
Procedure: Dual or Second Degree	Reference No.: 3.9.1
Authority: Vice President for Academic Affairs	Cross Reference: Policy 1.1
Approved: December 10, 2003	
Revised: October 26, 2011	

Purpose:

- Dual Associate's Degrees may enhance transfer and employment opportunities for students in environments in which formal credentials are increasingly required or preferred. Students may earn the two degrees concurrently or consecutively. A student seeking Dual Associate's Degrees must complete a significant amount of additional coursework in the second degree program, generally 15 credits.
- If a student meets the requirements of more than one area of study or concentration within a single degree program, either concurrently or consecutively, the student will be awarded one degree rather than two separate degrees.

Process:

- The student intending concurrently to earn Dual Associate's Degrees approaches the Department Chairs/Program Coordinators of both degree programs—no later than the first week of classes—to ascertain the feasibility of earning the two degrees. Particular attention must be paid here to the requirement that the student complete a significant amount of additional coursework, generally 15 credits, for the second degree.
- If no Department Chair/Program Coordinator exists, the student approaches the appropriate Dean.
- The student intending consecutively to earn Dual Associate's Degrees finishes the first degree program. The student then approaches the Department Chair/Program Coordinator of the second degree program to learn what additional coursework the student must complete to earn the second degree.
- The student consults with the Financial Aid Office to determine any impact of the two degree programs on the student's eligibility for financial aid.