



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

## CONCURRENT DEGREES

### 1. Policy

A degree-seeking student must meet the liberal studies requirements as published in the catalog in effect at the time of enrollment. The student will be subject to the liberal studies requirements so long as he/she remains enrolled with no more than a two-year interruption of studies. A degree seeking student can request to change his/her Catalog of Record for the liberal studies to a subsequent edition of the catalog. A written request to change the catalog of record for the liberal studies requirements must be submitted to the student's advisor for approval and then be forwarded to the Office of the Registrar.

A degree-seeking student can request to change his/her Catalog of Record for the major to a subsequent edition if the major requirements change after a student declares a major. A written request to change the catalog of record must be submitted to his/her advisor for approval and forwarded to the Office of the Registrar. If a student elects to fulfill the old requirements for the major listed in his/her Catalog of Record, but required courses are no longer offered, he/she may substitute other courses with the approval of the chair of the department.

Students who complete a degree and wish to pursue an additional degree without interruption will have the option of selecting requirements for the additional degree in effect at the time of either initial enrollment or of declaration of the second degree. To be eligible to pre-register for the semester following completion of the first degree, the student must attach a letter of intent to the Application for Degree Form. (Please see section on Subsequent Degrees for additional information.)

A student who changes his/her major must meet the major requirements as published in the most recent catalog. The Major Change Form must be obtained from the Office of the Registrar and must be returned with all necessary approval signatures. A student who changes from non-degree status to degree-seeking status must meet the requirements as published in the catalog in effect at the time the student becomes degree-seeking.

A student pursuing a curriculum leading to certification or licensure must meet the curriculum requirements in effect at the time he/she graduates.

### Double/Multiple Majors

A student wishing to pursue a double major must declare the first and second majors to the Registrar. A student will have earned a double major after he or

she has completed all the requirements for the first and second majors and after completing a minimum of 120 semester credit hours. Unless otherwise specified, any course taken to satisfy a requirement (including electives) for one major may be used to satisfy a requirement for another major. The student who completes all the requirements for both majors receives a degree appropriate to the first major (either a B.A. or a B.S.) with a notation of the second major. The baccalaureate degree may be awarded for multiple majors and minors, provided the requirements for all majors and minors are met. The associate degree may be awarded for one or more majors, provided the requirements for all majors are met. A double major does not necessarily result in an additional degree.

### **Concurrent Degrees**

A student may pursue two degrees of the same level in a given matriculation period, e.g., two baccalaureate degrees, two associate degrees, or two graduate degrees, when minimum graduation requirements are met with additional coursework for the appropriate degree level. A student may not pursue mixed levels of degrees simultaneously. (Students having earned one degree at any level may subsequently pursue another, either associate or baccalaureate.

Students must complete all of the requirements in effect at the time the student declares the major in each degree program. While some of the hours earned from one degree may count toward another degree, students must earn at least 15 additional approved semester hours for another associate degree or 30 additional hours for another baccalaureate degree. This translates to a minimum of 75 hours for two associate degrees and a minimum of 150 hours for two baccalaureate degrees.

### **Subsequent Degrees**

Students having earned one degree may subsequently pursue another, either associate or baccalaureate, by completing all of the requirements in effect at the time the student declares the major for the subsequent degree. While some of the hours earned from the earlier degree may count toward the subsequent degree, students must earn at least 15 additional approved semester hours for an associate degree or 30 additional semester hours for the baccalaureate degree.

### **Registration**

A degree-seeking student **MUST** consult with his/her designated advisor prior to the time of preregistration or regular registration to receive official approval for his/her plan of study during each academic term (summer session/semester).  
NOTE: First-time, first year students may be limited in the courses for which they can register.

The Office of the Registrar sets the time of registration for all students and informs them of the times they are to register. Students are expected to register at the appointed time. Students may not register for credit after the deadline set for completion of late registration. A late registration fee is assessed to students who do not register at the appointed time. Late registration for semesters will end one calendar week after the last day of registration or its equivalent for summer session (see the Academic Calendar at [www.kysu.edu/administration-governance/academic-affairs/registrar/](http://www.kysu.edu/administration-governance/academic-affairs/registrar/)).

Any student properly registered for a course will receive credit for that course.

A student must repeat any course in which he/she received an inadequate grade (as described in the Repeat Option section below) during the next semester in which the student is enrolled and in which the course is offered. Students will be prohibited from registering for the next term until this requirement is satisfied.

### **Changes in Registration**

(Adding a course, dropping a course, changing sections, changing grading options.)  
All changes in registration must be approved by the Office of the Registrar and the designated advisor (and the instructor in case of a closed class).

A processing fee is assessed beginning the first day of classes of a term (summer session/semester) for any change in registration, with the exception of those caused by University cancellation of courses or other University-initiated adjustments to course schedules. The chairperson and/or dean will inform the Vice President for Academic Affairs, the Office of the Registrar, and the instructors of all course cancellations no later than two (2) working days after the end of late registration. When a course is canceled, any student enrolled in that course may change his/her final registration in order to replace the canceled course. Such adjustment must be completed no later than Saturday of the second full week of classes during an academic semester or no later than Saturday of the first full week of classes during a summer session. See the section on Withdrawal for regulations on withdrawing from a course.

### **Class Scheduling Policy**

Kentucky State University follows a comprehensive plan that governs the offering of courses on a long-term basis. The University's eight-semester schedule of courses permits students and their advisors to develop an effective plan which identifies when required and elective courses may be taken. In general, all upper-division courses.

## **2. Entities Affected**

- Academic Affairs

- Bursar
- Financial Aid Office

### **3. Policy Owner/Interpreting Authority**

Provost/Vice President for Academic Affairs

### **4. Related Policies**

*List number(s) and name(s) of related policies or manuals*

### **5. Statutory or Regulatory References**

*Optional*