



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Undergraduate Dual Degree and Double Major Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

Commented [KJ1]: My bad for several typos. I've corrected for them.

1. Purpose

The purpose of this policy is to clarify how Commonwealth University undergraduate students may earn simultaneously more than one baccalaureate degree (Dual Degree) or more than one major and earn a single baccalaureate degree (Double Major) from Commonwealth University. According to PASSHE Procedure/Standard Number 2018-34, "[d]etermination of requirements for simultaneous completion of more than one degree or more than one major is a local university policy decision."

2. Scope

All Commonwealth University of Pennsylvania undergraduate students.

3. Definitions, Roles and Responsibilities

3.1. Definitions

- 3.1.1. **Dual Degree:** More than one degree is earned to include the associated number of diplomas.
- 3.1.2. **Double Major:** More than one major is earned to include the associated number of degrees, but one diploma is awarded.
- 3.1.3. **Simultaneous or Concurrent:** Completion of requirements during continuous enrollment, as opposed to successive or sequential.
- 3.1.4. **Successive or Sequential:** Completion of requirements for a subsequent degree after a prior degree has been awarded/granted from a regionally-accredited institution.



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

3.2. **Roles and Responsibilities**

- 3.2.1. Students should declare both degrees/majors as their program of study through the Registrar's Office.
- 3.2.2. Students should choose to declare their second degree/major as early as they are comfortable making the choice.
- 3.2.3. Programs with limited capacity may be restricted or closed.
- 3.2.4. Department chairs must approve or deny requests by a student to declare a second degree/major.
- 3.2.5. The Registrar's Office will document dual degree or double major for record and track the fulfillment of each degree/major requirement for the student.

4. **Policy**

- 4.1. Students can pursue two distinctive majors/degrees simultaneously, provided that they are sufficiently differentiated in terms of discipline content and subject matters.
- 4.2. Current baccalaureate degree seeking students may complete a second baccalaureate degree simultaneously without necessarily having to complete more than 120 credits as long as they fulfill the following policy requirements as well as each degree/major requirement is fulfilled:
 - 4.2.1. As early as possible, the student should meet with their assigned advisors and chairpersons in both majors to determine the programs of study and pathway to pursue completion of both degrees.
 - 4.2.2. All requirements for the curriculum of each degree/major should be satisfied to receive both degrees, including all prerequisites, corequisites, specified general education requirements that include directed courses, and major requirements.
 - 4.2.3. A course required in both degree programs does not have to be repeated.
 - 4.2.4. Upon successful completion, the student will receive two diplomas and the transcript will note the completion of both degrees.
 - 4.2.5. Students should understand that the total requirements for completing two degrees may exceed 120 credit hours.
- 4.3. **Other Restrictions.**
 - 4.3.1. Students may be granted two distinct degrees/majors in the same discipline area as far as they have distinct disciplinary contents (for instance, a BA in Languages and Cultures and a BA in English can be sought).



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

- 4.3.2. The curriculum in the second degree should not be identical or similar enough to that in the first degree: the former should have distinct disciplinary content compared to the latter. In addition, students cannot be granted two degrees in academic programs with the same or closely related discipline content: for instance, a BSBA with Concentration in Marketing and a BSBA Professional Sales and Marketing cannot be pursued.
- 4.3.3. Completing multiple tracks or concentrations of study within a single degree/major does not count as completing a dual degree or dual major. For instance, completing both the Interpersonal Communication and the Organizational Communication tracks will result in the granting of a single BA in Communication Studies; completing both Management and Finance Concentrations will result in the granting of a single BSBA with Concentrations in Management and Finance.

5. Procedures, Standards, and Guidelines

- 5.1 To declare their degrees/majors, students should submit an Automated Form to the Registrar's Office. The Registrar's Office confirms with students whether their request qualifies as dual degree or double major in writing.
- 5.2 Once a student request is approved by the relevant chairpersons, an academic advisor is assigned for each select degree/major.
- 5.3 Students are allowed to drop any degree/major at their will, though they should remain responsible for the consequences of their actions, such as a delay in graduation or a large number of credits that would not fulfill the specific requirements in any degree/major.
- 5.4 Students pursuing a dual degree or double major are highly recommended to meet their advisors regularly and frequently to monitor the progress toward both degrees/majors and optimize their schedules.
- 5.5 Once dual degree or double major students apply for graduation, the Registrar's degree audit should inform, in writing, the students of whether the requirements are satisfied for both degrees/majors and, if not, clarify deficiencies in each degree/major.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies of inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

7 Compliance and Enforcement

7.1 Supporting Documents

7.2 History

- 7.2.1 Replaces Interim Academic Policy (IAP) 23 and 24
- 7.2.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 7.2.3 Revised - [Date of Revision]
- 7.2.4 Next Review Date - [Date of Revision]

7.3 Related Policies

- 7.3.1 Bloomsburg University PRP 3627 Second Baccalaureate Degree
- 7.3.2 Bloomsburg University PRP 3422 Double Major.
- 7.3.3 PASSHE Procedure/Standard Number 2018-34.

7.4 Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]