

Degree Planning (Majors, Minors, Certificates):

Catalog: <https://catalog.iastate.edu/academics/#degreeplanningtext>

Summary of changes from current catalog policy (major policy :changes are highlighted)**Multiple Degrees:**

- Change in wording from 'double' to 'multiple'
- Removed requirement of 30 additional semester credits
- Clarification – that multiple degrees may be of the same or different degree type
- Included guidelines for advising (currently in place, but not in catalog)
- Included exceptions from College of Engineering and Ivy College of Business
- Included details on qualification for financial aid for students pursuing multiple degrees

Multiple Majors:

- Change in wording from 'double' to 'multiple'
- Clarification – that multiple majors may be of the same or different degree type
- Moved exceptions for multiple majors/degrees within the College of Engineering to section on Multiple degrees
- Included exceptions from Ivy College of Business
- Included details on qualification for financial aid for students pursuing multiple degrees

Secondary Majors:

- Added criteria for secondary majors (previously there were no university-wide requirements, but rather were determined by the department offering the secondary major)
- All secondary majors require at least 24 credits, including
 - at least 12 credits in courses numbered 300 or above.
 - at least 6 credits taken at Iowa State University.
- Credits used to meet the secondary major requirements may also be used to satisfy the credit requirement of graduation and to meet credit requirements in courses numbered 300 or above
- Included details on qualification for financial aid for students pursuing multiple degrees

Multiple Majors Completed after the Bachelor's Degree

- Change in wording from 'second' to 'multiple'

Certificates

- Removed restriction that the 9 credits in courses numbered 300 or above be taken at Iowa State University
- Reduced number of credits required to be taken at Iowa State University from 12 credits to 6 credits
- Removed the restriction that 9 credits for the certificate are not used for any other department, college or university requirement

Minors

- Changed requirement of '6 credits in courses numbered 300 or above' to 9 credits in courses numbered 200 or above, of which at least 6 credits are in courses numbered 300 or above' (added the requirement of an additional 3 credits in courses numbered 200 or above)
- Reduced number of credits required to be taken at Iowa State University from 6 to 3

- Reduced the number of credits that are not used to meet any other department, college or university requirements from 9 to 3.
- Added the restriction that a student may not receive both a major and a minor of the same name

Financial Aid Considerations

- Added section

Comparison of Multiple Degrees and Multiple Majors

	Multiple Degree	Multiple Majors
Requirements	Meet all requirements of each major, including the general education requirements Must be of different degree types or from different colleges	Meet all requirements of each major. Students with a primary major in another college and an additional major in LAS are not required to meet the LAS general education requirements
Degree Types	Same or different	Same or different
Degree Indicated on Diploma and Academic Transcript	Each degree and major	Degree of primary major and each major
Examples - Diploma	Separate diplomas for each degree	Bachelor of Science Industrial Engineering and Liberal Arts and Sciences Major in World Languages and Cultures (Spanish)
Examples - Transcripts	B.S. Business, Major: Finance B.S. Business, Major: Supply Chain Management	B.S. Business, Majors: Entrepreneurship and Marketing

Summary of Requirements for Secondary Majors, Certificates and Minors

	Min. Credits	Credits >300	ISU Credits	Stand-Alone Credits
Secondary Major	24	12	6	0
Certificate	20	9	6	0
Minor	15	6*	3	3

* 9 credits at >200-level for minors

Proposed ISU Catalog edits

Approved ASAC 7-0-0, 11/4/2022,
Approved FSCC 6-0-0, 11/7/2022

Approved AAC, 9-0-0, 11/16/2022

Degree Planning (Majors, Minors, Certificates)

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Current Policy

Two Bachelor's Degrees

Students may receive two bachelor's degrees if the requirements for each major are met, including those for general education requirements, and the total number of semester credits earned is at least 30 more than the requirements of the curriculum requiring the greater number of credits. This rule applies whether or not the degrees are awarded at the same time. Students should have an academic advisor in each major, with one advisor being designated as the registration advisor. Students should request approval to pursue two degrees by completing the "Curriculum Change Form". Each advisor will have access to the student's information after this form has been processed. The appropriate department and college must approve each degree program.

Students who have earned advanced degrees and wish to earn a second Bachelor's Degree may be eligible for a college waiver of certain basic and general education requirements. Students should contact the department offering the major for advice and appropriate planning.

Proposed Policy and Procedures

Multiple Bachelor's Degrees

Students may receive **multiple** bachelor's degrees if the requirements for each major are met, including the general education requirements. ~~and the total number of semester credits earned is at least 30 more than the requirements of the curriculum major requiring the greater number of credits for each additional degree. This rule applies whether or not the degrees are awarded at the same time.~~ To receive multiple degrees, the majors must be of different degree types or from different colleges. A student may only pursue multiple degrees from the same college if the degree types are different (e.g. B.A., B.S.) and the degrees are different majors. Colleges and departments may be more restrictive in their requirements for multiple degrees. The diploma and academic transcript will designate each degree and major that are completed at the same time.

Students should request approval to pursue **multiple** degrees by completing the "Curriculum Change Form", ~~This form is~~ available from advisors and classification offices. The appropriate department and college must approve each degree program.

One degree should be designated as primary for purposes of record keeping, but the student's rights and responsibilities are the same in both degrees. Students should have an academic advisor in each degree. The advisor of the primary degree will serve as the student's registration advisor, but each advisor will have access to the student's information ~~after the request for multiple majors has been approved.~~

Students who have earned ~~advanced~~ **Bachelor's degree or higher** and wish to earn an **additional** Bachelor's Degree may be eligible for a college waiver of certain basic and general education requirements. Students should contact the department offering the major for advice and appropriate planning.

	<p>Specific requirements and/or restrictions are available from the colleges, departments or programs offering the degrees. Some students may have to exceed the graduation credit requirement set by their college in order to meet the requirements of the multiple degrees.</p> <p>A student with multiple majors within the College of Engineering is permitted to earn only multiple degrees. All requirements for each major/degree curricula must be met plus an additional 30 credits for each major/degree curricula being pursued beyond the major/degree curriculum which requires the most credits.</p> <p>All students pursuing multiple degrees within the Ivy College of Business are required to have a minimum of 15 credits of coursework in each major that is not used in other majors. Students are limited to three business majors/degrees /minors within the Ivy College of Business. This limit is on business majors/degrees/minors only and does not apply to multiple majors/degrees/minors taken outside the Ivy College of Business.</p> <p>If students pursue multiple degrees, they may no longer qualify for federal financial aid once they have completed all of the requirements for one degree. This means students should arrange their course schedule in such a way that they complete the requirements for all of the degrees at the same time.</p>
<p>Double Major A double major is a program for a single degree in which all requirements for two or more majors have been met. The majors may be in different colleges or within the same college or department. The diploma and permanent record will designate all majors that are completed at the same time.</p> <p>To declare a double major, students should complete the "Curriculum Change Form". This form, available from advisors and classification offices, should be completed at least one term prior to graduation. One major should be designated as primary and the other secondary for purposes of record keeping, but the student's rights and responsibilities are the same in</p>	<p>Multiple Major A multiple major is a program for a single Bachelor's degree in which all requirements for two or more majors have been met. The majors may be in different colleges or within the same college or department and may be the same or different degree type. The diploma and academic transcript permanent record will designate the degree of the primary major and all majors that are completed at the same time.</p> <p>To declare a multiple major (curriculum), Students should request approval to pursue multiple majors by completing should complete the form, "Curriculum Change Form". This form, available from advisors and classification offices, should be completed at least one term prior to graduation.</p>

both majors. The advisor of the primary major will serve as the student's registration advisor, but both advisors will have access to the student's information. Degree programs must be approved for each major by the appropriate department and college. One of the majors may subsequently be canceled using the same form.

Students in the College of Engineering are able to earn a degree with a second major as long as the second major/curriculum is within another college, meets all requirements of the additional programs and contains a minimum of 15 additional credits beyond the requirements for a B.S. degree in engineering for each additional area of study. A student with multiple curricula within the College of Engineering is permitted to earn only multiple degrees. All requirements for each curricula must be met plus an additional 30 credits for each curricula being pursued beyond the curriculum which requires the most credits.

Students with a primary major in another college who wish to take a second major in the College of Liberal Arts and Sciences are not required to meet the Liberal Arts and Sciences General Education requirements. They must, however, meet all requirements for the major, including complementary courses. Students in the B.L.S. curriculum in the College of Liberal Arts and Sciences do not have majors.

Degree programs must be approved for each major by the appropriate department and college. One of the majors may subsequently be canceled using the same form.

One major should be designated as primary ~~and the other secondary~~ for purposes of record keeping, but the student's rights and responsibilities are the same in each ~~both~~ majors. Students should have an academic advisor in each major. The advisor of the primary major will serve as the student's registration advisor, but ~~both~~ each advisor will have access to the student's information.

Specific requirements and/or restrictions are available from the departments or programs offering the majors. Some students may have to exceed the graduation credit requirement set by their college in order to meet the requirements of the multiple majors.

Students in the College of Engineering are able to earn a degree with a ~~second~~ multiple major as long as the ~~additional second major/curriculum~~ is within another college, meets all requirements of the additional programs and contains a minimum of 15 additional credits beyond the requirements for a B.S. degree in engineering for each additional ~~area of study~~ major. ~~A student with multiple majors within the College of Engineering is permitted to earn only multiple degrees. All requirements for each curricula must be met plus an additional 30 credits for each curricula being pursued beyond the curriculum which requires the most credits.~~

Students with a primary major in another college who wish to take ~~a second~~ an additional major in the College of Liberal Arts and Sciences are not required to meet the Liberal Arts and Sciences General Education requirements. They must, however, meet all requirements for the major, including complementary courses. Students in the Bachelor of Liberal Studies curriculum in the College of Liberal Arts and Sciences do not have majors.

All students pursuing multiple majors within the Ivy College of Business are required to have a minimum of 15 credits of coursework in each major that is not used in other majors. Students are limited to three

	<p>business majors/degrees /minors within the Ivy College of Business. This limit is on business majors/degrees/minors only and does not apply to multiple majors/degrees/minors taken outside the Ivy College of Business.</p> <p>If students pursue multiple majors or multiple degrees, they may no longer qualify for federal financial aid once they have completed all of the requirements for one degree. This means students should arrange their course schedule in such a way that they complete the requirements for all of the majors or degrees at the same time.</p>
	<p>Secondary Major</p> <p>A secondary major is a major that can only be earned in conjunction with a primary major. Requirements for a secondary major are specified by many departments and programs in the university. Students should check with the offering department for the requirements for the secondary major.</p> <p>The diploma and academic transcript will designate all majors that are completed at the same time.</p> <p>A secondary major has the following requirements and understandings:</p> <ol style="list-style-type: none">1. All secondary majors require at least 24 credits, including<ol style="list-style-type: none">a. at least 12 credits in courses numbered 300 or above.b. at least 6 credits taken at Iowa State University.2. Credits used to meet the secondary major requirements may also be used to satisfy the credit requirement of graduation and to meet credit requirements in courses numbered 300 or above3. Some students may have to exceed the graduation credit requirement set by their college in order to meet the requirements of both the primary major and secondary major.4. Courses taken for a secondary major may not be taken on a pass-not pass basis. <p>If students pursue multiple majors, they may no longer qualify for federal financial aid once they have</p>

	<p>completed all of the requirements for one degree. This means students should arrange their course schedule in such a way that they complete the requirements for all of the majors or degrees at the same time.</p>
<p>Second Major (Curriculum) Completed after the Bachelor's Degree After receiving a bachelor's degree, a person may wish to complete all requirements for another major. Approval of the department of the second major is needed before study for the program is begun. At the completion of the program a notation will be made on the permanent record (transcript), but no change will be made on the diploma received at the time of graduation. A degree program must be approved for the second major by the department and by the dean's office.</p>	<p>Multiple Second Major Completed after the Bachelor's Degree After receiving a bachelor's degree, a person may wish to complete all requirements for another major. Approval of the department of the second additional major is needed before study for the program is begun. At the completion of the program a notation will be made on the permanent record academic (transcript), but no change will be made on the diploma received at the time of graduation. A degree program must be approved for the second multiple major by the department and by the dean's office college.</p>
<p>Undergraduate Certificate An undergraduate certificate provides a way to give formal recognition of focused study in a specialized area that is less comprehensive than required for an undergraduate major. The requirements of the certificate program will determine if an associate or baccalaureate degree is required for the award of the certificate.</p> <p>An undergraduate certificate has the following requirements and understandings:</p> <ol style="list-style-type: none"> 1. A student has received either an associate degree or a baccalaureate degree from any accredited institution or will earn an ISU baccalaureate degree at the same time or before the requirements for the certificate are completed. 2. Admissions Criteria <ol style="list-style-type: none"> a. Students earning a certificate with a baccalaureate degree must meet all ISU admission requirements for either freshman (https://www.admissions.iastate.edu/freshman) or transfer students 	<p>Undergraduate Certificate An undergraduate certificate provides a way to give formal recognition of focused study in a specialized area that is less comprehensive than required for an undergraduate major. The requirements of the certificate program will determine if an associate or baccalaureate degree is required for the award of the certificate.</p> <p>Specific requirements and/or restrictions are available from the college, departments or programs offering the certificates.</p> <p>An undergraduate certificate has the following requirements and understandings:</p> <ol style="list-style-type: none"> 1. A student has received either an associate degree or a baccalaureate degree from any accredited institution or will earn an ISU baccalaureate degree at the same time or before the requirements for the certificate are completed. 2. Admissions Criteria <ol style="list-style-type: none"> a. Students earning a certificate with a baccalaureate degree must meet all ISU admission requirements for either freshman (https://www.admissions.iastate.edu/freshman) or transfer students

(<https://www.admissions.iastate.edu/transfer>)

- b. Students earning a certificate without an ISU baccalaureate degree apply as a non-degree seeking student and will be asked by Admissions if their intent is to declare a certificate. Students must have earned an associate or baccalaureate degree prior to being admitted to the certificate program. Students should refer to the admissions website

(https://www.admissions.iastate.edu/nondegree/undergraduate_requirements) for admission requirements for nondegree undergraduate students. Students must meet any additional admission requirements for the certificate.

3. Requirements for Certificates

- a. A minimum of 20 credits, with at least 12 credits taken at ISU which are applied towards the undergraduate certificate requirements. All prerequisite requirements for the certificate must be met as part of fulfilling the requirements for the certificate.
- b. At least 9 of the credits taken at Iowa State University must be in courses numbered 300 or above.
- c. The certificate must include at least 9 credits that are not used to meet any other department, college, or university requirement. Credits used to meet the certificate requirements may be used to satisfy the credit requirement for graduation and to meet credit requirements in courses numbered 300 or above.
- d. Courses taken for a certificate may not be taken on a pass-not pass basis.
- e. A cumulative grade point average of at least 2.00 is required in all courses taken at ISU towards the certificate.
- f. A student may not receive both an undergraduate major and a certificate of the same name.

(<https://www.admissions.iastate.edu/transfer>)

- b. Students earning a certificate without an ISU baccalaureate degree apply as a non-degree seeking student and will be asked by Admissions if their intent is to declare a certificate. Students must have earned an associate or baccalaureate degree prior to being admitted to the certificate program. Students should refer to the admissions website

(https://www.admissions.iastate.edu/nondegree/undergraduate_requirements) for admission requirements for nondegree undergraduate students. Students must meet any additional admission requirements for the certificate.

3. Requirements for Certificates

- a. All certificates require at least ~~A minimum of~~ 20 credits, including:
 - i. at least 9 credits in courses numbered 300 or above.
 - ii. at least ~~12~~ 6 credits taken at Iowa State University ~~which are applied towards the undergraduate certificate requirements.~~
 - iii. all prerequisite requirements for the certificate must be met as part of fulfilling the requirements for the certificate.
- ~~b. At least 9 of the credits taken at Iowa State University must be in courses numbered 300 or above.~~
- ~~c. The certificate must include at least 9 credits that are not used to meet any other department, college, or university requirement.~~ Credits used to meet the certificate requirements may be used to satisfy the credit requirement for graduation and to meet credit requirements in courses numbered 300 or above.
- d. Courses taken for a certificate may not be taken on a pass-not pass basis.
- e. A cumulative grade point average of at least 2.00 is required in all courses taken at ISU towards the certificate.

<p>4. Awarding of Certificates</p> <p>a. The following criteria must be met prior to the award of a certificate:</p> <ul style="list-style-type: none"> i. For students earning an ISU baccalaureate degree, a certificate is awarded concurrent with or after the ISU baccalaureate degree. ii. For students that have received a baccalaureate or associate degree from any accredited institution, a certificate is awarded upon completion of the certificate requirements. <p>b. A notation of a completed certificate will be made on a student's transcript and a printed certificate will be awarded.</p>	<p>f. A student may not receive both an undergraduate major and a certificate of the same name.</p> <p>4. Awarding of Certificates</p> <p>a. The following criteria must be met prior to the award of a certificate:</p> <ul style="list-style-type: none"> i. For students earning an ISU baccalaureate degree, a certificate is awarded concurrent with or after the ISU baccalaureate degree. ii. For students that have received a baccalaureate or associate degree from any accredited institution, a certificate is awarded upon completion of the certificate requirements. <p>b. A notation of a completed certificate will be made on a student's transcript and a printed certificate will be awarded.</p>
<p>Undergraduate Minor</p> <p>To declare a minor, students must submit a completed Request for a Minor form to their college office at least one term before graduation. The minor may be from the catalog under which the student is graduating or a later catalog. Requirements for an undergraduate minor are specified by many departments and programs in the university; a record of completion of such requirements appears on a student's transcript. Specific requirements and/or restrictions are available from the department or program offering the minor.</p> <p>An undergraduate minor has the following requirements and understandings:</p> <ol style="list-style-type: none"> 1. All minors require at least 15 credits, including at least 6 credits taken at Iowa State University in courses numbered 300 or above. 2. The minor must include at least 9 credits that are not used to meet any other department, college, or university requirement. 3. Credits used to meet the minor requirements may also be used to satisfy the credit requirement for graduation and to meet credit requirements in courses numbered 300 or above. 	<p>Undergraduate Minor</p> <p>To declare a minor, students must submit a completed Request for a Minor "Curriculum Change Form" to their college office at least one term before graduation. The minor may be from the catalog under which the student is graduating or a later catalog in effect at the-time of graduation or a catalog for the previous six years, provided it covers a period of the student's enrollment at an accredited college or university. A minor must be earned in conjunction with another degree. Requirements for an undergraduate minor are specified by many departments and programs in the university; a record of completion of such requirements appears on a student's transcript. Specific requirements and/or restrictions are available from the department or program offering the minor.</p> <p>An undergraduate minor has the following requirements and understandings:</p> <ol style="list-style-type: none"> 1. All minors require at least 15 credits, including: <ol style="list-style-type: none"> a. at least 9 credits in courses numbered 200 or above, of which at least 6 credits are in courses numbered 300 or above b. at least 3 credits taken at Iowa State University. c. The minor must include at least 9 3 credits that are not used to meet any other department, college, or university requirement.

<ol style="list-style-type: none"> 4. Some students may have to exceed the graduation credit requirement set by their college in order to meet the requirements of both the minor and the curriculum/major. 5. Courses taken for a minor may not be taken on a pass-not pass basis. 	<ol style="list-style-type: none"> 2. Credits used to meet the minor requirements may also be used to satisfy the credit requirement for graduation and to meet credit requirements in courses numbered 300 or above. 3. Some students may have to exceed the graduation credit requirement set by their college in order to meet the requirements of both the minor and the curriculum/major. 4. Courses taken for a minor may not be taken on a pass-not pass basis. 5. A student may not receive both an undergraduate major and a minor of the same name.
	<p>Financial Aid Considerations</p> <p>If students pursue multiple majors or multiple degrees, they may no longer qualify for federal financial aid once they have completed all of the requirements for one degree. This means students should arrange their course schedule in such a way that they complete the requirements for all of the majors or degrees at the same time.</p>