

**Self-Designed Minors**

Chapman University students may design a minor provided the following criteria are met;

1. Its subject matter is substantially different from that offered in existing minors; i.e., it must be a program drawing on existing course offerings which opens up a new direction of study or allows for significantly more intensive study in a subject matter than is otherwise possible.
2. The self-designed minor is not intended to allow students to simply “redesign” existing minors to suit their personal preferences or schedules. Accordingly, a self- designed minor must not contain more than 40 percent of the requirements of an existing minor, and it may not include more than two courses (up to eight credits) not offered by Chapman University. Self-designed minors must also meet the same requirements that recognized minors are held to (see catalog).
3. Self-designed minors must be sponsored by an academic department. A student seeking to design such a minor must locate a faculty member in the department he or she thinks is most appropriate for sponsorship of the minor to serve as his or her unit advisor. This advisor is responsible for helping to design the minor, as well as for overseeing the student’s work.
4. 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.

**Approval Process for a Self-Designed Minor**

Students should design the minor with the help of their unit advisor in consultation with other faculty members who may offer suggestions or guidance.

Students then submit their proposed course of study to the sponsoring department for approval. Students must submit their proposal prior to completing 75 credits. The program of study must include a minimum of 21 credits, 12 of which must be upper-division.

In the case of a self-designed minor in a language or in Language Studies, students must complete a minimum of 21 credits for the minor, 12 of which must be upper- division. Language courses numbered 101, 102, and 201 may not be included in the proposal. Self-designed minors in a language or in Language Studies are strongly encouraged to include either a travel course or study abroad experience to an appropriate country.

Self-designed minors should not be limited to courses taught by the same instructor; whenever possible, students should include coursework from a variety of faculty members.

A maximum of six credits of Independent Study (399 or 499) may be included in the self-designed minor. A maximum of six credits of Student Faculty Research (291 or 491) may be included in the self-designed minor.

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 unit advisor and the sponsoring department chair. Unit advisor and department chair signatures are required before submitting this memorandum to the GE Committee for its signature. Submission to the GE Committee is done via the Registrar’s Office.

NOTE: This memorandum must include a succinct narrative explanation for the proposed minor, 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 minor and any existing ones that may be similar.

If the GE Committee approves of 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 self-designed program may not be changed without the consent of both the sponsoring department and the General Education Committee. Upon graduation, the student’s academic record (transcript) will display the minor agreed to on this approved memorandum.

**Unit Advisor Responsibility**

Advisor must confirm that the minor adheres to the University limits regarding credits shared between majors/degrees. [Regarding requirements for self-designed minors see item #2, above.]

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Chapman Email: \_\_\_\_\_

Date: \_\_\_\_\_ Current Major(s): \_\_\_\_\_ Proposed Minor: \_\_\_\_\_

**Upper-Division Coursework**

Course Number	Course Title	Credits	Course Dept. Chair Approval	Semester	Used in current major?	Used in second major?
ENG-311	EXAMPLE	3	[signature here]	Spring '18	No	Yes
Total Upper-Division Credits (12 Minimum)						

**Lower-Division Coursework**

Course Number	Course Title	Credits	Course Dept. Chair Approval	Semester	Used in current major?	Used in second major?
Total Lower-Division Credits						

**Approvals**

\_\_\_\_\_  
Sponsoring Dept.      Department Chair Name

\_\_\_\_\_  
Department Chair Signature      Date

\_\_\_\_\_  
Sponsoring Dept.      Advisor Name

\_\_\_\_\_  
Advisor Signature      Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature      Date

**Decision of General Education Committee:**       Approved       Denied