College of Arts and Sciences
<u>Double Major/ Dual Degree Policy</u>

Choosing to double major is an important decision that requires both consideration and academic planning. If the double major will add a significant amount of time to your degree program, it may be more beneficial to pursue a second bachelor's degree in that area of study.

Dual degrees and double majors must be declared by the end of the semester in which a student will earn ninety cumulative credit hours toward their degree program at Florida State University. If a dual degree or double major is declared, but not completed, the student will not be eligible for a refund of excess credit charges accrued while working on their dual degree or double major. Rules regarding student dismissal, reinstatement, and all general academic qualifications at the University are governed and enforced by the primary major and that major's corresponding academic dean. Second major academic deans shall only be concerned with the student's completion of all requirements, prerequisites, etc., for that second major.

Students who did not declare their intention to double major or pursue dual degrees by the time they earned 90 cumulative hours, but have less than 110 earned hours and wish to do so may petition the College of Arts and Sciences for an exception to add a second major or declare dual degree seeking status.

Students interested in declaring a double major or dual degree should do the following:

1. **<u>Meet with an advisor in your primary major</u>** to obtain an academic progress check for the primary major/degree and determine which courses are needed to complete the primary major/degree, including any outstanding university or college level requirements.
2. **<u>Meet with an advisor in your anticipated secondary major</u>** to obtain a major change form, an academic progress check for the secondary major/degree and to determine which courses are needed to complete the secondary major/degree.
3. **<u>Complete the attached Academic Plan of Study with the advisors associated with both majors</u>** to outline all currently enrolled and remaining coursework for the primary and secondary majors/degrees, as well as remaining university and college level requirements.
4. Submit the **<u>major change form</u>**, **<u>academic plan of study</u>**, as well as **<u>academic progress checks for both majors</u>**, to the College of Arts and Sciences Mapping Coordinator in 010 Longmire Building for final review.

Below are factors that the College of Arts and Sciences will review when determining whether a petition to add an additional major or dual degree will be approved:

• How much of the anticipated secondary major has already been completed?

• Will the student complete all degree requirements and graduate within their 4 year graduation window?

• Can both majors be completed with 180 or less total earned hours? The student's Excess Credit situation is not a part of the evaluation.

• Does the student have a 3.0 or higher FSU cumulative GPA?

Double Major/ Dual Degree Academic Plan of Study

Name: _____   Campus ID: _____

Primary Major:_____   Secondary Major:_____

Minor for Primary Degree: _____   Minor for Secondary Degree: _____

Total credits earned prior to this term: _____   Anticipated Graduation:_____

Please select one of the following: □ DOUBLE MAJOR   □ DUAL DEGREE

Please fill out the following document to include every semester through graduation, including the current term. Upon approval, this document will act as a binding agreement between the student and the college. Failure to abide by the approved plan could result in removal from the primary major or secondary.

FALL TERM YEAR: _____		SPRING TERM YEAR: _____		SUMMER TERM YEAR: _____	
Course Prefix/ Number	Credit Hours	Course Prefix/ Number	Credit Hours	Course Prefix/ Number	Credit Hours
Total Hours for Term:		Total Hours for Term:		Total Hours for Term:	

FALL TERM YEAR: _____		SPRING TERM YEAR: _____		SUMMER TERM YEAR: _____	
Course Prefix/ Number	Credit Hours	Course Prefix/ Number	Credit Hours	Course Prefix/ Number	Credit Hours
Total Hours for Term:		Total Hours for Term:		Total Hours for Term:	

FALL TERM YEAR:_____		SPRING TERM YEAR: _____		SUMMER TERM YEAR: _____	
Course Prefix/ Number	Credit Hours	Course Prefix/ Number	Credit Hours	Course Prefix/ Number	Credit Hours
Total Hours for Term:		Total Hours for Term:		Total Hours for Term:	

Student Signature   _____   Date _____

Primary Major Advisor Signature   _____   Date _____

Second Major Advisor Signature   _____   Date _____