

Self-Designed Minor

A self-designed minor is possible for a student who wishes to explore complex questions that draw from more than one traditional discipline or that cross disciplinary boundaries. In a self-designed minor, it is expected that the student will analyze and synthesize information from multiple perspectives to construct new forms of knowledge and/or creative expression.

A self-designed minor should reflect a program of study that cannot be replicated through any of the University's existing minors or by any major/minor combination that is offered. A self-designed minor is not meant to provide for academic studies that current faculty and curricular offerings cannot support. If a minor is not offered in the area of study of the self-designed minor at Chapman, a statement must be provided by the chair, unit director, or associate dean of the academic unit as appropriate stating that the self-designed minor program can be supported by the academic unit.

The program of study must be coherent and characterized by intellectual diversity, research, scholarship, and creativity. Like other minors, a self-designed minor must provide curricular depth and a clear pedagogical through-line. It should include the following:

- a set of foundational courses dependent upon the subject of the minor
- advanced courses that give coherence and depth to the minor; and
- an upper division course, individual study or internship that provides the opportunity to synthesize and integrate the learning in the minor

The self-designed minor must rely primarily on courses offered at Chapman. No more than two courses may be used from another institution, whether domestic or international (including study abroad).

The self-designed minor must meet the same requirements that apply to existing minors:

- The minor must be in a discipline outside of the student's major. For interdisciplinary minors, the discipline of the minor will be considered as the subject area or areas in which the most courses are required.
- For students with an interdisciplinary major, the designated discipline is the subject in which the greatest number of upper-division credits are required in the major.
- A minimum of 21 credits, 12 of which may not be duplicated by the major or any other minor. Such duplication includes a review of possible elective choices that may be taken in that major or minor.
- A minimum of 12 upper-division credits. A lower-division course accepted as a substitution or equivalent to an upper-division course does not count toward this requirement.
- A minimum of six upper-division credits completed in residence.
- A 2.000 cumulative GPA and 2.000 GPA for all upper-division coursework.

The self-designed minor is not intended to allow students to simply "redesign" existing minors to suit their personal preferences in courses 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 2 courses or up to 8 credits, whichever is less, not offered by Chapman University. Self-designed minors may NOT be filed as an alternative to completing a major that was in process and may not be filed in the final year of study at Chapman.

The minors currently offered by the College's academic departments and interdisciplinary programs are carefully designed and rigorously reviewed by the faculty for intellectual depth and coherence. Students who wish to propose a self-designed minor should expect that their proposals will be held to the same standards. The self-designed minor petition process therefore requires a significant amount of time and reflection, development of appropriate learning outcomes, and demonstration that the courses chosen for the minor address the development of the student in achieving the stated learning outcomes. A student wishing to pursue a self-designed minor must work closely with a full-time faculty member in the relevant department(s), who will serve as the advisor to the minor and will assist the student to construct their minor proposal to meet all requirements.

Approval is required by the following:

- a faculty advisor
- a sponsoring department, or departments in the case of interdisciplinary minors, and
- the Faculty General Education Committee

In order to demonstrate intentionality and appropriate planning in the design process of the self-designed minor, the application for approval:

- must be filed by the appropriate deadlines
- may not be filed until a student has completed a full semester at Chapman
- should be filed before the student has completed no more than 50% of the courses in the self-designed minor and
- must be filed before the student has earned 75 completed credits

Students must be in good academic standing with a cumulative GPA of 3.0 or higher at the time of filing to be eligible to apply for a self-designed minor.

Self-designed minor applications are due no later than the end of week 8 of each full semester to receive approval to begin the following semester. Applications received after that date will not be approved until the following semester. Students are advised that it may take up to 3-4 weeks for review and approval, and no approvals are given over the summer.

Detailed guidelines, forms and a timetable for submission for a self-designed minor are provided on the [Self-Designed Minor application form](#) found on the Office of the University Registrar's Student Services webpage. Self-designed minors are submitted to the Office of the University Registrar and are reviewed for approval by the General Education Committee.

These guidelines are subject to change by the General Education Committee and/or the Undergraduate Academic Council.

Design of Minor:

The design of a minor requires careful planning to determine the direction, scope and overall program learning outcomes.

Every self-designed minor at Chapman University must have a specified set of Program Learning Outcomes (PLOs). You and your faculty advisor should work together on the design of your minor, 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 or minor, but should be unique to the topic being studied in the minor.

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 minor is required from your minor advisor.

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.

SPECIAL INSTRUCTIONS ON SHARING COURSES WITH GE OR OTHER MAJORS

1. A self-designed minor may share no more than 6 credits with the General Education Program requirements
2. The self-designed minor must have 12 unique credits that are not shared with any other major or minor

Email completed applications with associated materials to the Office of the University Registrar at regforms@chapman.edu.

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 Name Student Signature Date

Decision of General Education Committee:

Approved Denied