

STUDENT WILL GRADUATE WITH TWO (OR MORE) MAJORS SIMULTANEOUSLY

From the Academic Information Section of the Undergraduate Catalog in italics:

Double Major

*Students can major in more than one discipline by completing the requirements for both majors. If the two majors are in different colleges, the student must secure permission from both college deans in order to pursue both majors. For administrative purposes, the student can only be housed in one college; this is the college of record which maintains the student's records. The student would only complete the **college** requirements of the college of record. To earn dual degrees, see "Additional Baccalaureate Degrees."*

- 1) Confirm in Degree Works all major requirements for the second (or more) major have been met.
- 2) If the second major is housed in another college please coordinate with the other college regarding any Degree Works Exceptions you or the second college may place for the second major.
- 3) Follow the steps listed in "Creating Tentative and Final Lists" for posting to SHADEGR depending on if student applied online by the deadline or missed the deadline and completed a paper application.

STUDENT WILL GRADUATE WITH TWO (OR MORE) DEGREES SIMULTANEOUSLY

From the Academic Information Section of the 2021-22 Undergraduate Catalog in italics:

Additional Baccalaureate Degrees

It is possible to earn more than one baccalaureate degree by meeting these requirements:

- *completing all of the major requirements for each desired degree;*
- *completing the college requirements for each desired degree;*
- *completing a minimum of 30 additional hours for each degree beyond the 120 hours required for the first baccalaureate degree (this means completing a total 150 hours for a second baccalaureate, 180 for a third baccalaureate, and so on);*
- *meeting the minimum residency requirement of 24 credit hours earned at Marshall University.*

Grade Point Averages and graduation with honors must conform to existing university policies.

If a student with simultaneous degrees will graduate with honors it needs to be added in SHADEGR to both degree records as listed in the instructions below.

(If a degree program requires more than a total 120 hours minimum to graduate then an additional 30 hours needs to be added to that total.)

- 1) The Primary College, which is the student's academic home of the first major and where the student's records are housed, or the Second Degree College, needs to confirm with student they want to complete two (or more) degrees simultaneously and share that information with the other college.
- 2) If the second degree is in another college than the Primary college, the student must complete the Second College's requirements as well as the major requirements per the 2021-22 catalog. Degree

Works What-If can be used by selecting the second major and associated emphases/minors to ensure the second college as well as the major requirements are being met. The What-if of the Worksheet can be saved as a PDF if needed.

- 3) The Primary College and the Second Degree College must both confirm with each other that total credit hours completed for the two degrees is 30 hours beyond the total for the first degree. One of the colleges, copying the other, should notify the student they are eligible to complete two (or more) degrees simultaneously explaining the process to them.
- 4) Student should complete online the Commencement Fee payment and Graduation Application listing the first degree and any associated Emphasis and Minors. The Primary College receives the online application.
- 5) For the Second Degree, student should complete the Commencement Fee payment through the office of the Bursar and then apply using a paper Graduation Application for the second degree. The paper form should be obtained from the Second Degree College so they are aware of the student's intent.
- 6) The Primary College can see in Degree Works and SFAREGS/SGASTDN that the student has more than one major listed. No updates should be made to SFAREGS/SGASTDN!
- 7) The Primary College should contact the Second Degree College to confirm the student has applied for the second degree with the Second Degree College. In addition, to confirm which major will include any minors.
 - a. If student has not completed the second graduation application, the Primary College should contact the student copying the Second Degree College to confirm the student's plans.
- 8) Once the student has applied for Graduation to both colleges then proceed to next step.
- 9) The Primary College will "Roll to Outcome", from either SHAGAPP or SGASTDN depending on how the student applied, to SHADEGR and complete Sought record using above instructions.
 - a. Primary College will remove second major from SHADEGR using the Curricula tab, then selecting "Update", remove any minors that will be associated with the second major, then saving the updated degree record.
 - b. Primary College will add any Honors designation if needed.
- 10) Primary College will place a note in Degree Works: "Student is completing two simultaneous degrees in XXXXXXX and YYYYYYYY (listing the minors with the respective major)." This will assist the office of the Registrar in quickly awarding degrees at the end of the semester.
- 11) Second Degree College will access SAGASTDN and note the following for future entry (Alternatively, use Alt + Print Screen and take a screen shot of SGASTDN and paste in Notepad or a blank MSWord document):
 - a. Learner Tab.
 - i. "New Term" – note the term listed in that field.
 - ii. "Catalog" – note the catalog term.
- 12) Second Degree College will then access SHADEGR:
 - a. Enter Student ID number.
 - b. Tab over to the Degree Sequence Field.
 - i. Search by selecting the ellipses "..." or by pressing F9 to access "SHADGMQ Degree Summary" to see what degree sequences have already been used.
 - ii. Student T has 2 degree sequences used. Close SHADGMQ by clicking on the X in the green bar at the top left.
 - iii. You are back at SHADEGR. Continuing the example of Student T, enter the number 3 in the Degree Sequence field. Then Alt-Pg Dwn or select "Go".

- iv. You are at the “Learner Outcome” tab and it is blank.
 1. Outcome Status – enter SO for sought. Then tab once.
 2. Student Record Term – Example: 202101. Then tab once.
 3. Bulletin Academic Year – Example: Enter “1819” for 2018-19 academic year. Then tab once.
 4. You are taken over to the second column.
 5. Degree Completion Term – Example: 202102. Then tab once.
 6. Graduation Application Date: This auto-populates so do not change. Tab again to move to the next field.
 7. You are now at the “Graduation Information” section.
 8. Graduation Term – Example: 202102. Enter the term and tab once and the “Graduation Year” in the row below auto-populates. DO NOT change “Graduation Year” as it is used for reporting purposes. Only reason to change it would be when the student changes graduation term.
 9. Graduation Status – Enter SO for sought.
 10. Graduation Date – Enter the official graduation date as listed in the academic calendar. Example: 05/01/2021.
 11. DO NOT save yet
 12. Go to the second tab, the “Curricula” tab.
 13. The “Curriculum” tab in the middle of the form is green.
 14. Program field - Enter the Program code (4 digits if major only, eight digits if major and emphasis) then tab once. Do not change anything in this “Curriculum” section. If something is incorrect, contact the office of the Registrar.
 15. Use the down arrows in the lower left, or Alt-Pg-Dwn, to get to the “Field of Study” section.
 16. Click in the “Field of Study” field just below the green “Field of Study” tab.
 17. Enter the major code.
 18. If there is an Emphasis, click on the “Activity” field and add a row by selecting “Insert” or by using the down arrow on your keyboard.
 - a. Select “type” of “Concentration” by clicking on the Ellipses “...” or by typing in the word Concentration.
 - b. Go to the “Field of Study” field and enter the Emphasis code.
 - c. Then, if the major code does not already auto-populate in the field “Attached to Major” add the major code.
 19. Select “Save” in the lower right or select F10.
 20. Add any honors needed

NO UPDATES TO THE MAJORS LISTED IN SFAREGS/SGASTDN SHOULD BE COMPLETED.

Updates to majors/emphasis/minors need to be made in SHADEGR and noted in Degree Works.

If a student is changing majors and graduating in the same semester after the first week of classes contact registrar@marshall.edu