

**Notes**

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The following regulations represent the current policy and procedures for registering in Dual and Second Degree programs within the Faculty of Arts and Science.

The following is a summary of the Dual and Second Degree and General Degree Upgrade Regulations:

- 1: Dual Degree Program**
- 2: Second Degree Program**
- 3: General Degree Upgrade**

**Section 1: Dual Degree Program**

The Dual Degree program allows students to complete degrees from two different Faculties or Schools concurrently at Queen’s University, subject to the following regulations. These regulations are designed in conformity with the Senate’s *Policy on Second Degrees*.

The program combines a primary or full-time degree program in the Faculty of Engineering and Applied Science, School of Business or School of Nursing, with a secondary or part-time degree program in the Faculty of Arts and Science. The Dual Degree program normally takes five or more years to complete, and students are strongly recommended to familiarize themselves with the regulations and to seek regular academic advising.

The Faculty has limited capacity to accommodate Dual Degree students, and only accepts candidates into dual degree combinations that are academically viable. To ensure the academic integrity of the Dual Degree program the Faculty Office, in consultation with the Department(s) concerned, approves combinations to ensure that there is minimal overlap in course content. Current information on departmental capacity and academically viable dual degree combinations is available on the Arts and Science website at <http://www.queensu.ca/artsci/programs-and-degrees/dual-and-second-degrees>.

Admission requirements are available from Undergraduate Admission. Enrolment limitations or lack of appropriate prerequisites may result in the denial of an application.

**1.1 – Admission Requirements**

To be eligible, students must meet all of the following criteria:

- (i) have the equivalent of Arts and Science full-time standing in their home Faculty or School;
- (ii) have completed the equivalent of at least 24.0 units (or 8 one-term courses, where a one-term course is equivalent to a typical 3.0-unit course in Arts and Science) in their home Faculty or School;

- (iii) have been in good academic standing<sup>1</sup> in their home Faculty or School throughout their Undergraduate Career at Queen's;
- (iv) have a minimum cumulative GPA of 2.60;
- (v) apply to an Arts and Science degree program in a substantially different Plan from that in their primary Degree Program; and
- (vi) satisfy departmental criteria for admission to the Plan.

Departmental approval for the Plan requested in the secondary program, and Arts and Science approval of the combined programs are required. Enrolment is limited in some degree programs and Plans. The minimum GPA required for admission to some degree programs and Plans may vary from year to year, depending on the size and strength of the applicant pool.

## **1.2 – Program Requirements**

Each student's Dual Degree program consists of three types of units: shared, primary and secondary. Furthermore, Dual Degree students must meet the unit requirements of the Arts and Science Plan in which they are registered.

While the number of shared units that may count toward both degree programs is fixed at a maximum of 60.0, the number of additional primary and secondary units necessary will vary according to the degree requirements in each Faculty or School and degree program and Plan.

### *1.2.1 – Shared Units, Registered under the Primary Program*

Students may count a maximum of 60.0 shared units toward both degree programs. Shared units include those normally acceptable for credit in the Faculty of Arts and Science. (See Degree Programs in Arts and Science for restrictions on courses that may transfer to an Arts and Science degree.) Shared units may count towards the Arts and Science Plan.

### *1.2.2 – Primary Units, Registered under the Primary Program*

In addition to the shared units, students must complete further primary units to reach the minimum overall total required for the primary degree program. All course and degree requirements for the primary program must be completed according to the regulations of that Faculty or School. (See the regulations of the relevant Faculty or School for details.)

### *1.2.3 – Secondary Units, Registered under the Arts and Science Program*

In addition to the shared units, students must complete further secondary units to reach the minimum overall total required for the secondary, Arts and Science, degree program. All course and degree requirements for the secondary program must be completed according to the regulations of the Faculty of Arts and Science. (See especially Academic Regulation **16** for degree requirements.) Secondary units may count towards the Arts and Science Plan.

All secondary units must be completed in the Faculty of Arts and Science at Queen's University, and may include independent study courses and Arts and Science courses taken at the Bader International Study Centre. They may not be transferred from another post-secondary institution or be taken in the primary Faculty or School at Queen's. Dual Degree students must register all secondary units with the Faculty of Arts and Science and pay the appropriate fees.

#### *1.2.3.1 – Secondary Units for General Degrees*

The total number of Arts and Science units required for a B.A.(Gen.), B.Cmp.(Gen.) or B.Sc.(Gen.) degree is 90.0, comprising up to 60.0 shared units and a minimum of 30.0 secondary units completed in the Faculty of Arts and Science at Queen's.

### *1.2.4 – Plan Units*

The units required for the Arts and Science Plan may be shared units, or secondary units, or a combination of both.

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<sup>1</sup> "Good academic standing" is defined as having no academic sanction imposed in the student's home Faculty or School. Such sanctions in the home Faculty or School may include "Special Programs" noted on the student's record that result from previous poor performance, academic probation, or a requirement to withdraw.

### **1.3 – Credit Registration**

Once a student is enrolled in a Dual Degree program, class units must be registered under the appropriate degree program and the appropriate fees paid for these classes. During the class selection and open enrolment periods, students should use the Student Centre to register for classes under the appropriate degree program.

Specifically, all shared units and primary units must be registered under the primary program, while all secondary units necessary to complete the Arts and Science degree must be registered under the Arts and Science program.

If classes for the secondary unit component of the Dual Degree are not registered in the Faculty of Arts and Science they will not be allowed to contribute to that degree requirement. The student will need to complete further classes registered under the Arts and Science program in order to fulfill the secondary unit requirement.

### **1.4 – Program Restrictions**

In addition to restrictions based on the Faculty's limited capacity to accommodate Dual Degree students, the following academic restrictions apply.

Students registered in the Faculty of Arts and Science are not permitted to register in a degree combination consisting of two programs within the Faculty, including direct-entry programs. Arts and Science students wishing to complete two Arts and Science degrees should consult the *Second Degree Program* section of this chapter.

Students may be refused admission to a particular Dual Degree program combination if it is not academically viable, that is, if there is significant overlap in the two programs. If at least half of the required units in the Arts and Science Plan(s) may be used in the primary degree program, the overlap is considered significant and the combination is not approved. For example, a B.Sc.(Gen.) degree program requires 90.0 units, of which 48.0 are Plan units. If 24.0 or more of the 48.0 Plan units are required (or may be used) in the primary degree program, there is too much overlap for the Dual Degree combination to be approved. Conditions in Academic Regulation 16 apply.

Because the Dual Degree program consists of two degree programs taken concurrently, students in the Concurrent Education program may not apply for an additional degree program.

### **1.5 – Application Process**

Students must apply to the Dual Degree Program through Undergraduate Admission.

### **1.6 – Change of Dual Degree Combination**

Students are admitted to specific Dual Degree program combinations. To change a secondary program or Plan a student must submit an application to Undergraduate Admission.

Dual Degree students who complete the secondary (Arts and Science) degree prior to completing the primary degree, and subsequently wish to complete another degree in Arts and Science must submit an application through Undergraduate Admission for another Dual Degree combination.

Dual Degree students who complete both degrees and subsequently wish to complete another degree in Arts and Science are then considered to be Second Degree students, and should follow the regulations described under *Second Degree Program* in this chapter.

### **1.7 – Withdrawal from a Dual Degree Program**

Students admitted to a Dual Degree program who no longer wish to complete the program may inform Undergraduate Admission in writing of their intent to withdraw.

Dual Degree students who are required to withdraw from their primary degree program and who wish to continue studies in the Faculty of Arts and Science will need to apply for admission to Arts and Science through Undergraduate Admission and will be subject to the same Plan limitations as all transfer students (see Admission Regulation 5).

## Section 2: Second Degree Program

The Second Degree program allows the holder of an undergraduate degree from Queen's or from another university to complete a second undergraduate degree in the Faculty of Arts and Science, subject to the following regulations. These regulations are designed in conformity with Queen's University Senate *Policy on Second Degrees*.

The Faculty has limited capacity to accommodate Second Degree students, and only accepts candidates into second degree combinations that are academically viable. To ensure the academic integrity of the Second Degree program the Faculty Office, in consultation with the Department(s) concerned, approves combinations to ensure that there is minimal overlap in course content. Current information on departmental capacity and academically viable Second Degree combinations is available on the Arts and Science website at <http://www.queensu.ca/artsci/programs-and-degrees/dual-and-second-degrees>.

Admission requirements are available from Undergraduate Admission. Enrolment limitations or lack of appropriate prerequisites may result in the denial of an application.

### 2.1 – Admission Requirements

Students are required to have completed all requirements for their first degree program before being admitted to the Second Degree program.

Departmental approval for the Plan requested and Faculty approval for the Second Degree combination are required. Enrolment is limited in some degree programs and Plans. The minimum GPA required for admission to some degree programs and Plans may vary from year to year, depending on the size and strength of the applicant pool.

### 2.2 – Program Requirements

Students must complete all course and degree requirements for the Second Degree program according to the Academic Regulations of the Faculty of Arts and Science. (See Academic Regulation 16 for degree requirements.)

#### 2.2.1 – First degree from Queen's University

Second Degree students whose first degree is from Queen's may use up to a maximum of 60.0 transferable units from their first degree program toward their Second Degree program. When there are 60.0 transferable units from the first degree, a B.A.(Gen.), B.Cmp.(Gen.) or B.Sc.(Gen.) degree requires a minimum of 30.0 additional units; a B.A.(Hons.) degree requires a minimum of 54.0 additional units; a B.Cmp.(Hons.) or B.Sc.(Hons.) degree requires a minimum of 60.0 additional units; a B.Mus. degree requires a minimum of 66.0 additional units.

#### 2.2.2 – First degree from another post-secondary institution

Second Degree students whose first degree is from another post-secondary institution may use up to a maximum of 42.0 transferable units from the first degree toward a B.A.(Gen.), B.Cmp.(Gen.) or B.Sc.(Gen.) degree program, and up to a maximum of 57.0 transferable units from the first degree toward a B.A.(Hons.), B.Cmp.(Hons.), B.Mus. or B.Sc.(Hons.) degree program. The additional units required will vary depending on the total number of units required for the second degree.

The additional courses for the second degree must all be completed at Queen's and registered under the Arts and Science degree program, regardless of whether the first degree is from Queen's or from another post-secondary institution.

### 2.3 – Degree Combinations

A Second Degree can only be completed in a significantly different Plan from the student's first degree, where a *significantly different* Plan is defined as one in which fewer than half of the Plan units are required (or may be used) in the first degree program.

#### 2.3.1 – A three-year General degree after a four-year Honours degree

With the completion of a **minimum of 30.0 additional Queen's units** in a significantly different Plan from their

Honours degree, students may obtain a General degree together with, after receiving, or after qualifying for a four-year Honours degree. The two degree programs must be different.

#### *2.3.2 – Two three-year General degrees*

With the completion of a **minimum of 30.0 additional Queen's units** in a significantly different Plan from their first degree, students may obtain a second General degree together with, after receiving, or after qualifying for a three-year General degree. The two degree programs must be different.

#### *2.3.3 – Two four-year Honours degrees*

With the completion of a **minimum of 54.0 additional Queen's units** in a significantly different Plan from their first degree, students admitted to the Second Degree Program prior to the Fall Term 2017 may obtain a B.A.(Hons.) degree together with, after receiving, or after qualifying for a first four-year Honours degree. The first degree program may also be a B.A.(Hons.).

Students admitted to the Second Degree Program in the Fall Term 2017 and later must complete a **minimum of 60.0 additional Queen's units** in a significantly different Plan from their first degree to obtain a B.A.(Hons.) degree together with, after receiving, or after qualifying for a first four-year Honours degree. The first degree program may also be a B.A.(Hons.).

With the completion of a **minimum of 60.0 additional Queen's units** in a significantly different Plan from their first degree, students may obtain a B.Sc.(Hons.) or B.Cmp.(Hons.) degree together with, after receiving, or after qualifying for a first four-year Honours degree. The two degree programs may be the same.

### **2.4 – Program Restrictions**

In addition to restrictions based on the Faculty's limited capacity to accommodate Second Degree students, the following academic restrictions apply.

#### *2.4.1 – General restrictions*

Students are not eligible to obtain a second three-year General degree of the same program type. That is, a student will not be permitted to obtain two B.A.(Gen.) degrees, two B.Sc.(Gen.) or two B.Cmp.(Gen.) degrees.

Students may not obtain a three-year General degree together with, after receiving, or after qualifying for a four-year Honours degree of the same program type. For example, students may not obtain a B.A.(Gen.) degree after a B.A.(Hons.) degree, a B.Cmp. (Gen.) degree after a B.Cmp.(Hons.) degree, or a B.Sc.(Gen.) degree after a B.Sc.(Hons.) degree.

In order to be academically viable, the second degree may only be obtained with a Plan in a substantially new discipline. Students may be refused access to a particular Second Degree program combination if it is determined that there is significant overlap in the two programs. If at least half of the required units in the Second Degree program may be used in the first degree program, the overlap is considered significant and the combination is not approved. For example, a B.Sc.(Gen.) degree program requires 90.0 units, of which 48.0 are Plan units. If 24.0 or more of the 48.0 Plan units are required (or may be used) in the first degree program, there is too much overlap for the Second Degree combination to be approved.

#### *2.4.2 – Both degrees from the Faculty of Arts and Science at Queen's*

Students may complete courses towards two degree programs in Arts and Science simultaneously, subject to the requirements detailed above in section 2.2.1. Such students normally register in only one degree program while taking courses for both programs. (This does not apply to students in Concurrent or Dual Degree programs, who are registered in degree programs in two Faculties simultaneously.) In most cases students first complete the requirements and receive the degree for the program in which they are registered, before applying for the Second Degree Program to complete the requirements for the second degree. However, students may also complete the requirements for both degrees before applying to graduate, and receive both degrees at the same time.

#### *2.4.3 – First degree from another post-secondary institution*

A majority of the units required for the Second Degree Plan must be completed through Queen's as outlined in Academic Regulation 16.

If students whose first degree is from another post-secondary institution take classes towards their Queen's degree that have similar content to classes taken in the first degree, the number of unspecified transfer credits granted will be reduced accordingly.

#### **2.5 – Application Process**

Students who wish to complete a Second Degree Program from Queen's must apply for admission through the Ontario Universities' Application Centre. Units from the first degree will be assessed for credit towards the Second Degree by Undergraduate Admission.

Students in the Faculty of Arts and Science who have completed the requirements for two degree programs simultaneously are not required to apply for admission to the Second Degree Program. Such students may declare the second program and Plan upon completion of all requirements and may receive both degrees together.

#### **2.6 – Change of Second Degree Program**

Once admitted to a Second Degree program, students who wish to change to another Arts and Science program or Plan need to complete a new application to a Second Degree program through Undergraduate Admission.

### **Section 3: General Degree Upgrade**

Students who have received a three-year General degree in the Faculty of Arts and Science at Queen's University may upgrade to a four-year Queen's Arts and Science Honours degree, subject to the following regulations.

#### **3.1 – Admission Requirements**

Students who have completed a B.A.(Gen.), B.Cmp.(Gen.) or B.Sc.(Gen.) through on-campus studies in the Faculty of Arts and Science at Queen's University and who wish to complete an Honours degree are not required to apply for admission if they have not studied elsewhere and have not completed a new basis of admission.

Students who have completed a B.A.(Gen.), B.Cmp.(Gen.) or B.Sc.(Gen.) through on-campus studies in the Faculty of Arts and Science at Queen's University and who have completed a new basis of admission through studies at another post-secondary institution, must apply to the Second Degree Program through Undergraduate Admission in order to complete an on-campus Honours degree, subject to the enrolment limitations in Section 2.1. In this case students may receive transfer credits.

#### **3.2 – Academic Requirements**

Students must have a minimum cumulative GPA of 1.90 in order to be eligible for an Honours degree. A student shall be deemed Not Eligible to Proceed to an Honours degree if he or she has attempted 132.0 or more units at the time of assessment and has a cumulative GPA of less than 1.90 (see Academic Regulation 13).

Students must complete all course and degree requirements for the four-year Honours degree according to the regulations of the Faculty of Arts and Science as outlined in Academic Regulation 16.

Students who have received a B.A.(Gen.), B.Cmp.(Gen.) or B.Sc.(Gen.) degree at Queen's may, if the relevant Department determines that they are eligible for the honours degree, be admitted to an appropriate honours Plan (see Academic Regulation 2). They may complete the requirements for an Honours degree in the same or a different Plan from that in which they graduated with the General degree.

All courses from the first degree will count toward the Honours degree.

Students who have or who qualify for a four-year degree should refer to the *Second Degree Program* section of this chapter.