

**Curriculum Review and Approval Committee (CRAC)  
of the SF State Academic Senate  
Complementary Studies Guidelines and Proposal Requirements:**

***Definition of Complementary Studies from the Academic Senate Policy (S11-255, p. 12):***

“2. Complementary Studies Requirement for Majors in BA degree programs

*Bachelor of Arts students must complete at least twelve units of complementary studies outside of the primary prefix for the major. Complementary studies units may come from languages other than English, minors, certificates, or a coherent group of courses approved by a major advisor as complementary to the major. With the approval of an advisor in the major, courses that fulfill complementary studies units may be lower or upper division units, resident or transfer units, or units taken in approved study abroad programs. B.A. programs may decide how many, if any, of the complementary units may be counted in the major, and they may designate specific courses to be taken for complementary studies credit or they may develop advising protocols to guide students through this process. Students who complete two majors or a major and a minor automatically complete the complementary studies requirement. Complementary studies units may be included in the maximum units allowed for B.A. degrees (i.e., 45 units) or they may be in addition to that maximum (i.e., 45 units in the major plus 12 additional units in complementary studies.) If complementary studies units are listed as part of the major, the maximum for this combined total is 57 units”.*

**Principles Guiding Implementation of Complementary Studies:**

- 1) The program should be devised in such a way as to enhance students’ success, particularly through Institutional Outcome #5: Integration and Application of Knowledge.
- 2) The requirement should enhance student success in career, college, and life.
- 3) The requirement should not impede a student’s pathway to graduation.
- 4) All students should be able to complete the requirement *and* their major and university requirements as stipulated by university and CSU policy: transfer students in 60 units or less, native freshmen in 120 units or less.
- 5) Departments may offer students multiple pathways or options.

**Guidelines:**

1. *The program will be comprised of 12 units outside the major prefix (and not cross-listed with the major prefix) in any or all of the following:*
  - a. *Language other than English (outside of the major);*
  - b. *Completion or partial completion of a Minor*
  - c. *Completion or partial completion of a Certificate;*
  - d. *Study abroad program; or,*
  - e. *A coherent group of courses approved by a major advisor as complementary to the major.*
2. *As appropriate, these 12 units may be:*
  - a. *Lower or upper division units;*
  - b. *Resident or transfer units; or,*
  - c. *Units taken in approved study abroad programs.*
3. *BA programs may decide how many, if any, of the complementary units may also count in the major.*
4. *As appropriate to the major, departments may require specific courses or groups of courses to be taken for complementary studies or provide guidelines for completion.*

5. *Departments should provide advising to help students choose the appropriate complementary studies option to meet their educational/professional goals.*
6. *Ideally, Complementary Studies options should be specifically designed to integrate with the major (in an interdisciplinary manner) and to help students gain knowledge or skills to make connections across disparate forms of knowledge and inquiry.*

### **Proposal Requirements**

Departments should submit their approved Complementary Studies options to CRAC. These proposals should include an outline of the option(s) that are appropriate for their students. Departments should ensure they are allowing themselves and their students flexibility and creativity in developing Complementary Studies proposals. Specifically, the proposal should include:

1. Which of the Complementary Option(s) they will be proposing:
  - a. *Language other than English (outside of the major);*
  - b. *Completion or partial completion of a minor;*
  - c. *Completion or partial completion of a certificate;*
  - d. *Study abroad program; or,*
  - e. *A coherent group of courses approved by a major advisor as complementary to the major.*
2. How many of the Complementary Studies units may be included in the major
3. Discussion of how each of the possible options could be used by students
4. Discussion of how each would enhance student success and would provide complementary knowledge for students
5. Highlight how the proposal would not impede student graduation and would meet unit requirements.
6. The proposed bulletin copy describing how students may satisfy Complementary Studies.

Proposals should be no more than three pages.

### **Examples of Different Ways to Fulfill Complementary Studies**

***Examples from the Academic Senate Policy, Appendix I (S11-255, p. 78-79):***

Below are five examples to illustrate various ways the Complementary Studies Requirement could be fulfilled (these hypothetical examples are not meant to pre-empt different choices that the programs listed below may make for themselves in fulfilling the Complementary Studies Requirement).

#### *Complementary Studies Requirement in Bachelor of Arts in Anthropology*

Students completing a Bachelors of Arts in Anthropology must complete at least twelve units in complementary studies with a prefix other than ANTH. These units may be in one or more languages other than English, a minor, a certificate, or a coherent group of courses approved by a major advisor as complementary to the major. All complementary studies units must be approved by an advisor in the major and all of the units must be separate from units counted in the major. With the approval of an advisor in the major, courses which fulfill complementary studies units may be lower or upper division units, resident or transfer units, or units taken in approved study abroad programs.

#### *Complementary Studies Requirement in Bachelor of Arts in Chemistry*

Students completing a Bachelors of Arts in Chemistry must complete sixteen units in designated courses in math and physics. The completion of these sixteen units fulfills the complementary studies requirement in the

BA in Chemistry and these units are counted in the major.

*Complementary Studies Requirement in Bachelor of Arts in Communication Studies*

Students completing a Bachelors of Arts in Communication Studies must complete at least twelve units in complementary studies with a prefix other than COMM. These units may be in one or more languages other than English, a minor, a certificate, or a coherent group of courses approved by a major advisor as complementary to the major. If approved by an advisor in the major, up to eight units of complementary studies may also be counted toward meeting major requirements and such courses may be lower or upper division, resident or transfer, or taken in approved study abroad programs.

*Complementary Studies Requirement in Bachelor of Arts in Environmental Studies*

The Bachelor of Arts in Environmental Studies requires sixteen units of course work with an ENVS prefix and another forty or more units from designated lists of courses from a variety of departments. All of the courses selected from the designated lists with prefixes other than ENVS fulfill both the major and the Complementary Studies Requirement.

*Complementary Studies Requirement in Bachelor of Arts in Journalism*

Students completing the Bachelor of Arts in Journalism must complete a minor that has been approved by the department. The minor fulfills the Complementary Studies Requirement.

Major programs submit their descriptions of complementary studies for their majors for review and approval by the Curriculum Review and Approval Committee. These descriptions will also be evaluated as part of the program review process as programs come up for review