

## DOUBLE COUNTING OF CREDIT HOURS FOR DUAL/JOINT MASTER'S/PROFESSIONAL AND/OR CERTIFICATE DEGREE PROGRAMS

The term "double-counting" refers to the use of a limited number of credit hours toward the requirements of two separate degrees or programs. The principle of double-counting allows the student to earn two degrees for fewer total credit hours than would normally be required if both programs were taken independently.

The general maximum for the number of hours that may be double-counted is determined as follows: Add together the minimum number of hours required for each of the two programs independently, and divide the sum by six. For example:

Minimum credits required in field A = 30  
Minimum credits required in field B = 36  
Sum = 66  
Sum divided by 6 = 11 = maximum number of credit hours that may be double-counted

**Please note:** when double-counting with a certificate program, one sixth of the minimum required hours for the Master's/Professional degree alone can be double-counted.

To request double counting, a student must complete a Dual Degree Course Election Form no later than one term prior to completing the second degree. The following general guidelines apply:

- To preserve the integrity of each degree, at least half of the minimum required credit hours for each degree must be earned in the program under a UM-Flint registration and counted solely for that degree. For example, a student enrolled in a 36-hour master's degree program may not apply more than a combination of 18 transfer and/or double-counted credit hours toward the UM-Flint program.
- A degree program may overlap with only one other program for the purpose of double-counting credit hours. In other words, credit hours may never be counted for three or more purposes. If a student seeks a third certificate or program, it must stand alone.
- When double-counting with a certificate program, one sixth of the minimum required hours for the Master's/Professional degree alone can be double-counted.
- Departments and programs may limit the double-counting of credit hours below the maximum, but may not allow double-counting above the limit. Some programs may not allow double-counting of credit hours.
- For students who are pursuing a doctoral degree and wish to use some credits earned in the doctoral program toward a master's degree in another field, faculty in the master's program will review the credits earned for the doctoral program to decide how many may apply toward the master's degree. No course with "doctoral," "dissertation," or "preliminary" in the title may be counted toward a master's degree.
- Double counting is allowed in cases where a student graduates from one degree program before completing the second degree. In these cases, the courses to be double counted must have been taken no more than five years prior to the completion of the second program. Appropriate signatures from both programs must be obtained on the Dual Degree Course Election Form.

### Form Instructions:

1. Complete all personal information including name, address, UMID, contact information and the date you are completing the form.
2. Complete the names of each degree (i.e. MA in Education), the dates you expect to receive each degree, and the hours required for the degree.
3. List ALL courses (i.e. EDE 500) taken – all courses that count towards one degree on one side, all courses that count towards the second degree on the other side. Put a "D" (on both sides) next to those courses that you are double-counting.
4. Complete the total double-counted hours applied to above degree on each side. Have the form signed by each department/graduate chair or designate and submit to the Office of Graduate Programs.



# OFFICE OF GRADUATE PROGRAMS

## Dual Degree Course Election Form

Graduate Programs Use Only: Approved \_\_\_\_\_ Date \_\_\_\_\_ Double Count \_\_\_\_\_ Hours

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Student Address \_\_\_\_\_ UMID: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Name of First Degree

\_\_\_\_\_  
Hours required for First Degree

\_\_\_\_\_  
Term/Year Expected/Granted

List all required courses below, then place a "D" next to courses to be double-counted:

Course Prefix	Course No.	Hours	Term/Year
(ex. EDE	500	3	Fall 2007 )

\_\_\_\_\_  
Name of Second Degree

\_\_\_\_\_  
Hours required for Second Degree

\_\_\_\_\_  
Term/Year Expected/Granted

List all required courses below, then place a "D" next to courses to be double-counted:

Course Prefix	Course No.	Hours	Term/Year
(ex. EDE	500	3	Fall 2007 )

Total Double-Counted Hours Applied to Above Degree: \_\_\_\_\_

Total Double-Counted Hours Applied to Above Degree: \_\_\_\_\_

Dept. Chair or Program Director: \_\_\_\_\_

Dept. Chair or Program Director: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_