

CONTRACT MAJOR INFORMATION SHEET (updated 2.14.17)

- The College of Arts and Sciences (CAS) offers some 50+ accredited Majors
- Most programs include General Elective credits with which a student may freely pursue additional or specialized interests
 - Students can also utilize these credits to complete a 2nd Major or a Minor from established programs
 - Courses chosen for the Advanced Common Curriculum and/or the Knowledge/Values section of the Loyola Core can double-dip in the 2nd Major or the Minor, too, when appropriate
- In very rare circumstances, Loyola may be able to support a student in a Major outside of established programming

Applications for Contract Majors are not accepted during the first year (the same conditions for declaring a 2nd Major apply):

- **Candidates must have completed 2 semesters at Loyola, and have a 3.0 Cumulative GPA in order to submit an application (3.3 for Honors Students)**
 - **Failure to maintain a 2.0 in either the CUM or Major GPAs (Honors/3.3) may result in revocation of the contract major**
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Guidelines for Students: Because Contract Majors are such specialized programs, they can and should take time to research and develop; therefore, CAS makes the following recommendations and advisements...

- Research all Loyola degree options. Detailed degree-plans are listed in the Bulletin by College, and then Department: <http://2017bulletin.loyno.edu/undergraduate/college-arts-and-sciences>
 - Students are NOT required to declare a Major immediately: See **General Studies Program** details here: <http://2017bulletin.loyno.edu/undergraduate/college-arts-and-sciences>
 - Students must discuss their goals with their faculty advisors, department chairpersons, and other qualified individuals to discover if there are other ways and means to address the student's interests
 - Contract Majors are restricted to nuanced versions of programs already available: **If an existing degree-plan can be modified with the authority of the student's Department to accomplish similar goals, this is preferred**
 - Students may not attempt to pursue a Contract Major for which Loyola cannot provide at least 15 hours/credits
 - Students cannot take more than 6 hours per semester through cross-enrollment <http://2017bulletin.loyno.edu/academic-regulations/enrollment-and-registration#cross-enrollments>
 - Basing the Contract Major on an existing degree is critical **in the unfortunate-but-possible event that the Contract Degree is revoked or becomes non-viable**
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Guidelines for Directors:

- Directors of Contract Majors must take responsibility for the content of the Major
- Directors must have complete control and understanding over the administration of the dpcl because Contract Majors do not have access to OnCourse or U-Achieve
- Contract Majors should utilize as many Loyola courses as possible; 15 hours of the Major courses minimum **MUST** be at Loyola

If a Director is willing to submit an application on behalf of a student, the application must include:

- A statement from the Director affirming their a) commitment, b) the suitability/viability of the topic (inclusive of post-graduate goals/career paths), and c) the suitability of the candidate for such a topic of study (**see sample Exhibit #1**)
- A personal statement from the student that qualifies their application (**see sample Exhibit #2**)
- A detailed course-list that includes the names of the schools where the courses will be taken; full course-titles, codes, and other identifiers; the number of credits each course is worth (Major courses must total a minimum of 30 credits); and full descriptions of all proposed courses (**see Contract Major Application**)
- A semester-by-semester plan indicating when the course-work will be undertaken, to ensure that graduation is possible in 4 years, and against which progress can/will be measured (**see sample Exhibit #3**)
- **The Dean's office refers to dpcls for certification of graduations. Directors must provide the Dean's office with updated dpcls a) upon request, b) when there are unavoidable changes to the degree-plan, and c) when the student applies for graduation. The dpcl must correspond to the appropriate catalog year for the student: Please contact the Academic Advisors in the Dean's office for assistance with this item. (Please see Exhibit #4 for a sample.)**
- Failure of management over the Contract Major may result in the cancellation of the program

The above-referenced Sample documents, plus copies of the course-list form and dpcl template are available to Directors via the CAS intranet: <http://intranet.loyno.edu/cas/intranet?referrer=/intranet>

College of Arts and Sciences
Request for a Contract Major (updated 2.14.17)

1. Student's Full Name: _____ Date: _____
ID #: _____ Cell Phone #/s: _____
Director's Name: _____ Date: _____
Director's Department: _____
Director's Chairperson: _____ Date: _____
Department Chairperson's signature above indicates their support for this application.

2. I have read the Contract Major Information Sheet. I agree to the terms, conditions, & advisements described therein, and affirm that this request represents the best possible course of action to further the goals outlined in the Student's personal statement.

X _____

Student's Signature

X _____

Director's Signature

3. Suggested title of contract major: _____
(e.g. *Contract Major in Asian Studies. Please note, title is subject to approval based on current inventory.*)

Required Attachments:

a) A statement from the Director affirming their commitment, the suitability and viability of the topic (inclusive of post-graduate goals and career paths), as well as the suitability of the candidate for such a topic of study

b) A personal statement from the student that qualifies their application

c) A detailed course-list (below)/30 credits of Major courses required, minimum; **attach published course-descriptions**

d) An ideal semester-by-semester plan of when the course-work will be undertaken and completed

Samples of the above-referenced documents, plus copies of the course-list form and dpcl template are available to interested Directors via the CAS intranet: <http://intranet.loyno.edu/cas/intranet?referrer=/intranet>

List the courses to be used in the major or minor. Include all requested details.

SOCI A250 Sociology of Gender 3 crs Loyola University

Course Code	Course Title	Credits	University
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

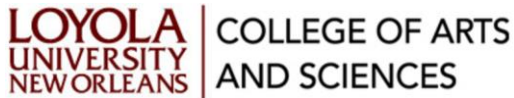
Total Number of Hours in the Major: _____

Approval:

Associate Dean: _____ Date: _____

***ATTACH REQUIRED STATEMENTS AND COURSE DESCRIPTIONS**

EXHIBIT #1



From: DIRECTOR'S NAME

Date: 11-28-16

RE: Contract Major for STUDENT'S NAME

To Whom It May Concern:

Attached herein are documents supporting STUDENT'S NAME in her pursuit of a Contract Major, specifically an interdisciplinary Bachelor of Arts degree in Environmental Social Justice. I have volunteered to serve as the Director of this program -- I have read the Contract Major Information Sheet and am prepared to undertake all aspects of support to the student as outlined therein.

The interdisciplinary nature of the proposed program comes from course-content in Environmental Studies, Sociology/Social Justice, Women's Studies, Latin American Studies, and Mass Communications.

I strongly support STUDENT'S NAME in her application, and believe that this is an excellent course of study. Further, STUDENT'S NAME is the type of student who can follow such a program and greatly benefit from it: She outlines her career goals in the attached statement, and I believe she is correct in her belief and planning that this course of study will lead to a career in activism and social justice. She has been proactively seeking courses in this vein since her arrival at Loyola, and her grades have been superior, thus far. I believe she will be successful if allowed to pursue this program.

In the event of unforeseen circumstances that seem to pose unsurmountable difficulties in fulfilling the degree, STUDENT'S NAME agrees that we will fall back to one of the established ENV programs currently available to CAS students.

Please do not hesitate to contact me with any questions.

With best regards,

DIRECTOR'S NAME

EXHIBIT #2

Description of Proposed BA in Environmental Social Justice

Submitted by STUDENT'S NAME, 11-28-16

CWID: 55511222

As an Ignatian Scholar, I greatly value Jesuit ideals, particularly service and justice. During my freshman year, I quickly realized that my purpose, both here at Loyola University and beyond, lies in social justice. I believe that my strengths and talents must be utilized in a field where I can be of service to my community. I proposed this contract major because I know that it is the most suitable and advantageous program of study both to encompass the issues that I am the most passionate about and to prepare me for a career in activism after leaving this institution of learning.

The Environmental Social Justice major that I propose, is designed to explore prevalent environmental concerns from a sociological perspective through rigorous, upper-level courses: This approach will draw upon the disciplines of Women and Gender Studies, African and African-American Studies, and Latin American Studies in order to examine the intersectionality of race, gender, and culture that leads not only to social inequality and oppression, but also to environmental degradation. Through the design of this contract major, I will be able to take advantage of Loyola's strengths in interdisciplinary and cultural studies.

In order to apply the knowledge gained from this contract major, I will study abroad for the duration of my junior year. During my first semester in Cuzco, Peru, I will study courses such as Climate Change Adaptation and Sustainable Development in the Peruvian Andes, Indigenous Peoples and Social Movements of Latin America, and Anthropology of the Andes and the Amazon. The second semester of my junior year will take me to Legon, Ghana, to study African history, language, social systems, and culture. My time abroad will further integrate the sociological perspectives of gender and racial oppression with environmental degradation by providing me with first-hand experience and service learning.

Through the Environmental Social Justice contract major, I will take the basic requirements of the Sociology program of study, including Research Methods & Techniques, Social Statistics, and Social/Political Inequality, in order to form a critical foundation of the methodological skills necessary to understanding the social forces that affect human behavior and society. I will also take approved upper-level courses that focus on theoretical frameworks where culture, theory, and social relations intersect in the Departments/Programs of Philosophy, History, Women and Gender Studies, African and African-American Studies, and Latin American Studies.

This contract major allows me to investigate how racial, ethnic, gender and cultural diversity shapes both society and the natural world. As a result, the knowledge that I will acquire through this course of study will adequately prepare me for a future career as an activist in the non-profit sector.

Thank you for your consideration of my proposal.

EXHIBIT #3

Contract Major, B.A. in Environmental Social Justice 4-year schedule for completion of degree program

Bolded Text = Major course

FRESHMAN YEAR	FALL		SPRING
ENVA A105	3	PHIL U243	3
FYE T121: First-Year Seminar	3	MATH T122	3
PHIL I: Reasoning	3	PHIL II: Knowledge & Morality	3
Foreign Language	3	Foreign Language	3
ENGL T122: Critical Reading & Writing	<u>3</u>	SOCI X236	3
	15	SCIE T129: Investigating Nature	<u>3</u>
			18
SOPHOMORE YEAR	FALL		SPRING
SOCI X305	3	SOCI X335	3
RELS I: Christian Theology	3	SOCI X336	3
HIST I: T122/4: Global History I / II	3	HIST II:	3
Writing About Literature	3	RELS II: World Religions	3
General Elective	3	Creative Arts and Cultures	3
General Elective	<u>3</u>	General Elective	<u>3</u>
	18		18
JUNIOR YEAR	FALL		SPRING
Abroad: Cuzco	3	Abroad: Ghana	3
Abroad: Cuzco	3	Abroad: Ghana	3
Abroad: Cuzco	<u>3</u>	Abroad: Ghana	<u>3</u>
	9		9
SENIOR YEAR	FALL		SPRING
Science II	3	RELS V265	3
SOCI X312	3	CAPSTONE	3
PHIL U241	3	General Elective	3
General Elective	3	General Elective	3
General Elective	<u>3</u>	General Elective	<u>3</u>
	15		18

Courses used in the major cannot also be used to satisfy requirements for a minor: Non-major courses **WILL** be applied to minors as appropriate.

NAME:

B.A. / B.S. CONTRACT

DATE:

English Composition Placement is:	Is Math Placement Exam Required?		
ACT ENGL score 21 or above	NO _____		
SAT Verbal score 501 or above	YES _____		
Register for ENGLT122 _____	Math Placement based on test scores is:		
Register for ENGLA205 _____	A092 _____ (not used in final degree crs)		
ACT ENGL score 20 or below	T122 _____ A115 _____		
SAT Verbal score 500 or below	Exempt 3 hrs MATH-T122 or A115_____		
Register for ENGL-A100 _____	A117 _____ A118 _____ A257 _____		
LOYOLA CORE*			
FOUNDATION COURSES			
First-Year Seminar T121_____	3_____		
EnglT122: Critical Reading/Writing_____	3_____		
Math requirement determined by Major: Consult advisor for choice of MathT122, A115, or A257_____	3 <i>or</i> 4 crs _____		
Science requirement determined by Major: Consult advisor for choice of Sci I: T129, Biol, Chem, or Phys _____	3 <i>or</i> 4 crs _____		
	12-14		
KNOWLEDGE-VALUE COURSES			
Creative Arts and Cultures_____	3_____		
Hist I: T122/Emerging World <i>or</i> T124/Modern*_____	3_____		
<i>Choice determines Hist II course below.</i>			
Hist II_____	3_____		
<i>*If T122 taken above, take HIST-Q###; if T124 above, take HIST-P###</i>			
Phil I: Reasoning_____	3_____		
Phil II: Knoweldge & Morality_____	3_____		
Rels I: Christian Theology_____	3_____		
Rels II: World Religions_____	3_____		
Sci II, "Science in Context" determined by Major: See advisor to choose ACC, Biol, Chem, or Phys_____	3 <i>or</i> 4 crs _____		
Social Science _____	3_____		
Writing About Literature_____	3_____		
	30-31		
*Loyola Core requirements are governed by the catalog year that a student is admitted, & by Major: English, Math, Sci I, & Sci II are specific to the program (i.e., if B.A., take MathT122 or A115, if B.S. take MathA257. If B.A., take ScieT129, if B.S. take ChemA105 or similar level in Biology or Physics, etc.			