

# DEPAUL UNIVERSITY

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## Undergraduate Second Degree/Returning for Second Major

**Category:** Academic Affairs - Faculty Council

**Responsible Department:** Academic Affairs

**Responsible Officer:** Provost

**Effective Date:** 6/20/2008

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### Policy Summary

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This policy details the requirements for students interested in pursuing a second bachelor's degree.

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### Scope

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This policy affects the following groups of the University:

- Full-Time Faculty
- Part-Time Faculty
- Students

This policy affects all members of the above groups.

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### Policy

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Effective Winter Quarter of the 2008-2009 academic year, the policy governing Second Degrees shall be as follows:

A student who has received one bachelor's degree from DePaul University or another institution may receive a second bachelor's degree provided that:

- a) All normal graduation requirements are met.
- b) A minimum of 60 quarter hours of credit beyond those applied to the first degree are earned in residence at DePaul.
- c) At least one-half of the credits required by the second area of concentration are completed in residence at DePaul.

Students may earn a second bachelor's degree at DePaul simultaneously with the first degree, provided that:

- a) The second degree is different from the first (Bachelor of Arts and Bachelor of Science)
- b) All normal graduation requirements are met.
- c) A minimum of 252 quarter hours of credit are earned, of which 120 quarter hours are earned in residence at DePaul.
- d) At least one-half of the credits required by the second area of concentration are completed in residence at DePaul.

### **Returning to DePaul for an additional Major or Minor**

After earning a Bachelor's degree from DePaul, a student may return to complete an additional major or minor. Students are bound by the major field, minor field and college requirements in place the readmission admit term.

Students must fulfill all supplementary major and minor field requirements, including (but not limited to): allied field requirements, liberal studies requirements specific to the major, the major/minor field residency and grade requirements.

Due to rapid changes in some areas of study, courses completed 10 or more years prior to the readmit date may no longer be applicable to the major or minor. Courses are subject to a review by a faculty academic advisor or by a staff academic advisor who consults with faculty.

Students may not transfer in additional work to meet the requirements for an additional major or minor.

The original degree information remains static and is not updated to include this work. The academic record of the degree and courses that are part of the initial degree are frozen. The additional major or minor is included on the transcript only with the completion date.

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## **Procedures**

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Students are responsible for notifying their advisor(s) of their intent to pursue a second bachelor's degree.

Students simultaneously pursuing two bachelor's degrees:

- The student must meet with advisors in both areas. In addition, the advisors are expected to consult with each other to ensure that the students are meeting the requirements of both colleges.
- Upon completion, the student's name will be submitted for a degree from both areas to the Office of the University Registrar.
- The Office of the University Registrar will verify that the student has met the university requirements for both degrees and will confer those degrees.

Students who return for a second bachelor's degree:

- The student will apply for a second bachelor's degree to the Office of Admission.
- The Office of Admission will code the student as a second degree candidate.

- Upon admission, the best 132 hours will be applied to the second degree.
- Upon completion of the degree, the college office will submit the name to the Office of the University Registrar for degree conferral.
- If the requirements are met, the Office of the University Registrar will confer the degree.

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## **Divisional Collaborations**

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Faculty Council  
Committee on Academic Policy  
School/College Offices  
Associate Deans  
Office of the University Registrar

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## **Contact Information**

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**DePaul Central / Office of the University Registrar**

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## **Appendices**

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None

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## **History/Revisions**

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Origination Date: 09/01/2003

Last Amended Date: 02/12/2009

Next Review Date: N/A