

## GUIDELINES FOR SELF-DESIGNED MAJORS

- For catalog requirements, please refer to the current [Undergraduate Academic Catalog](#) under section “Undergraduate Degree Requirements” subsection “Self-Designed Major.”
- A student in good standing, with a cumulative GPA of 3.0 or above, may design their own major in consultation with a faculty advisor.
- The subject matter must be substantially different from that offered in existing majors or offered through existing major/minor combinations.
- 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 that can be supported by course offerings at Chapman.
- No more than two courses may be taken at other institutions, including institutions attended through study abroad programs.
- A self-designed major is primarily meant for subject matter that is interdisciplinary in nature and is not meant to take the place of majors that are not currently offered at Chapman. As an interdisciplinary major, 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.
- Self-designed majors in languages and certain other fields are exempt from the 40 percent requirement. Please consult with the department/academic unit regarding whether a particular self-designed major proposal may request this requirement be waived.
- Self-designed majors that include courses from the Argyros School of Business and Economics cannot be comprised of more than 40% total of any courses within that school.
- A student may not submit a self-designed major until after completing a full semester at Chapman and may only submit a proposal prior to completing 75 credits. Self-designed major applications are due no later than the end of week 8 of each full semester to receive approval to begin the following semester.
- Self-designed majors must meet the same requirements to which majors in similar disciplines are held.
- 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.
- Self-designed majors must have clearly articulated learning outcomes and provide information on how each course relates to the accomplishment of the major’s learning outcomes.
- All coursework listed in the self-designed major must be approved by the chair/unit head of the unit offering the course, ensuring that the course will be offered and available to the student.
- College/School 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.
- Majors must meet a university-wide minimum of 36 credits total (30 for languages and language studies), 21 of which are upper division, and 15 upper division credits in residence.
- Language courses numbered 101, 102, and 201 may not be included as part of the major in a proposal for language or language studies.
- A maximum of six credits total consisting of any combination of the following courses--Individual Study (399 or 499), Research (291 or 491), or internship (290, 390, or 490) credit--may be included in the self-designed major. These courses must be given a clear topic name as a subtitle in the application to identify proposed content.
- **Majors:** If the self-designed major is a second major, the second major must be in a discipline outside of the primary major and there must be a minimum of 18 unique credits in each major. **Minors:** If the student is completing a minor, the minor must be in a discipline outside of the new self-designed major of study and have 12 unique credits that do not duplicate the major.

## **SPECIFIC INSTRUCTIONS ON DESIGNING A MAJOR**

The design of a major requires careful planning to determine the direction, scope and overall program learning outcomes of the major. Only after determining these items can appropriate courses be selected to create a program that enables the student taking the major to meet the program learning outcomes set for the major.

Be aware that curricular design is important to a successful major. Students should not think that a self-designed major is a selection of interesting courses on a specific topic. It should be a program carefully constructed to lay the fundamental groundwork of information and/or skills, followed by an opportunity to reinforce that learning, and culminating in the ability to demonstrate mastery of the learning outcomes chosen.

You must complete the table of courses by discipline to determine the percentages of each discipline included in the major. As noted above in the instructions, no more than 40% of any single subject should be included in a self-designed major. If this does not apply to your proposed major, please supply a rationale for why this requirement should not apply.

Attached to this proposal must be a compilation of all the courses with their catalog descriptions. You may cut and paste these directly from the catalog. This must include any course not taught at Chapman. For internships, Faculty/Student Research courses, or Individual Studies, please describe in a few sentences what will be accomplished through those experiential courses and add them to your list.

Every major at Chapman University has a specified set of Program Learning Outcomes (PLOs). You and your faculty advisor should work together on the design of your major, including the development of appropriate PLOs and the curriculum map. Learning outcomes for a self-designed minor may not duplicate learning outcomes for an already existing major.

If you are unfamiliar with how to develop PLOs, please read this article [How to Develop Program Student Learning Outcomes](#), from the University of Hawaii-Manoa, which is a clear explanation of what they are and how to develop them.

You and your advisor will also need to provide a curriculum map that shows how each of the courses apply to the Program Learning Outcomes. Each course should apply to one or more of the PLOs, and you should indicate on the chart which courses introduce (I) information/methods, which reinforce them (R), and which demonstrate mastery (M) of the PLO. Please use the form found on Chapman Page for [Curriculum Map](#) in preparing this information.

A letter of support of this major is required from your major advisor.

## **SUGGESTED TIMETABLE FOR FILING A SELF-DESIGNED MAJOR**

Note, the timetables below ensure that your proposal can be reviewed and approved in time for you to register for the courses required to complete the self-designed major in a reasonable amount of time.

### For students who are NOT transfer students to Chapman:

Third Semester at Chapman, but no later than Fourth semester: Find a faculty advisor and begin discussing the design of the self-designed major. Fourth Semester at Chapman, but no later than Fifth semester, by 5<sup>th</sup> week: File proposal for review.

### For transfer Students:

If you began your studies at Chapman with 30 credits or less: Second semester at Chapman, but no later than Third semester: Find a faculty advisor and begin discussing the design of the self-designed major. Fourth Semester at Chapman, by 5<sup>th</sup> week: File proposal for review.

If you began your studies at Chapman with 31 credits to 59 credits: Second semester at Chapman: Find a faculty advisor and begin discussing the design of the self-designed major. Third Semester at Chapman, by 5<sup>th</sup> week: File proposal for review.

If you began your studies at Chapman with 60 credits or more, you will most likely not be eligible to request approval of a self-designed major because you will have completed 75 credits before you are eligible to file your application. Please consult with the Vice Provost for Undergraduate Education if you have any questions about that situation or there are any special circumstances regarding your situation.

Please fill out the application on the following pages and provide all required materials. Email the completed application with materials to the Office of the University Registrar ([regforms@chapman.edu](mailto:regforms@chapman.edu)).

Questions about the self-designed major design and the application process can be sent to the Vice Provost for Undergraduate Education, Dr. Brad Petitfils ([petitfils@chapman.edu](mailto:petitfils@chapman.edu)).

## SELF-DESIGNED MAJOR APPLICATION (must be typed)

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_ Email: \_\_\_\_\_

Current Major: \_\_\_\_\_

Will you be continuing this major:      Yes      No

Current Minor: \_\_\_\_\_

Will you be continuing this minor:      Yes      No

If you do not have a minor at this time, how are you planning on completing the Exploration Focus requirement of the GE Program (i.e. proposed second major, proposed minor, completion of a themed inquiry?) \_\_\_\_\_

Have you completed a full semester at Chapman University?      Yes      No

How many credits have you earned as of the date of the application? (must be submitted before 75 credits are completed): \_\_\_\_\_

Title of Self-Designed Major: \_\_\_\_\_

Check One:              Bachelor of Arts              Bachelor of Science              Bachelor of Fine Arts

Brief Narrative Description of Self-Designed Major: \_\_\_\_\_

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List 3 to 4 Program Learning Outcomes for the major (to be developed with your faculty advisor): \_\_\_\_\_

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List of courses broken down as follows:

Lower Division Required Courses

Subject/#	Full Title (include Topic Title if necessary for Individual Studies/Topics/Experimental courses). <i>Note if research methods or theory course.</i>	Number of Credits	Check if course completed or list term it will be completed	Course Academic Unit Head/Chair approval (signature)	Prerequisites for the course

Lower Division Elective Courses

A total of \_\_\_\_\_ credits from the following options:

Subject/#	Full Title (include Topic Title if necessary for Individual Studies/Topics/Experimental courses). <i>Note if research methods or theory course.</i>	Number of Credits	Check if course completed or list term it will be completed	Course Academic Unit Head/Chair approval (signature)	Prerequisites for the course

## Upper Division Required Courses

Subject/#	Full Title (include Topic Title if necessary for Individual Studies/Topics/Experimental courses). <i>Note if research methods or theory course.</i>	Number of Credits	Check if course completed or list term it will be completed	Course Academic Unit Head/Chair approval (signature)	Prerequisites for the course

## Upper Division Elective Courses

A total of \_\_\_\_\_ credits from the following options:

Subject/#	Full Title (include Topic Title if necessary for Individual Studies/Topics/Experimental courses). <i>Note if research methods or theory course.</i>	Number of Credits	Check if course completed or list term it will be completed	Course Academic Unit Head/Chair approval (signature)	Prerequisites for the course

Internships (290/490), Faculty/Student Research/Creative Activity (291/491), and/or Individual Studies (299/399/499) (no more than 6 credits total allowed in these categories overall and each one listed must include a subtitle to indicate topic)

Subject/#	Full Title (include Subject Subtitle)	Number of Credits	Check if course completed or list term it will be completed	Course Academic Unit Head/Chair approval (signature)	Prerequisites for the course

Total Credits Required: \_\_\_\_\_

From the lists above, identify which courses, if any, are considered research methods, theory, and/or capstone courses in the field.

Research Methods Course (included in lists above)

Subject/#	Full Title (include Subject Subtitle)	Number of Credits	Course Academic Unit Head/Chair approval (signature)

Theory Course (included in lists above)

Subject/#	Full Title (include Subject Subtitle)	Number of Credits	Course Academic Unit Head/Chair approval (signature)

Capstone Course (included in lists above)

Subject/#	Full Title (include Subject Subtitle)	Number of Credits	Course Academic Unit Head/Chair approval (signature)

### SUMMARY OF CREDITS

Total Lower Division Required credits: \_\_\_\_\_

Total Lower Division Elective Course credits: \_\_\_\_\_

Total Upper Division Required Course credits: \_\_\_\_\_ (including capstone)

Total Upper Division Elective Course credits: \_\_\_\_\_

Total Credits in the Self-Designed major required: \_\_\_\_\_

## Determination of number of credits per subject code/discipline

Subject Code/Discipline	Credits	Percentage
TOTAL CREDITS		100%

## Approvals

Sponsoring Dept.	Faculty Advisor Name	Faculty Advisor Signature	Date
Sponsoring Dept.	Academic Unit Head/Department Chair Name	Academic Unit Head/Department Chair Signature	Date
Print Student Name	Student Signature		Date

I have attached all required materials:

Program Learning Outcomes

Curriculum Map

Course Descriptions for All Courses Included in Major

## Decision of the Undergraduate Academic Council

**Approved**

**Denied**