper-Division Coursework

| Course Number | | Course Title | Credits | Course Dept. Chair Verification <i>Please sign here to verify that the course will be offered in the intended semester</i> | Semester | Prerequisites for the course listed |
|---|-----|---|---------|---|------------|-------------------------------------|
| ENG | 311 | EXAMPLE: Introduction to Sitcom Writing | 3 | [signature here] | Spring '18 | ENG 204 |
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| Total Upper-Division Credits (21 Minimum) | | | | | | |

Required Course (if not applicable to your discipline please explain)

| Course Number | | Course Title | Credits | Course Dept. Chair verification <i>Please sign here to verify that the course will be offered in the intended semester</i> | Semester | Prerequisites for the course listed |
|---------------|--|-------------------|---------|---|----------|-------------------------------------|
| | | CAPSTONE: | | | | |
| | | | | | | |
| | | RESEARCH METHODS: | | | | |
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Lower-Division Coursework

| Course Number | Course Title | Credits | Course Dept. Chair verification <i>Please sign here to verify that the course will be offered in the intended semester</i> | Semester | Prerequisites for the course listed |
|------------------------------|--------------|---------|---|----------|-------------------------------------|
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| Total Lower-Division Credits | | | | | |

| Discipline | Total Credits in this discipline | Percentage of Credits in this Discipline |
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| | | |
| Total Credits in Proposed Major | | Will Equal 100% |