

Women's Studies Program Instructions for Completing Special Major Paperwork

Important things to know about applying for a Special Major: Students must have a grade point average of 2.5 or above before submitting paperwork for approval. All approvals for a Special Major should be obtained at least one year in advance of graduation date. If Women's Studies will be your only major, you will need to complete 36 upper division units (see program secretary or faculty for more information). If Women's Studies will be a double-major, you will need to complete 24 upper division units.

When you are ready to begin the approval process for the Special Major, please follow these instructions:

1. Fill out the *Program for Bachelor of Arts/Science—Special Major* form.
2. Prepare a typed rationale explaining your reasons for pursuing a major in Women's Studies. Include your academic and career objectives and how these can best be met by obtaining a degree in Women's Studies.
3. Return your *Program for Bachelor of Arts/Science—Special Major* form, along with your typed rationale to the Women's Studies department office (AMD 561B) for signatures from your advisor and the program Chair.
4. Once you have the necessary signatures from the department, take your *Program for Bachelor of Arts/Science—Special Major* form, along with your typed rationale to the Dean's Office for the College of Social Sciences and Interdisciplinary Studies in AMD 255 for approval.
5. Once you have approval from the Dean, take your signed form to the Associate Dean of Undergraduate Studies in SAC 234 for approval.
---You will be notified once a decision has been made regarding your application.

Please make sure to retain a copy of all paperwork for your own records. Make sure to follow up with each round of signatures, if you have not heard back within a week of submission. For questions or assistance with this process, please contact the Women's Studies Department at 916-278-6817 or mtarter@csus.edu