PROGRAM FOR BACHELOR OF ARTS/BACHELOR OF SCIENCE: SPECIAL MAJOR POLICY, INSTRUCTIONS, & PROCEDURES

POLICY (11442935 REV. 2014)

I. Special Major Definition

A. The Special Major for a Bachelor of Arts or a Bachelor of Science degree is designed for those students whose needs and goals cannot be met by existing degrees authorized by this University.
B. The special major degree can be a first and only major, or a second major.
C. Special majors will be approved only in academic areas where sufficient coursework exists to provide the necessary depth and breadth for planning a comprehensive academic program.
D. Programs will be interdisciplinary in nature and will require at least six units of coursework in each of at least two academic units. In addition, review and approval by at least two faculty advisers (chosen from the academic units in which these courses will be taken) is required.
E. Programs are not to duplicate existing University degree programs, minors, or certificates, and the requirements are to equal or exceed those for other campus degree programs.
F. A program does not qualify for Special Major designation until it has received the approval of all individuals (advisers, chairs, associate deans, and the Dean of Undergraduate Education and Academic Innovation). All approvals should be obtained at least one year in advance of the graduation date.
G. Approved programs must meet specific educational and career objectives and learning outcomes that are set forth by the student and approved by the student's advisers for the major, the appropriate Department Chairs and Associate Dean(s), and the Dean for Undergraduate Education and Academic Innovation in the Office of Academic Affairs.

II. Specific Grade Point Average Requirement

Before submitting the application to begin work on the Special Major, the student must have a cumulative grade point average of **2.5** on all coursework completed to that point.

III. Specific Unit Requirements:

A. A minimum total of 120 units is required for the Bachelor of Arts or Bachelor of Science Special Major.

B. No more than 6 units may be in Independent Study (199 or similar courses) and Fieldwork (195 or similar courses).

C. The unit requirements for the major are:

BA: no less than 24 units with at least 12 upper division units
BS: no less than 36 units with at least 18 upper division units

NOTE: All other University requirements for a Bachelor's degree, such as State Code, General Education, upper division requirements, etc., must be met.

In all cases, at least two-thirds of the upper division units must be taken in residence at California State University, Sacramento.

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PROCEDURES

A. Students should type, date, and sign a carefully prepared statement setting forth the rationale for requesting the special major.

1. Include the specific educational or career objectives that the major is to fulfill.
2. Clearly explain why the proposed major is more appropriate in fulfilling the stated objectives than existing authorized degree programs, minors, or certificates.
3. The statement should also clearly articulate the student learning outcomes of the proposed Special Major.

B. The completed statement is to be submitted to at least two faculty advisors (one from each of the two academic units) who will determine if the requirements of the proposed major and the degree objectives can be met reasonably at this University. If so, the faculty advisors should assist you in developing a course of study.

C. With the assistance of the faculty advisors, list your proposed course of study on the attached program planning sheet.

1. The advisors must sign a copy of the program planning sheet recommending approval or disapproval of the proposed program.
2. Then the program must be approved by the academic unit chair/program coordinator in which courses will be taken.

D. Special major programs must also be reviewed and approved by the Associate Dean of each College for which your special major is undertaken.

E. Submit the rationale statement and the signed proposed plan of study to the Dean of Undergraduate Education and Academic Innovation at ugs@csus.edu, who will review and approve or disapprove the course of study. If the program is approved, copies will be distributed to the student, the advisors, the Registrar, and the Associate Dean(s). The Dean of Undergraduate Education and Academic Innovation will retain the original. Please note that until all approvals are obtained and the form is submitted to the Registrar, the program does not qualify for the Special Major designation. It is strongly recommended that approvals occur at least one year before the proposed date of graduation.

F. Subsequent changes in the course of study must be requested on the "Revision to Program for Special Major," and be approved by the advisers, the Academic Unit Chairs/Program Coordinators, and the Associate Dean(s), and be submitted to the Dean of Undergraduate Education and Academic Innovation.

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CHECKLIST FOR DECLARING A SPECIAL MAJOR

This checklist is provided as a tool to help all parties (students, advisers, associate deans, etc.) involved in creating and approving a special major (BA or BS). It reflects key components of the policy and procedures. **Students are required to submit this checklist with their Special Major form.**

1. The student has a 2.5 cumulative GPA YES___ NO___

2. The planned course of study includes **at least 2** academic units.
   YES___ NO___

3. The planned course of study includes **at least 6 units** in each of the 2 academic units.
   YES___ NO___

4. The planned course of study does **not** duplicate existing University degree programs, minors or certificates.
   YES___ NO___

5. The **student** has provided a sufficient and appropriate rationale for the Special Major.
   YES___ NO___

6. The planned course of study includes **no more than 6 units** in independent study (99, 199, etc.) and fieldwork (195, etc.).
   YES___ NO___

7. If the proposed Special Major is for a **B.A.**, the planned course of study includes a minimum of **24 units**, of which there are a minimum of **12 upper division units** in the degree program.
   YES___ NO___

8. If the proposed Special Major is for a **B.S.**, the planned course of study includes a minimum of **36 units**, of which there are a minimum of **18 upper division units** in the degree program.
   YES___ NO___

9. The following individuals have signed the program form:

   The Student YES___ NO_

   Two Advisers (one from each unit) YES___ NO_

   Two Department Chairs (one from each unit) YES___ NO_

   Associate Dean(s) from College(s) YES___ NO_

   Dean of Undergraduate Education and Academic Innovation YES___ NO_

Please note that signatures from faculty, department chairs, and associate dean(s) signify that sufficient resources (coursework) are available to the student so that they can complete the approved program.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

PROGRAM FOR BACHELOR OF ARTS/BACHELOR OF SCIENCE:
SPECIAL MAJOR

Date:_____ **Proposed Graduation Date:**_____ **Sac State ID Number**: _____

Name: Last, First, Middle	**Email:**	
Present Address: _____ **Number & Street** _____, _____ _____ **City** **State** **Zip**	**Permanent Address:** _____ **Number & Street** _____, _____ _____ **City** **State** **Zip**	
Local Telephone Number: _____ **(Home)** _____ **(Work)**	**Request for:** ___ **Bachelor of Arts** ___ **Bachelor of Science**	**Program Title:**

Is this a second major? _____ **If so, what was the title of the first major?** _____

LIST ONLY COURSES TO BE INCLUDED IN SPECIAL MAJOR. (List additional courses on a separate sheet.)

Dept. & Course No.	Course Title	Semester Units Credits	When Taken	Institution if Transfer	Grade	In Progress or To Do

Total Units in Degree Program: _____

Other Requirements (if any):_____

_____

REQUEST: I have prepared the attached rationale for this course of study and have complied with all University regulations concerning the development of a special major and hereby request approval of this proposed program for the Bachelor of _____ **Degree.**

Student's Signature_____ **Date:**_____

RECOMMENDATION

I have reviewed the student's rationale for requesting this special major. I find the academic content area proposed in the course of study available on this campus and judge the depth and breadth of study to be of sufficient academic rigor to recommend, upon its completion, that the student be awarded the Bachelor of _____ Degree. This recommendation is predicated upon the student's completion of all other University requirements for the degree.

Department:	**Advisor's Signature:**	**Date:**
	Advisor's Name:	
	Department Chair's Signature:	**Date:**
	Department Chair's Name:	
Department:	**Advisor's Signature:**	**Date:**
	Advisor's Name:	
	Department Chair's Signature:	**Date:**
	Department Chair's Name:	

Signature of Associate Dean(s) -- see item 3 of procedures:

College:	**Associate Dean Signature:**	**Date:**
	Associate Dean Name:	
College:	**Associate Dean Signature:**	**Date:**
	Associate Dean Name:	

This program has been approved for a Bachelor of (check one) ☐ Arts ☐ Science degree: Special Major

Approved: _____ _____

(Dean of Undergraduate Education and Academic Innovation) Date

Comments or Other Action:

Graduated: _____

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