

Registrar's Office- Accelerated Dual Degree Guidelines

This document is to provide guidance regarding BS/MS programs that have been built by the Degree Audit Team in SIS. It is our goal to continue to build RIT's remaining and future BS/MS programs. The information below should be used for all BS/MS programs, despite their status of the audit in SIS.

1. Policy Reminder
 - a. The course requirements, degree options, and culminating experiences in the dual degree must be identical to the approved degree programs - no alterations are permitted.
2. Graduate Career Opening
 - a. Accelerated Dual Degree students will be classified as graduate students once they are certified for the bachelor's degree or once they reach the credit hours* that are required for the bachelor's degree portion of the accelerated program, whichever occurs first.
 - i. *The credit hours thresholds are set by the academic departments and are calculated by adding credits earned and credits in progress. In general, the threshold is 120 to 129 credit hours.
 - b. While a student is still classified as an undergraduate **all enrolled courses** will be placed on the undergraduate record/transcript.
 - c. Once classified as a graduate student, undergraduate courses will be placed on the undergraduate record/transcript and all graduate courses will be placed on the graduate record/transcript.
 - i. A query is provided for Dean's Delegates to review wrong career enrollments.
 - ii. This is only for terms where they are a graduate student and cannot be applied to terms earlier.
 - d. Once a student is classified as a graduate student, that determination made by the Registrar's Office will continue to be used consistently throughout campus for external reporting, enrollment status, financial aid eligibility, tuition calculation, and eligibility for employment as graduate assistants for example.
 - i. It is important to note that enrollment in graduate level courses will be reported to the Department of Education so it will be important to ensure that those students are enrolled in graduate level courses.
 - e. For further guidance, please refer to the policy [here](#)
3. Double Counting Policy
 - a. The number of double counted credits is dependent upon the number of credits in the standalone bachelor's program, not the number of credits in the standalone master's program.
 - i. If a master's program has more than 30 credits, it does not increase the number of credits that can be double counted in a dual degree program.
 - b. Non-Engineering Undergraduate Program Guidance
 - i. For programs that are 120 semester credits for the bachelor's degree and 30 or more semester credits for the master's degree, up to 6 credit hours from the master's degree can be double counted in the bachelor's degree.

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- ii. For programs that are 123 semester credits or more for the bachelor's degree and 30 or more semester credits for the master's degree, up to 9 credits can be double counted.
 - c. Engineering Undergraduate Program Guidance
 - i. To double count credits, the number of credits double counted must align to the number of credits in the bachelor program that exceed 120 semester credits.
 - d. Double counting should be reviewed prior to certification.
- 4. Double Counting and Degree Audit
 - a. This requirement is designed to find all graduate level (600+) courses that are applied to an undergraduate requirement. If the number of credits exceeds the allowable credits for double counting, then the requirement is "Not Satisfied." Courses in this requirement are not necessarily double counted. A review may need to be done to determine whether the courses listed here are being used toward a graduate requirement.
 - b. If the Double Count requirement shows more than three courses, the academic advisor will need to check both degree programs to ensure that four courses are truly not being used in both degrees. Only once confirmed, the degree(s) can be certified.
 - i. If all four courses are being used within both programs, the academic advisor should work with the department head to find another course that can be used in the undergraduate career. This will require that a course sub form is filled out and sent to the Degree Audit team for processing.
- 5. Change of Program
 - a. Confirmed Accelerated Dual Degree
 - i. When a student is accepted, the academic department sends a Change of Program/Plan Application form to the Office of the Registrar requesting that the "-U" sub-plan is added to the student's undergraduate program/plan stack.
 - ii. If the department requests a different requirement term on the Change of Program/Plan Application form, then the career, program, plan, and sub-plan requirement terms must be changed to match.
 - iii. Students are allowed to have different requirement terms for their undergraduate and graduate degrees. After the graduate career has opened, a change of requirement form would need to be submitted for the appropriate career.
 - b. Conditional Accelerated Dual Degree
 - i. Conditional accelerated dual degree students who are going from one accelerated dual degree to another in a conditional status need a change of program form submitted. The sub plan should be on both the "to" and "from" colleges so that we can properly indicate the continuation of the conditional pathway.
 - c. Change of Program from Conditional to Confirmed
 - i. This process is under development and any information will be distributed
 - d. Change of Program out of Accelerated Dual Degree

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- i. A change of program form is needed to remove a subplan from a student. The process is the same for conditional and confirmed students.