



SPECIAL MAJOR FOR BACHELOR'S DEGREE

Information Sheet

California State University, Los Angeles has more than fifty undergraduate majors leading to the bachelor's degree. Most have sufficient elective flexibility to satisfy the needs of the majority of our students. However, if you find, on careful examination of the University catalog, that none of the "standard" degree programs meets your professional or career goals, you are invited to consider the possibility of a Special Major program. You are not eligible to enter the Special Major if you have fewer than 45 quarter units remaining for graduation (that is, you must have no more than 140 units earned that are applicable toward another degree program by the end of the quarter in which you apply for the Special Majors). The Special Major is a program for students with special needs, and will not be used to help student's "bail out" of a major in which they are doing poorly. The following steps should be taken.

1. Obtain a *SPECIAL MAJOR PRELIMINARY APPLICATION* from the Office Undergraduate Studies, Administration 725.
2. Prepare a concise statement of the academic and professional goals you seek through a Special Major, indicating why these goals cannot be met through related existing degree programs, and outline the structure of the program you hope to develop. Using the University catalog, prepare a preliminary list of courses in two or three University departments that represents the kind of program you think you need. The final program must have a minimum of 70 quarter units, of which at least 60 must be upper division. Courses should be rather evenly divided among the two or three departments selected. Attention must be paid to meeting prerequisites for upper division work in each. You must designate whether you wish a B.A. or a B.S. degree and select an appropriate title for the Special Major.
3. Submit the Preliminary Application to the Office of Undergraduate studies for review and approval for development of the Special Major. Upon approval, an *APPLICATION FOR SPECIAL MAJOR FOR BACHELOR'S DEGREE* will be provided to you, along with a copy of your approved Preliminary Application. A faculty committee composed of a faculty member from each department on the proposed program may be recommended by the Associate Dean of Undergraduate Studies to guide you in the development of your Special Major program.
4. Discuss your statement and proposed list of courses with advisers in each of the specific departments that comprise your Special Major. Be sure to take transcripts of all prior work to these meetings. With the help of your departmental advisers, refine and write down, in the blocks on the application, the courses that you agree will become part of your final program. Obtain the signatures of the adviser and department chair for each block. A principal adviser must be selected from one of the disciplines proposed for the Special Major program.
5. Obtain the signature of the college Associate Dean for each departmental course blocks used, and finally, send or bring the completed application to the Office of Undergraduate Studies, Administration 725, for University approval. When all approvals have been obtained, a copy of the approved application will be sent to you and to each department/college involved. The original will be sent to the Graduation Office when you apply for graduation.
6. On approval of the program, obtain from Administration 101 the form to change your major to the Special Major and obtain the needed signatures. You should not use the Special Major Code (SMAJ) before your program has been approved; if you currently have no major, you should use the "Undeclared" Code (UND) until your Special Major is approved.
7. If it becomes necessary to change a course on your program after its approval, obtain a *REQUEST FOR COURSE SUBSTITUTION* form from the Office of Undergraduate Studies, Administration 725. Have it signed by the department(s) concerned and their associate deans; and return it to the Office of Undergraduate Studies, Administration 725, for final approval.
8. All official actions on your program, including filing a graduation application, are handled through the Office of Undergraduate Studies.

Special Major Preliminary Application

Date _____

Name: _____ SID _____ Overall GPA _____

Address: _____
Number/Street _____ City _____ Zip _____

Phones: _____ Quarter Admitted to CSLA _____
(Home) (Work)

What is your major now? _____

How many college/university quarter units will you have completed at the end of this quarter? _____

What is the proposed title of your special major? B.A or B.S in

_____ (title)

What disciplines are include in your special major program?

(1) _____ (3) _____

(2) _____ (4) _____

State your academic and professional goals and describe how they will be met by the program you propose. Please be brief and specific:

Submit completed form to Office of Undergraduate Studies. ADM 725

(For Office Use Only)

Interviewed by: _____ Date: _____ Comments: _____

REVIEW AND ACTION:

Preliminary Application Reviewed. Approved for development of Special Major.

Other – Comments: _____

Dean of Undergraduate Studies

Date