

Policy Revision

Policy Title	Undergraduate Multiple Use of Courses, Undergraduate Certificates
Policy URL	https://catalog.arizona.edu/policy/program-graduation/student/double-use-courses, https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/certificates
Suggested updates	<ul style="list-style-type: none"> ● Undergraduate Multiple Use of Courses <ul style="list-style-type: none"> ○ Update the limit of General Education credits that may be used to fulfill multiple requirements from 9 credits to 3 courses. ○ Update all references to double use of courses with multiple use of courses. ○ Clarify that credits may also apply towards certificates, and direct to the undergraduate certificate policy for further information. ○ Remove information pertaining to students who matriculated in/prior to Fall 2021. ○ Add “Undergraduate” to the policy title and clarify the former policy name in an administrative note at the top of the policy. ● Undergraduate Certificates <ul style="list-style-type: none"> ○ Remove stipulation that students enrolled in previously approved certificates may double-dip more than 50% of units.
Rationale for updates	<ul style="list-style-type: none"> ● Undergraduate Multiple Use of Courses <ul style="list-style-type: none"> ○ By removing the multiple use limit of 9 units, students will be able to apply general education courses that have alternate amounts of credit (i.e., 4 units) but will still be limited to using 3 courses maximum. ○ Adjusting the language to multiple use of courses allows students to fulfill credit across 2+ requirements instead of 2. ○ While courses may fulfill multiple requirements including certificate credit, no more than 50% of certificate credits may also be used for a current degree requirement. ○ Students who matriculated in/prior to Fall 2021 can follow the link at the top of the policy to view the policy that applies to their catalog. Relocating this information as an administrative note rather than policy text keeps the information evergreen and reduces the need to revise the policy in upcoming years. ○ Adding “Undergraduate” clarifies the student group this policy applies to. Temporarily including a note in the policy with the former name “Double Dipping” will allow those using the catalog search functionality to locate the policy by its former name. ● Undergraduate Certificates <ul style="list-style-type: none"> ○ This note was created for students who began certificate programs prior to 2019. The wording of the note is ambiguous and could be mistakenly read to refer to all students in certificate programs created prior to 2019, regardless of when the student matriculated. Since there are fewer than 10 active certificate students who enrolled prior to 2019, this note can safely be removed.

Contact Person for Questions	Sharon Aiken-Wisniewski, Abbie Sorg		
Responsible Unit	Advising Resource Center, Office of the Registrar	URL	https://advising.arizona.edu , https://registrar.arizona.edu
Career Applicability	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> Medicine <input type="checkbox"/> Pharmacy <input type="checkbox"/> Veterinary Medicine		
Approvals Granted <i>(for council use only)</i>	University-Wide GE Committee	Scheduled: 11/8/2023	Status: Approved with updates 11/8/2023
	UGC Policies Subcommittee	Scheduled: 11/15/2023, 1/23/2023	Status: Approved with updates 11/15/2023; addition of Undergraduate Certificate update Approved 1/23/2023
	Undergraduate Council	Scheduled: 11/28/2023, 2/13/2023	Status: Approved 11/28/2023; addition of Undergraduate Certificate update Approved 2/13/2024
	Graduate Council	Scheduled: XX	Status: XX
	Undergraduate CAAC	Scheduled: 2/27/2024	Status: Approved with updates 2/27/2024
	Graduate CAAC	Scheduled: XX	Status: XX
	Faculty Senate Executive Committee	Scheduled:	Status:
	Faculty Senate	Scheduled:	Status:

Policy Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Policy	Proposed Edit
<p>Double Use of Courses</p> <p>The use of courses to satisfy more than one requirement in the student's degree program (e.g., fulfilling both a major and a minor requirement; fulfilling both a General Education and a minor requirement, etc.) is subject to University General Education, college, and department policies on the double use of a course. See the General Education policy below. Check with your major AND minor advisors for clarification on the double use of any courses</p>	<p>Multiple Use of Courses</p> <p>Formerly “Double Dipping” policy.</p> <p>Note: The multiple use of courses described below applies to all students who matriculate in Spring 2022 and beyond. Students who matriculated in Fall 2021 or prior should consult the Fall 2021 Double Use of Courses (Double Dipping) policy.</p>

Existing Policy	Proposed Edit
<p>within your primary and secondary degree program and the double use of any courses between two degree programs.</p> <p>Double Use of General Education Courses</p> <p>The following coursework may be used to fulfill General Education Foundations requirements while simultaneously fulfilling requirements in a major, pre-major, or minor:</p> <ul style="list-style-type: none"> Any Math or statistics course at or above the level of Calculus I (MATH 113, 122A/B, or 125) may also apply to a major, pre-major, or minor. The two higher level courses taken to satisfy the fourth-semester skill level of the Second Language requirement for a B.A. degree may also apply to a major, pre-major, or minor (see Courses Excluded from the Minor). <p>For students who matriculated in Spring 2022 or beyond, up to 9 units total may double count to fulfill requirements in a major, pre-major, or minor and General Education, provided the units are taken in courses that are approved General Education Exploring Perspectives or Building Connections courses. Up to three units in each of three courses (for 9 units total) may be used to fulfill General Education Exploring Perspectives or Building Connections requirements while simultaneously fulfilling requirements in a major, pre-major, or minor.</p> <p>For students who matriculated prior to Spring 2022, a maximum of two Tier Two courses may also be used to satisfy the minor requirements.</p> <p>Students should check with their major and minor academic advisors for clarification on the double use of any courses within their primary and secondary majors or minors and the double use of any courses between two degree programs.</p>	<p>The use of courses to satisfy more than one requirement in the student's degree program (e.g., fulfilling a major, pre-major, minor, certificate, and/or General Education requirement) is subject to University General Education, college, and department policies on the multiple use of a course. See the General Education policy below. Check with your major AND minor advisors for clarification on the multiple use of any courses within your primary and secondary degree program and the multiple use of any courses between two degree programs.</p> <p>Multiple Use of General Education Courses</p> <p>The following coursework may be used to fulfill General Education Foundations requirements while simultaneously fulfilling requirements in a major, pre-major, minor, and/or certificate (see Undergraduate Certificates for additional information):</p> <ul style="list-style-type: none"> Any Math or statistics course at or above the level of Calculus I (MATH 113, 122A/B, or 125) may also apply to a major, pre-major, minor, and/or certificate. The two higher level courses taken to satisfy the fourth-semester skill level of the Second Language requirement for a B.A. degree may also apply to a major, pre-major, minor, and/or certificate (see Courses Excluded from the Minor). <p>Up to 3 courses may count to fulfill General Education Exploring Perspectives or Building Connections requirements as well as major, pre-major, minor, and or certificate requirements.</p> <p>Students should check with their major and minor academic advisors for clarification on the multiple use of any courses within their primary and secondary majors or minors as well as between two degree programs.</p>

Undergraduate Certificates

An undergraduate certificate is a focused, structured and interrelated set of courses that enhances the undergraduate experience in an emerging academic area, addresses a professional development need, or provides "step-up" preparation for a degree program.

Admission to Certificates

1. Undergraduate certificates and advanced undergraduate certificates are available to degree seeking or non-degree seeking students (1) at the UA main campus, branch campuses, and domestic locations, (2) in degree seeking programs at international universities where UA has approved international partnerships, and (3) at approved UA global locations.
2. Certificate applicants must meet UA Undergraduate Admission requirements.
3. Students enrolled in an undergraduate degree program may add a certificate before completing their degree requirements by contacting the offering unit and satisfying the admission requirements for the certificate.

Certificate Approval and Modification Procedures

1. Sufficient resources must exist to support the certificate without penalizing existing academic programs, including subplans/options and minors.
2. Certificates may be offered by an academic unit that does not currently offer a related degree program. Non-academic units may create certificates that are sponsored by an academic unit that undergoes an academic program review.
3. Each certificate must have an oversight committee (such as a curriculum committee). The oversight committee shall consist of a minimum of 3 members, 2 of which are faculty

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<p>and at least one of the 2 is participating faculty in the certificate program. The oversight committee is responsible for:</p> <ul style="list-style-type: none"> ○ qualifications of participating faculty, ○ coordination of admission recommendations with the Office of Admissions, and ○ curricular changes. <p>4. Departments must have support staff for the program to advise students on their status, financial aid eligibility, and curricular offerings.</p> <p>5. Substantial changes to the originally approved certificate shall be approved by Curricular Affairs, Undergraduate Council (UGC), and College Academic Administrators Council (CAAC) prior to implementation. The threshold for substantial change is defined by Curricular Affairs.</p> <p>6. Certificates must be included in the unit's academic program review (APR) process.</p> <p>7. Undergraduate certificates that do not have a total of 9 completions over a 3-year period will be subject to disestablishment. Units offering certificates that fall below this threshold must submit documentation justifying continuation of the program. Requests for continuation will be reviewed by Curricular Affairs and may be added as consent agenda items for the UGC's Academic Programs Subcommittee.</p> <p>8. Certificate programs may be disestablished at any time by the offering academic unit with approval from Curricular Affairs. Students currently enrolled should be accommodated until completion of their certificate program.</p>	<p>and at least one of the 2 is participating faculty in the certificate program. The oversight committee is responsible for:</p> <ul style="list-style-type: none"> ○ qualifications of participating faculty, ○ coordination of admission recommendations with the Office of Admissions, and ○ curricular changes. <p>4. Departments must have support staff for the program to advise students on their status, financial aid eligibility, and curricular offerings.</p> <p>5. Substantial changes to the originally approved certificate shall be approved by Curricular Affairs, Undergraduate Council (UGC), and College Academic Administrators Council (CAAC) prior to implementation. The threshold for substantial change is defined by Curricular Affairs.</p> <p>6. Certificates must be included in the unit's academic program review (APR) process.</p> <p>7. Undergraduate certificates that do not have a total of 9 completions over a 3-year period will be subject to disestablishment. Units offering certificates that fall below this threshold must submit documentation justifying continuation of the program. Requests for continuation will be reviewed by Curricular Affairs and may be added as consent agenda items for the UGC's Academic Programs Subcommittee.</p> <p>8. Certificate programs may be disestablished at any time by the offering academic unit with approval from Curricular Affairs. Students currently enrolled should be accommodated until completion of their certificate program.</p>
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<p>that are offered by another department, and to avoid duplication of content. Evidence of support from these departments should be included with the certificate proposal.</p> <ol style="list-style-type: none"> 2. Certificates may be stand-alone or linked to an existing degree program. 3. Emphases, focal areas, tracks, sub-specializations, or subplans are not permitted in an undergraduate certificate. 4. Minimum number of units: <ul style="list-style-type: none"> o An undergraduate certificate must consist of at least twelve (12) units of credit, regardless of a student's status when the credits were earned (current degree seeking or prior non-degree seeking).* o At least six (6) units of credit must be upper division UA course work. o No more than 50% of the units of credit used to complete the certificate can also be used for a current degree requirement (i.e., major, minor, or General Education), second certificate, or previously awarded degree program.** 5. Offering units may determine whether course work taken at another institution may be applied to a certificate. A minimum of six (6) units used to complete the certificate must be University credit. 6. Course work completed more than four (4) years before admission to a certificate may not be applied unless approved through an appeals process with the offering unit. 7. Completed approved certificates will be noted on the student's official academic record. 8. All University policies apply, including academic, grading, admission, retention, contact hours, and faculty eligibility to teach. 9. These certificate policies cannot be petitioned. 	<p>that are offered by another department, and to avoid duplication of content. Evidence of support from these departments should be included with the certificate proposal.</p> <ol style="list-style-type: none"> 2. Certificates may be stand-alone or linked to an existing degree program. 3. Emphases, focal areas, tracks, sub-specializations, or subplans are not permitted in an undergraduate certificate. 4. Minimum number of units: <ul style="list-style-type: none"> o An undergraduate certificate must consist of at least twelve (12) units of credit, regardless of a student's status when the credits were earned (current degree seeking or prior non-degree seeking).* o At least six (6) units of credit must be upper division UA course work. o No more than 50% of the units of credit used to complete the certificate can also be used for a current degree requirement (i.e., major, minor, or General Education), second certificate, or previously awarded degree program. 5. Offering units may determine whether course work taken at another institution may be applied to a certificate. A minimum of six (6) units used to complete the certificate must be University credit. 6. Course work completed more than four (4) years before admission to a certificate may not be applied unless approved through an appeals process with the offering unit. 7. Completed approved certificates will be noted on the student's official academic record. 8. All University policies apply, including academic, grading, admission, retention, contact hours, and faculty eligibility to teach. 9. These certificate policies cannot be petitioned.
<p>* Previously approved certificates with fewer units would not be subject to these requirements, unless the offering unit proposes a</p>	

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<p>modification to the certificate, at which point all current unit requirements and policies must be met.</p> <p>** This double-use policy would not impact students enrolled in previously approved certificates who may be double-dipping more than 50% of units.</p>	<p>* Previously approved certificates with fewer units would not be subject to these requirements, unless the offering unit proposes a modification to the certificate, at which point all current unit requirements and policies must be met.</p>

Policy Benchmarking – Double Use of Courses

I. Summary

A review of 17 ABOR peer and similar institutions' reveals that the University of Arizona is the only institution with a policy specifically dedicated to addressing the double use of courses. 10 institutions mention double-counting rules within policy pertaining to majors, minors, certificates, combination degrees, and/or general education. 7 institutions do not address double use within institutional policy, though their separate colleges and departments may have individual policies.

Of the 10 institutions that detail their double use of courses policies, several include a disclaimer that individual departments have the right to modify the amount. The University of Arizona currently allows double use of up to 9 General Education credits, with some restrictions. The lowest specified amount of credits that may be double counted is 6 (University of Maryland). The University of North Carolina allows the most courses to be double counted; of courses applied to each major/minor, only 51% must be exclusively applied. Double use rules differ within institutions based on what type of programs the credits are being applied towards.

Three institutions refer to this occurrence as "double counting". Other phrases used include "Shared Coursework" and "Credit Overlap". No institutions aside from the University of Arizona refer to "double-dipping".

Three institutions state in policy that individual departments/programs may make exceptions.

A. Policy addressing double use of courses

LOCATION IN POLICY	INSTITUTION										
	UA	ASU	NAU	UCD	UF	UM	MSU	UNC	PSU	UW - Sea	UW -Mad
Double Use of Courses policy	X										
Minor policy		X				X		X			
Certificate policy	X								X		
Major/ Double Major policy		X	X			X		X		X	
General Education policy				X							
[Combination] Degrees policy					X	X	X			X	X

No information was located for the following institutions: UCLA, University of Illinois, University of Iowa, University of Minnesota, Ohio State University, Texas A&M University, University of Texas.

B. Limits to double use of courses

INSTITUTION	MAXIMUM CREDITS THAT MAY BE DOUBLE COUNTED
<ul style="list-style-type: none"> • UCLA • University of Illinois • University of Iowa • University of Minnesota • University of Ohio • Texas A&M University University of Texas - Austin 	No policy located that indicates courses may be double counted
<ul style="list-style-type: none"> • Arizona State University 	Policy indicates credits may not be double counted
<ul style="list-style-type: none"> • Pennsylvania State University 	A minimum of 6 credits for a certificate must be unique to the certificate
<ul style="list-style-type: none"> • University of Maryland 	<ul style="list-style-type: none"> -Up to 6 credits/2 courses may satisfy a major and minor -No courses can satisfy two minors -Sequential/simultaneous degrees require a minimum of 18 credits exclusively applied -Courses taken for the major can satisfy GE requirements, but amount is unspecified -9 credits may be double-counted between bachelor's and master's degrees (for programs developed by students only)
<ul style="list-style-type: none"> • University of Wisconsin 	Up to 25% credit overlap between degrees
<ul style="list-style-type: none"> • University of Arizona • Michigan State University 	Up to 9 credits with some restrictions
<ul style="list-style-type: none"> • University of North Carolina 	<ul style="list-style-type: none"> -51% of courses must count exclusively to each minor/major -Major or minor courses may be used to satisfy GE requirements, but amount is unspecified (up to department)
<ul style="list-style-type: none"> • Northern Arizona University 	At least 18 units must differentiate the first major/specialization from the second; advisors determine whether appropriate
<ul style="list-style-type: none"> • UC Davis • University of Washington 	Courses may be double counted, but amount is unspecified (up to department)
<ul style="list-style-type: none"> • University of Florida 	Combination degree programs allow 12 graduate credits to be double counted towards an Undergraduate degree

II. Full Policy Texts

bolded sections address double-counting

University of Arizona

<https://catalog.arizona.edu/policy/double-use-courses-double-dipping>

Double Use of Courses (Double Dipping)

The use of courses to satisfy more than one requirement in the student's degree program (e.g., fulfilling both a major and a minor requirement; fulfilling both a General Education and a minor requirement, etc.) is subject to University General Education, college, and department policies on the double use of a course. See the General Education policy below. Check with

your major AND minor advisors for clarification on the double use of any courses within your primary and secondary degree program and the double use of any courses between two degree programs.

Double Use of General Education Courses

The following coursework may be used to fulfill General Education Foundations requirements while simultaneously fulfilling requirements in a major, pre-major, or minor:

Any Math or statistics course at or above the level of Calculus I (MATH 113, 122A/B, or 125) may also apply to a major, pre-major, or minor.

The two higher level courses taken to satisfy the fourth-semester skill level of the Second Language requirement for a B.A. degree may also apply to a major, pre-major, or minor (see Courses Excluded from the Minor).

For students who matriculated in Spring 2022 or beyond, **up to 9 units total may double count to fulfill requirements in a major, pre-major, or minor and General Education, provided the units are taken in courses that are approved General Education Exploring Perspectives or Building Connections courses. Up to three units in each of three courses (for 9 units total) may be used to fulfill General Education Exploring Perspectives or Building Connections requirements while simultaneously fulfilling requirements in a major, pre-major, or minor.**

For students who matriculated prior to Spring 2022, a maximum of two Tier Two courses may also be used to satisfy the minor requirements.

Students should check with their major and minor academic advisors(link is external) for clarification on the double use of any courses within their primary and secondary majors or minors and the double use of any courses between two degree programs.

University of Arizona

<https://catalog.arizona.edu/policy/undergraduate-certificate-definition-procedures-and-policies>

Certificate Policies

1. Certificates may be structured either as discipline-specific or cross-disciplinary. Academic units applying for certificates must consult with and obtain support from related programs and departments to ensure availability of required courses that are offered by another department, and to avoid duplication of content. Evidence of support from these departments should be included with the certificate proposal.
2. Certificates may be stand-alone or linked to an existing degree program.
3. Emphases, focal areas, tracks, sub-specializations, or subplans are not permitted in an undergraduate certificate.
4. Minimum number of units:
 - a. An undergraduate certificate must consist of at least twelve (12) units of credit, regardless of a student's status when the credits were earned (current degree seeking or prior non-degree seeking).*
 - b. At least six (6) units of credit must be upper division UA course work.

- c. **No more than 50% of the units of credit used to complete the certificate can also be used for a current degree requirement (i.e., major, minor, or General Education), second certificate, or previously awarded degree program.****
5. Offering units may determine whether course work taken at another institution may be applied to a certificate. A minimum of six (6) units used to complete the certificate must be University credit.
 6. Course work completed more than four (4) years before admission to a certificate may not be applied unless approved through an appeals process with the offering unit.
 7. Completed approved certificates will be noted on the student's official academic record.
 8. All University policies apply, including academic, grading, admission, retention, contact hours, and faculty eligibility to teach.
 9. These certificate policies cannot be petitioned.

* Previously approved certificates with fewer units would not be subject to these requirements, unless the offering unit proposes a modification to the certificate, at which point all current unit requirements and policies must be met.

** This double-use policy would not impact students enrolled in previously approved certificates who may be double-dipping more than 50% of units.

Arizona State University

<https://catalog.asu.edu/minors>

Minors and Undergraduate Certificates

Minors and certificates are available to currently enrolled undergraduate students in a variety of academic disciplines. Students can explore Degree Search for more information on and enrollment requirements for available minors and certificates, as well as request to add one to their program of study.

MINORS

A minor is an approved, coherent concentration of academic study in a single discipline, involving substantially fewer hours of credit than a corresponding major. Most ASU colleges offer undergraduate minors in addition to majors.

Current ASU undergraduate students may pursue a minor and have it recognized on their ASU transcript at graduation. Minor requirements appear on the degree audit once the minor is added.

Certain major and minor combinations may be deemed inappropriate by the college or department of either the major program or the minor. **Courses taken for the minor may not count toward both the major and minor.**

A student pursuing a second baccalaureate degree in the same discipline as a minor previously conferred by ASU will have that minor removed from the original academic record upon completion of the second degree.

UNDERGRADUATE CERTIFICATES

With the exception of special programs, undergraduate certificates are not awarded prior to the award of an undergraduate degree. A student already holding a baccalaureate degree may pursue an undergraduate certificate as a non degree-seeking graduate student.

The Pathways for the Future program offers upskilling options through select ASU certificate programs for professionals without a bachelor's degree.

Arizona State University

<https://catalog.asu.edu/glossary#concurrent>

Multiple Concentration

Internal to the university, one degree awarded, same level, same time, some shared courses.

For undergraduate degrees with multiple concentrations, students may not share coursework between the core concentration curricula. Multiple concentrations are typically added by petition. Example: Business (Global Leadership), BA and Business (Sustainability), BA.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/1223?whosLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1>

Dual Majors, Undergraduate

Students may undertake two majors if they satisfy all requirements for each one. Be aware that if the total units required for the two majors exceed 75, students must normally take more than 120 units to complete the degree. However, **students are permitted to use the same course or courses, if appropriate, to satisfy requirements for both majors in a dual major.** Please contact your advisor to discuss your options.

A dual major is possible only when both majors are included under the same degree and when there are 18 unique units in the first major/specialization to differentiate it from the requested second major/specialization.

For example, you can't have a dual major in forestry (B.S.F.) and any other major, because the B.S.F. degree is specific to Forestry. However, you can have a dual major in English (B.A.) and History (B.A.), since both majors are included under the Bachelor of Arts degree and there are 18 units that are unique to each major.

Note: the major requirements for each major in a dual major must come from the same catalog.

If you are pursuing a dual major, you are not required to have a minor.

Students pursuing a dual- or triple- major at Northern Arizona University must satisfy the liberal studies requirements for one of the majors. Once the liberal studies requirement for one major is satisfactorily completed, the student is deemed to have met the liberal studies requirements for both majors.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/456?wholsLooking=Students&pertainsTo=All&sortDirection=Descending&page=2>

Merged Major, Undergraduate

One major may require courses that are also required in another major. You can then earn these two majors as a merged major, which means you can complete the requirements for both majors with fewer units than if the majors were completed separately. Specific merged majors are described under individual disciplines in the Northern Arizona University Academic Catalog.

UC Davis

<https://academicsenate.ucdavis.edu/bylaws-regulations/regulations#522->

Baccalaureate Degree Requirement in General Education

In satisfying the General Education requirement: (Am. 6/6/2008)

- 1. Course units that satisfy requirements in the candidate's major or majors may also be counted toward satisfaction of General Education requirements.**
2. While some courses may be certified in more than one of the three subject matter areas for Topical Breadth, no student may count a given course in more than one subject matter area. (En. 6/6/2008)
3. No course may be counted by a student toward the satisfaction of more than one of the four Core Literacies. (En. 6/6/2008)
4. With the exception of the 8 units of designated English Composition coursework, a course offered toward the satisfaction of the Core Literacies component may also be offered in satisfaction of the Topical Breadth component. (En. 6/6/2008)
5. No course passed prior to satisfaction of the Entry Level Writing Requirement shall be offered toward satisfaction of the General Education requirements for writing experience coursework. (Am. 6/6/2008)
6. Candidates may not present Advanced Placement or International Baccalaureate credit in satisfaction of General Education requirements, except insofar as it may be applied to the English Composition component of the Literacy with Words and Images requirement. (En. 6/6/2008, Am. 6/3/2011)
7. Transfer students who have successfully completed the Intersegmental General Education Transfer Curriculum (IGETC) are exempt from all General Education requirements that may be met with lower-division courses. (Am. 6/6/2008, 6/3/2011)
8. Students transferring to UC Davis who have not completed the IGETC curriculum shall satisfy all General Education requirements as specified by this Regulation, but may offer previously completed coursework toward their satisfaction. (Am. 6/6/2008, 6/3/2011)
9. The Committee on Courses of Instruction has authority to delegate and to rescind prior delegation to the Deans of the undergraduate colleges the authority to determine the suitability of non-UC Davis courses presented by new and continuing undergraduate students in satisfaction of General Education requirements. (En. 6/3/2011)

10. Subject to the limits otherwise applicable, candidates may elect Passed/Not Passed grading for courses fulfilling General Education requirements. (En. 6/6/2008)

UCLA

NO POLICY LOCATED

University of Florida

<https://catalog.ufl.edu/UGRD/academic-advising/combined-degrees/>

Combination Degrees

Available to students in any undergraduate degree program. Combination degree programs allow students to get a head start on their graduate education by taking graduate courses throughout the junior and senior undergraduate years. **In most programs, 12 credit hours of graduate work will also count toward an undergraduate degree**, thus reducing the time it takes to get both degrees. Students should consult their department advisors to determine whether the department offers combination degree programs and whether they qualify.

There are a number of financial considerations to keep in mind. Students are responsible for paying the difference between undergraduate and graduate tuitions. Florida Prepaid College Tuition Program participants will receive funding for the first 120 credit hours. The program will fund graduate courses taken toward the undergraduate degree at the undergraduate level. Financial aid may be available to assist with the graduate degree portion of the program.

University of Illinois – Urbana Champaign

NO POLICY LOCATED

University of Iowa

NO POLICY LOCATED

University of Maryland

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/degree-information/#text>

Minors

The structures of minors vary in detail, but, with rare exceptions, they all require no fewer than 15 and no more than 24 credits with at least 9 credits in upper division courses (300-level or above). **No more than six credits (or two courses) may be applied to satisfy both the requirements of a minor and a major program. No course may be used to satisfy the requirements of more than one minor.** All courses taken for a minor must be completed with a minimum grade of "C-". A minimum C (2.00) cumulative grade point average across all courses used to satisfy the minor is also required.

University of Maryland

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/degree-information/>

Second Majors and Second Degrees

POST-BACCALAUREATE SECOND DEGREE

Students who matriculate to the University with a bachelor's degree from any regionally accredited college or university will be considered to have satisfied the University's general education requirements, regardless of when the degree was received.

SECOND DEGREES TAKEN SEQUENTIALLY

A student who has completed the requirements for, and has received one baccalaureate and who wishes to earn a second degree from the university must satisfactorily complete all of the prescribed requirements for the second degree and enough additional credits so that the total, including all applicable credits earned at the university or elsewhere, is at least 150 credits. **At least 18 of the credits applied to one degree must be in course work not applied to the requirements of the other degree program.** In no case will a second baccalaureate be awarded to a student who has not completed a minimum of 30 credits in residence at the university.

SECOND DEGREES TAKEN SIMULTANEOUSLY

A student who wishes to receive two bachelor's degrees simultaneously must satisfactorily complete the regularly prescribed requirements of both degree programs and a minimum of 150 credits. **At least 18 of the credits applied to one degree must be in course work not applied to the requirements of the other degree program.** As early as possible, but in no case later than one full academic year before the expected date of graduation, the student must file with the department or programs involved, as well as with the appropriate deans, formal programs showing the courses to be offered to meet the major, supporting area, college, and general education programs. If two colleges are involved in the double degree program, the student must designate which college will be responsible for the maintenance of records and certification of general education requirements. Final approval of a double degree program must be obtained from each of the appropriate departments and college(s).

SECOND MAJORS

A student who wishes to complete a second major concurrently with his or her primary major of record must obtain written permission in advance from the appropriate departments or programs and colleges. As early as possible, but in no case later than one full academic year before the expected date of graduation, the student must file with the department or programs involved and with the appropriate deans, formal programs showing the courses to be offered to meet requirements in each of the majors and supporting areas as well as those of the college and general education programs. A student who wishes to add a Limited Enrollment Program as a second major must do so at the earliest possible opportunity to assure that specific credit and GPA requirements can be met. In order to obtain approval, students must complete all of the requirements specified for both the primary and secondary major. **Courses taken for one major may be counted as appropriate as part of the degree requirements for the general education programs.** If two colleges are involved in the double major program, the student must designate

which college will be responsible for the maintenance of records and certification of general education requirements. Final approval of a double major program must be obtained from each of the appropriate departments and college(s).

University of Maryland

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/degree-information/>

Combined Bachelor's/Master's Programs

In a combined bachelor's/master's program, some graduate level courses initially taken for undergraduate credit may also be applied towards the graduate credit requirements for a master's degree program at the University of Maryland. A bachelor's/master's program may be developed for an individual student, or it may be a structured program.

INDIVIDUAL STUDENT BACHELOR'S/MASTER'S PROGRAM

A program may be developed by an individual student in consultation with their academic advisor. Such a program is available only to students whose academic performance is exceptional. It is to be developed according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. The program requires the approval of the directors of both the undergraduate and the graduate programs involved and of the Dean for Office of Undergraduate Studies and the Dean of the Graduate School. **Normally, no more than nine credits of graduate courses applied to the bachelor's degree may be counted also for graduate credit in an individual student program. Courses to be double-counted must be at the 600-level or above and must be passed with at least a 'B' grade. Individual study courses, internships, or courses given credit by examination are not eligible. The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate School.** This designation will be canceled if the student withdraws from the graduate program before completing the master's degree.

STRUCTURED BACHELOR'S/MASTER'S PROGRAM

A structured bachelor's/ master's program is an articulated curriculum combining an existing undergraduate program and an existing master's program at the University of Maryland, offered by the same or by different departments. Such a program is to be designed for students whose academic performance is exceptional and should be an integrated learning experience rather than merely the completion of a certain number of graduate and undergraduate credits. A proposal for such a program should be submitted by the college(s) housing the academic programs concerned and requires the approval of the Graduate Council, the Graduate Dean, the Senate PCC Committee, and the Provost.

Necessary features of a structured bachelor's/master's program include the following:

1. There must be specific requirements for admission to the combined program that speak to the exceptional performance of the students to be admitted. At a minimum, students accepted for the program must be clearly admissible to the graduate program portion.
2. The program should be designed so as not to unduly delay the student's receipt of their bachelor's degrees. Taking graduate credits should not unduly limit the breadth of the student's experience through premature specialization.
3. All requirements of the bachelor's program and of the master's program must be completed to receive the two degrees. Where appropriate, graduate courses taken while an undergraduate may substitute for courses required in the undergraduate major program.
4. The student may be offered deferred admission to the graduate school at the end of the Junior year program, subject to completion of the senior year program in a timely fashion and with a specified level of achievement. Formal admission to the graduate school will require completion of all requirements for the bachelor's degree.
5. The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in the Graduate School. This designation will be canceled if the student withdraws from the graduate program before completing the master's degree.

A structured bachelor's/master's program may normally include up to nine credits of graduate level courses (600-level and above) that are counted both for the bachelor's program and the master's program. More than nine double-counted credits may be allowed if both of the following conditions are satisfied.

1. The additional graduate credits applied to the undergraduate program do not unduly limit the breadth of the student's experience through premature specialization. This condition may be satisfied, for example, if the graduate credits substitute for courses required in the undergraduate program that would have been taken in any case, but at a less advanced level.
2. The master's program requires substantially more than thirty credits. This condition will be deemed to be satisfied if the combined program, with double-counting, still requires 150 or more credit hours to complete.

Michigan State University

<https://reg.msu.edu/Read/UCC/dualdegrees.pdf>

Dual Degrees/Same Institution

- **College of Natural Science has dual degree programs where students receive both their undergraduate and graduate degrees at the same time. There is no double counting of credits between the two programs.**
- **“Second or Dual Master’s Degrees.” The application of up to nine (9) credits, appropriate to both programs, may be used from the first degree toward the second degree. Credits are all taken at the graduate level. ·**
- **“Dual Master’s Degree and Medical Degree” . Students enrolled in a graduate professional program in the colleges of Human Medicine, Osteopathic Medicine, or Veterinary Medicine who are also enrolled in a master’s degree program at MSU may**

request the duplicative application of up to 9 credits appropriate to both programs.
Credits are taken at both the graduate, professional (medical) and graduate level.

University of Minnesota
NO POLICY LOCATED

University of North Carolina
<https://catalog.unc.edu/undergraduate/degree-requirements/#requirementstext>
Requirements for Undergraduate Degree Programs

REQUIREMENTS FOR MAJORS

The following requirements and limitations apply to all undergraduate academic majors at the University:

- **Unless specifically prohibited by departments or curricula, major or minor courses may be used to satisfy General Education requirements.**
- Courses in a student's major academic unit, or specifically required by the major, including foreign language courses, electives, and any additional required courses (or any courses cross-listed with such required courses) may not be declared a Pass/Fail course.
- A minimum cumulative GPA of 2.000 in coursework taken at UNC-Chapel Hill in the major core is required. Some programs may require higher standards for admission to the program, for prerequisite courses in specific sequences, and/or for specific core courses, particularly for professional school programs with additional accreditation standards.
- All students, including students transferring from another institution, must take at least half of their major core requirements (courses and credit hours) at UNC-Chapel Hill.
- Some majors require a gateway course that must be taken first, before enrolling in any other courses that satisfy the core requirements in the major. Students must earn a grade of C or better (C- does not qualify) in the gateway course.
- No more than two courses (six to eight credit hours) of BE credit may be used as part of the major core.

REQUIREMENTS FOR MINORS

Students enrolled in the College of Arts and Sciences who wish to complete a minor in a professional school must receive permission from the professional school.

The following requirements and limitations apply to all undergraduate academic minors:

- A student may have no more than two minors, regardless of the student's major degree program. Academic units may exclude certain minors from being elected and completed by students majoring in these units.
- **More than half (not merely half) of the credit hours and courses (including cross-listed courses) taken to satisfy the minor requirements must be counted exclusively in the minor and not double-counted in other majors or minors.**

- At least nine hours of core requirements in the minor must be completed at UNC–Chapel Hill and not at other academic institutions. Certain academic units may require that more than nine hours must be completed at the University.
- Some academic units may disallow the double-counting of courses in the minor and as General Education courses.
- A minimum cumulative GPA of 2.000 in coursework taken at UNC-Chapel Hill in the minor core is required. Some programs may require higher standards for minor or specific courses.
- No more than one BE credit course (three to four credit hours) may be used as part of a minor.
- All courses in the minor unit must be taken for a regular letter grade. Courses in a student’s minor unit, or specifically required by the minor, including foreign language courses, electives, and any additional required courses (or any courses cross-listed with such required courses) may not be declared a Pass/Fail course.
- If students plan to pursue the completion of a minor, they are encouraged to declare their minor by early in the junior year.

Combining Majors and Minors

Students in the College of Arts and Sciences are permitted to study up to three subjects in depth. They may do this in one of the following ways:

- one major
- two majors
- one major and one minor
- two majors and one minor
- one major and two minors

Students enrolled in professional schools who wish to have a second major or minor in the College of Arts and Sciences must receive permission from their professional school and the College of Arts and Sciences; students who receive permission to have a second major in the College of Arts and Sciences are required to complete all General Education requirements. Students enrolled in professional schools who wish to have a second major or minor in a different professional school must receive permission from both professional schools.

A student may pursue in-depth study in multiple areas by fulfilling all major/minor requirements in each of the selected disciplines, in addition to General Education requirements. Students may not pursue two concentrations (emphases, options, or tracks) within the same major. In general, students may pursue a minor in the same department or curriculum as the major, provided they follow the double-counting rules described below and do not exceed 45 credit hours of coursework in any one subject. For example, a major in Asian studies with a concentration in Japanese and a minor in Korean, both housed in the Department of Asian Studies, are permitted. Some departments may restrict majors and minors within the same academic unit, so please consult an academic advisor, the department, or the curriculum.

Courses that fulfill core requirements for a major or minor may be double-counted (applied to a second major or minor) with the following general limitation: more than half (not merely half) of the courses and course credit hours taken in each major/minor must be exclusive to that

major/minor. In a 10-course major, for example, at least six courses, and at least 51 percent of the credit hours, should be counted exclusively in that major and should not double-count even if cross-listed with courses in a student's second major or a minor. Some majors may further restrict double-counting courses. Students who are pursuing two majors and a minor (or two minors and a major) may, in principle, use a single course to satisfy requirements in all three areas of study, provided that more than half (not merely half) of the courses and course credit hours taken in each major/minor are exclusive to that major/minor.

Ohio State University
NO POLICY LOCATED

Pennsylvania State University
<https://undergrad.psu.edu/aappm/M-12-guidelines-undergraduate-credit-certificates.html>
Guidelines for Undergraduate Credit Certificates

DEFINITION:

Undergraduate certificates can reflect emerging academic areas, necessary professional development requirements, or groups of courses that do not constitute a degree program. A certificate is intended to foster incremental or targeted development in an area of specialty or competency within a discipline or field of study. Certificates are earned either in conjunction with a major or independent of associate or baccalaureate degrees, so they may be suitable for both degree candidates and non-degree candidates (Senate Policy 59-20).

Certificates are designed by academic units to accommodate the parameters of the discipline or field of study as well as the specific educational needs of the intended students. A certificate consists of a group of courses, typically 9-15 credits, developed, supervised, and evaluated by the offering academic unit(s). At least two-thirds (2/3) of the credits used to complete a certificate must be earned at Penn State. In exceptional circumstances, a certificate may have fewer than 9 credits or more than 15 credits, provided adequate justification is given to explain why. Certificates should be reviewed by the Senate Committee on Curricular Affairs, Certificate Subcommittee (or delegate(s) of the chair) every 5 years for enrollment and currency.

Requirements for a certificate may be completed at any campus location offering the specified courses for the certificate.

All credit courses for a certificate require a grade of 'C' or higher. **If enrolled in a degree program, at least six (6) credits of the certificate must be unique from the Prescribed Courses required by the student's major program(s).** All noncredit courses for a certificate require satisfactory completion, as defined by the unit offering the certificate.

Texas A&M University
NO POLICY LOCATED

University of Texas Austin
NO POLICY LOCATED

University of Washington Seattle
<https://www.washington.edu/uaa/advising/degree-overview/majors/double-degree-and-double-major/>
Double degree and double major

OVERLAP BETWEEN MAJORS

Overlap between the core requirements of two majors is allowed to the extent that the major departments involved allow it. Consult departmental advisers.

Overlap with General Education/Areas of Knowledge requirements

When both of your majors or degrees are in the same college, you must complete the General Education requirements for that college.

When the majors/degrees are in different colleges, you have to complete both sets of requirements. However, in most pairs of general education requirements, one set is a subset of the other. To the extent that the requirements do not overlap, you must complete the requirements for both colleges. In many cases, the only difference will be the foreign language requirement in the College of Arts and Sciences, the College of Education, and the School of Social Work.

As usual, if at least one of your majors/degrees is in the College of Arts and Sciences, you may count no more than 15 credits from one major department toward the Areas of Knowledge requirement. However, when you double major/degree, courses from the second major may count toward the Areas of Knowledge requirement without restriction. You choose which major is the one with only 15 credits of overlap allowed.

University of Wisconsin - Madison
<https://policy.wisc.edu/library/UW-1205>
Double Degrees

In all scenarios, regardless of whether double degree programs are completed consecutively or concurrently, students must:

- a. Be admitted to both programs.
- b. Fulfill the Graduate School's minimum graduate residence, degree, and coursework credit requirements for each degree.
- c. Complete the specific degree requirements for each program, including minimum graduate degree, residence, and coursework (50%) credit requirements for each.
- d. **Have no more than a 25% credit overlap between degrees, based on the lower credit requirements of the two programs.**
- e. Have an advisor from each program and both advisors must be informed of each other.

