HOW TO VIEW AND RUN AUDITS FOR MULTIPLE MAJORS

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REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	final
2	3.19.24	Ashley	Update to reflect changes from Degree Works 5.1.3

INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure provides instruction on how to view audits for students with more than one major or degree objective.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Undergraduate Students
   a. **ENR2.4.6** A student registered in the College of Engineering, and in good standing, may elect a second major in another college. A declaration of such second major must be signed by the Deans of both colleges and filed by the student with the primary college. A student will meet requirements of both primary and secondary majors and the college requirements of the primary major if they are both in the same baccalaureate class. If the two majors lead to different degree designations (B.S. and B. A.), that fact will be noted on the transcript, but only one diploma indicating both degree designations will be issued upon successful completion of such a double major program. Furthermore, if the double major is a mixed B.S./B.A., the college requirements for both majors must be met. A course used to satisfy the requirements for one major may be used to fulfill the requirements for a second major as well. However, of the required upper division units, a minimum of 24 must be unique to each major. (Am 25 May 00).
   b. **HSR2.4.4** A student may elect a second (or third) major within the College of Humanities, Arts, and Social Sciences or a second (or third) major in a department or program of another college. In such cases, the student must complete all course requirements for each of the two (or three) majors chosen, and must complete a minimum of 36 upper division units (BA degree) or 40 upper-division unites (BS degree) in each of the chosen areas. Up to 8 units in courses acceptable for the two (or three) majors may be counted toward the 40 upper division units required for each major. Where the multiple major offers the same degree and includes departments or programs in more than one college, students will be expected to satisfy the college requirements of the college of their choice. If the multiple majors include different degrees, the college breadth requirements for each degree designation must be satisfied. If the multiple majors lead to different degrees (BA and BS) it will be noted on the transcript. A declaration of two (or three) majors requires approval of the Associate Dean of the colleges concerned and filed by the students with their chosen college. (Am 25 May 00).
   c. **NR2.4.6** A student registered in the College of Natural and Agricultural Sciences may elect a second major in a department or interdepartmental group of another college. A declaration of such second major must be signed by the Deans of both colleges and filed by the student with the primary college. A student will meet requirements of both primary and secondary majors and the college requirements of the primary major if they are both in the same Baccalaureate class. If the two majors lead to different degrees (B.S. and B.A.), that fact will be noted on the transcript, but only one diploma indicating both degree designations will be issued upon successful completion of such a double major program. Furthermore if the double major is a mixed B.S./B.A., the college requirements for both majors must be met. (Am 6 Nov 97)
2. Graduate and Credential Students
   a. Students in a PhD program may complete a master's degree in the same major. Courses may be used for either the master's or PhD in the same major. Students may also add a major to their existing program. For example, a

student may be in both the Economics PhD program and Statistics MS program simultaneously. When a student is enrolled in multiple majors, courses may not count for both.

b. Permission to work for a second master's degree may be approved when there is little relation in content between the two degrees. Pursuit of a second doctorate is not permitted for currently enrolled graduate students.

c. Credential students are often pursuing a Master of Education along with the credential program. Courses for the master's and credential may count for both.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

MULTIPLE MAJORS WITHIN A SINGLE DEGREE OBJECTIVE

STEPS

1. For students pursuing two or more majors in the same degree, the audit will display all majors on one worksheet. The majors will be displayed in the student summary box next to **Majors** at the top of the audit.
2. The audits for each major will be displayed on the same worksheet regardless of the college the major belongs to.

a. **For students pursuing two or more majors in the same degree,** the student must complete the set of breadth requirements for the primary college.
b. **For students pursuing two or more majors in the different degrees (e.g. BA and BS),** the student must complete the set of breadth requirements for each college.
c. **Graduate students** cannot use the same courses for two different majors in the same degree objective.
3. The requirements for two or more majors will appear within the degree block as shown below. The requirements will correspond to the order of the curricula/programs as listed on their SGASTDN record in Banner. Please see the Banner documentation *Switching the Order of the Majors (Programs)* for instructions on how to make changes.

MULTIPLE DEGREE OBJECTIVES

STEPS

1. For students pursuing two degree objectives the audit will display all majors in each degree on separate worksheets, such as **one for the BA and one for the BS**, **one for the master's degree and one for the PhD**, or **one for the credential (ND) and one for the MED**. To access each, select the drop-down list from the Degree field to toggle between the two.

2. **For undergraduate students** both sets of breadth requirements must be completed regardless of which college the majors belong to. **For graduate students** all requirements from both audits must be completed.

DOUBLE COUNTING OF UNITS

No more than 8 upper-division units may count for both majors simultaneously. The monitoring of double counting is conducted at the college level and is entered via exception onto the student audit.

FINAL QUIZ

1. For students pursuing two or more majors in the same degree, the audit will display all majors on one worksheet.
   a. TRUE
2. For undergraduate students pursuing two degrees the student must pick a set of breadth requirements to complete.
   a. FALSE, undergraduate students pursuing two degrees must complete both sets of breadth requirements.
3. A student completing two degrees will have both audits on one worksheet.
   a. FALSE, a student completing two degrees will display each degree on a separate worksheet.