

# **Policy Justification for Faculty Senate**

## **Purpose of the Revision:**

The purpose of this revision is to provide students seeking a second degree or major, and faculty advising these students, clear requirements.

## **Timeline (Please identify if you are attempting to make a Board meeting agenda or if the item needs to be placed in the academic bulletin):**

This needs to be placed in the academic bulletin by April 1, 2021.

## **Brief Explanation of how the revisions were prepared/determined (include all involved parties):**

The original rough draft was prepared by the Office of the Registrar and then reviewed and revised in conjunction with the Jasmine O'Brien and Dr. Crosby. Prior to COVID, it was also reviewed by the Faculty Senate.

# Academic Regulations for Degree Completion

## I. Application for Degree and Commencement: Participation

A. Application for degree must be filed with the Office of the Registrar no later than the date published in the Academic Calendar.

~~B. Application must be submitted online for the baccalaureate degree through AP OneStop at onestop.apsu.edu. The link to apply for graduation may also be found on your degree evaluation in Degree works.~~

~~B.C.~~ Candidates may only participate in the commencement held at the end of the semester in which the requirements for the degree are completed.

## II. Degree Evaluation

A. In preparation for graduation, students may [conduct a](#) preliminary review [of](#) coursework taken at APSU and any evaluated transfer work which is available in AP OneStop at onestop.apsu.edu.

B. To view, click on the Degree Works tile once logged in to AP OneStop.

## III. Records Complete

A. All grades, undergraduate and graduate level, of "Incomplete (I), ~~"In-progress"~~ "In-progress (IP)" and "Not Recorded (NR)" must be removed for any degree to be conferred.

B. All evaluation of transfer credits must be completed

## IV. Double Major: Concurrently Earning Two Majors Under the Same Degree

A. A student may concurrently earn two majors under the same degree by meeting all requirements for both majors as shown in the current edition of the University Bulletin at the time of admission to the majors and degree.

B. The awarded degree with the two majors completed will appear on the academic transcript.

C. Definition: The "degree" is the degree designation (such as Bachelor of Science) and the "major" is the declared major (such as Computer Science, General Agriculture, etc.).

D. As an illustration of a double major under the same degree, a student could earn a Bachelor of Science degree with a major in Computer Science and a major in General Agriculture. One degree will be awarded.

a. In this illustration the Bachelor of Science degree with the majors of Computer Science and General Agriculture will appear on the academic transcript as awarded.

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~~A. A second degree will not be awarded and a second diploma will not be issued.~~

~~b. A second degree will not be awarded and a second diploma will not be issued.~~

V. Earning Two Majors Under Different Degrees Simultaneously: Students who pursue double majors under different degree programs must comply with one of the following:

A. Before graduation, the student must complete a minimum of 150 hours of which 60 must be earned in courses numbered 3000-4999. Two degrees will be awarded.

B. -As an illustration, of this is a student can earn a Bachelor of Science in Biology and a Bachelor of Arts in English simultaneously. The Bachelor of Science and the Bachelor of Arts are considered two different degrees. Biology and English are two different majors.

~~C. In this illustration, two different degrees would be awarded and two different diplomas would be issued.~~

~~D.C. The student may elect to change one major to a minor. One degree will be awarded.~~

VI. Earning a Second Major or Concentration Under Same Bachelor Degree Earned at APSU

A. A student who has already been awarded an undergraduate degree at APSU may also earn a second major or concentration under the same degree and major already awarded by meeting all of the requirements for that second major or concentration as shown in the current edition of the University Bulletin at the time of admission to the second major or concentration.

B. The completed second major or concentration will be added to the academic transcript as a notation.

C. A second degree and major will not be awarded and a second diploma will not be issued.

D. Definition: The "degree" is the degree designation (such as a Bachelor of Science, Bachelor of Fine Arts, etc.).

E. As an illustration of a second undergraduate major under the same degree, a student who earned a Bachelor of Science in Biology can also complete the requirements for a Bachelor of Science in Chemistry; however only one Bachelor of Science degree will be awarded with majors in Biology and Chemistry.

~~1. In this illustration, the Bachelor of Science with a major in Biology will appear on the transcript as awarded and the additional major in Chemistry will be added as a transcript notation.~~

~~2. In this illustration, a second Bachelor of Science degree will not be awarded and a second diploma will not be issued.~~

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E. As an illustration of a second concentration under the same undergraduate degree and major, a student who earned a Bachelor of Science in General Agriculture with a concentration in Agri-Business can also complete the requirements for a second concentration in Agri-Science; however, only one Bachelor of Science degree will be awarded with a major in General Agriculture with a concentration in Agri-Business.

1. In this illustration, the Bachelor of Science with a major in General Agriculture with a concentration in Agri-Business will appear on the academic transcript as awarded and the additional concentration of Agri- Science will be added as a transcript notation.

2. In this illustration, a second Bachelor of Science degree and a second major of General Agriculture will not be awarded and a second diploma will not be issued.

~~V. Earning Two Majors Under Different Degrees Simultaneously: Students who pursue double majors under different degree programs must comply with one of the following:~~

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~~A. Before graduation, the student must complete a minimum of 150 hours of which 60 must be earned in courses numbered 3000-4999. Two degrees will be awarded.~~

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~~1. An illustration of this is a student can earn a Bachelor of Science in Biology and a Bachelor of Arts in English simultaneously. The Bachelor of Science and the Bachelor of Arts are considered two different degrees. Biology and English are two different majors.~~

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~~2. In this illustration, two different degrees would be award and two different diplomas would be issued.~~

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~~B. The student may elect to change one major to a minor. One degree will be awarded.~~

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VII. Earning a Second Baccalaureate Degree ~~f~~From APSU when first baccalaureate degree was earned from another institution

#### Different Baccalaureate Degrees

##### 1. Definitions:

The "degree" is the degree designation (such as a Bachelor of Science, Bachelor of Arts, etc.)

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Students who hold a baccalaureate degree from APSU or any other regionally accredited college or university may subsequently earn a second (different) baccalaureate degree from APSU if the following requirements are met:

A. Hold an earned baccalaureate degree from a regionally accredited institution or the equivalent of a baccalaureate degree from a foreign university as certified by an educational credential agency, including the history requirement as specified in the APSU General Education core;

B. Indicate second degree on the APSU Application for Admission submitted online to the Office of Admission or submitted online through AP OneStop. When applying as a second degree seeking student, the student must have previously earned a baccalaureate degree to pursue a second degree. (Please see the Academic Regulations for earning a second major or concentration under the same degree at APSU). Students who previously earned an Associate Degree are not considered second degree seeking.:-

C. Submit all transcripts from previously attended regionally accredited institutions [or the transcripts and certification by an educational credential agency](#). Coursework that applies to the second degree must be reviewed. [APSU m](#)Majors with additional admission requirements may require a review of the entire transcript;

D. Seek Academic Advising. After reviewing the Degree [Works e](#)Evaluation online in AP OneStop at [onestop.apsu.edu](http://onestop.apsu.edu), the student must arrange an appointment with the academic advisor in the department of the second major;

E. Complete an additional 30 hours of APSU credit of which 24 of these hours must be earned in courses numbered 3000-4999, and meet the residency requirement of 25 percent of the overall degree requirements earned at APSU;

F. Complete, without exception, the requirements for the major and minor appropriate to the new degree (this requirement may be met by the major and minor of the curriculum for the first degree if appropriate for the second degree);

G. Transfer no more than 24 semester hours credit earned at other institutions after the last term in residence. Exceptions: Pre-professional programs.:-

H. Earn an overall GPA of 2.00. This GPA is calculated by using all course work transferred in from a regionally accredited college or university prior to Summer 2015, transferred in from non-regionally accredited institutions prior to Summer 2015, and all course work completed at APSU. Transfer work accepted Summer 2015 and after will not be included in this GPA calculation.

I. Earn an overall GPA of 2.00 in all courses used to satisfy the requirements for major, concentration and minor. The GPA is calculated by using all course work transferred in from a regionally accredited college or university prior to Summer 2015, transfer work accepted from non-regionally accredited institutions prior to Summer 2015, and all course work completed at APSU. Transfer work accepted Summer 2015 and after will not be included in this GPA calculation.

J. Complete the requirements of the major ~~or concentration~~ required by the school or department in which the major ~~or concentration~~ resides. Any substitutions for a required course must be approved by the department chair or director of the school requiring the course in the major or minor.

K. As an illustration, a student who has earned a Bachelor of Science degree with a major in Physics at the University of Texas can attend APSU, as a second degree seeking student, to earn a Bachelor in Arts with a major in Foreign Languages.

#### Same Baccalaureate Degree, Different Major

~~4.A.~~ Students may earn a second **Major** under the same degree, as long as the major is different from the one previously earned at APSU.

1. Definitions:

The “degree” is the degree designation (such as a Bachelor of Science, Bachelor of Arts, etc.)

The “major” is the major designation (such as Criminal Justice, Psychological Science, Agriculture, etc.). The major must have a different Classification of Instructional Programs (CIP) code from the major previously earned at APSU.

2. ~~As an illustration, of this is~~ a student who previously earned a Bachelor of Science degree with the major of Criminal Justice can return to APSU and earn an additional Bachelor of Science degree with the major of Computer Science.

3. In this illustration, an additional degree would be awarded and an additional diploma would be awarded.

#### 4.VIII. Earning a Second Baccalaureate Degree from APSU when first baccalaureate degree was also earned at APSU

Students may not earn a second degree in a major previously earned at APSU.

1. Definition: The “degree” is the degree designation (such as a Bachelor of Science, Bachelor of Fine Arts, etc.).

2. ~~An illustration~~The following is an illustration of ~~of this is~~ a student who previously earned a Bachelor of Arts degree with the major of Communication with a concentration in ~~Broadcast Media~~Journalism

i. the student could return to APSU and complete the requirements for an additional concentration in Sports Communication and a notation would be placed on the academic transcript for the additional concentration. In this illustration, no additional degree would be awarded and no additional diploma would be awarded.

ii. the student cannot return to APSU and earn an additional Bachelor of Arts degree with the major of Communication; however, the student could complete the requirements for a second concentration and have it annotated on the academic transcript as indicated above in VI.E.IV.F.

~~3. In this illustration, the student could return and complete the requirements for an additional concentration in Sport Communication and a notation would be placed on the academic transcript for the additional concentration.~~

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~~4. In this illustration, no additional degree would be awarded and no additional diploma would be awarded.~~

N. Students may not earn a second bachelor's degree in APSU's General Studies major either after previously earning a bachelor's degree, regardless of where the degree was earned, or simultaneously with another bachelor's degree.

1. Previously Earned Degree: As an illustration, a student who has previously earned a Bachelor of Science degree with a major in Physics at the University of Texas cannot earn a Bachelor of Science degree in General Studies at APSU. ~~or~~

2. Simultaneously Earning a Degree: As an illustration, a student who is currently earning a Bachelor of Science in Nursing degree at APSU cannot simultaneously earn an APSU Bachelor of Science Degree in General Studies.