

Pennsylvania College of Technology

Procedure Statement

Title: Dual Degree (formerly Dual Degree/Dual Major)

Number: PR 4.20

Approved by:
Presidential Action

Approved Date: 07/2011
Implementation Date: 08/2011
Last Review Date: 10/2021
Last Revision Date: 10/2021

Persons/Departments Affected:

Faculty, Admissions Office, Registrar's Office, School Administrators, Financial Aid Office, Undergraduate Students

Responsible Department:

Academic Affairs

Definitions:

Dual Degree: two majors with significant, non-duplicated coursework (15 or more credits for an associate's degree or certificate; 30 or more for a bachelor's degree). Two degrees are awarded. See associated [Policy P 4.20](#) for specific requirements and restrictions.

Primary/Secondary major: the major selected on the admissions application or the enrolled major at the time an additional major is declared is the primary major. The primary major is the reference for enrollment and retention data. When different degree or certificate types are paired, the primary degree is the higher degree regardless of when each major was declared. The additional major is then referred to as the secondary major.

Declare a major: to indicate a desired major through the application process or to have contacted the Registrar's Office to officially indicate the intent to pursue a major; the major (and the associated course requirements) are reflected on the student's profile.

Petition to Graduate: the formal process by which a student announces to the Registrar (either in person or by phone) that they will have met all graduation requirements at the end of the then current semester; this prompts an official audit of the student's profile to verify graduation eligibility.

Procedure:

- I. Declaring Dual Degrees
 - A. Incoming Students

- i. Applicants interested in pursuing an eligible dual degree can indicate so on the application for admission. Applicants will complete a Dual Degree Enrollment Acknowledgement Form on the application.
- ii. Accepted students may also request to declare an eligible dual degree by completing a Change of Major & Dual Degree Form on their applicant dashboard. They will also be required to complete the Dual Degree Enrollment Acknowledgement Form at that time.
- iii. If the admission requirements for both majors are met, the declared majors will be updated in the student's record and two scheduling profiles will be created.

B. Current Students

- i. Eligible students, as defined in [Policy 4.20](#), should declare dual degrees as soon as possible, but no later than before the beginning of the last semester prior to graduation.
- ii. Students must verify academic eligibility through the Registrar.
- iii. If entrance requirements for each major are met (as verified by Admissions), the Registrar issues a secondary profile with signature spaces for the current academic advisor and school deans.
- iv. The Registrar notifies the Financial Aid office of all students approved for dual degree enrollment.

II. Scheduling/Advising

- A. The academic school may assign a different academic advisor for each declared major. Alternatively, if the declared majors are within the same department or school, the school office may assign the same academic advisor for both majors.
- B. Students with dual degrees are issued scheduling profiles for both majors.
- C. Students with a different academic advisor for each major must meet with both. The student will be assigned one Scheduling Access Number (SAN) for scheduling.
- D. Scheduling times for courses in each major will be determined by the total number of credits completed, in accordance with existing protocol (see the Registrar's portal site for details).

III. Graduation

- A. Per the Graduation Requirements Policy, [P4.11](#), students must petition to graduate in each major.
- B. If requirements for dual degree are completed after graduation in a first major, a second diploma is issued for each subsequent completed degree.

IV. Undeclaring Dual Degree

A. Incoming Students

- i. Accepted students may request to undeclare a dual degree by completing a Change of Major & Dual Degree Form on their applicant dashboard.

B. Current Students

- i. Current students initiate undeclaring a dual degree by signing a secondary profile in the Registrar's Office. Only a student signature is required to undeclare.

Revision History:

- Date: 10/2021 Revised definitions and procedure to update process by which students can declare a dual degree and eliminate language regarding dual majors.
- Date: 10/2017 Update definitions and procedure language to reflect eligibility for new as well as current undergraduate students; removed references to associated fees; and clarified language relating to assignment of academic advisors.
- Date: 04/2015 Updated language related to the required fee to indicate that the fee is "nonrefundable."
- Date: 08/2011 Implement new policy and procedure

Cross References:

- Dual Degree Policy, [P 4.20](#)