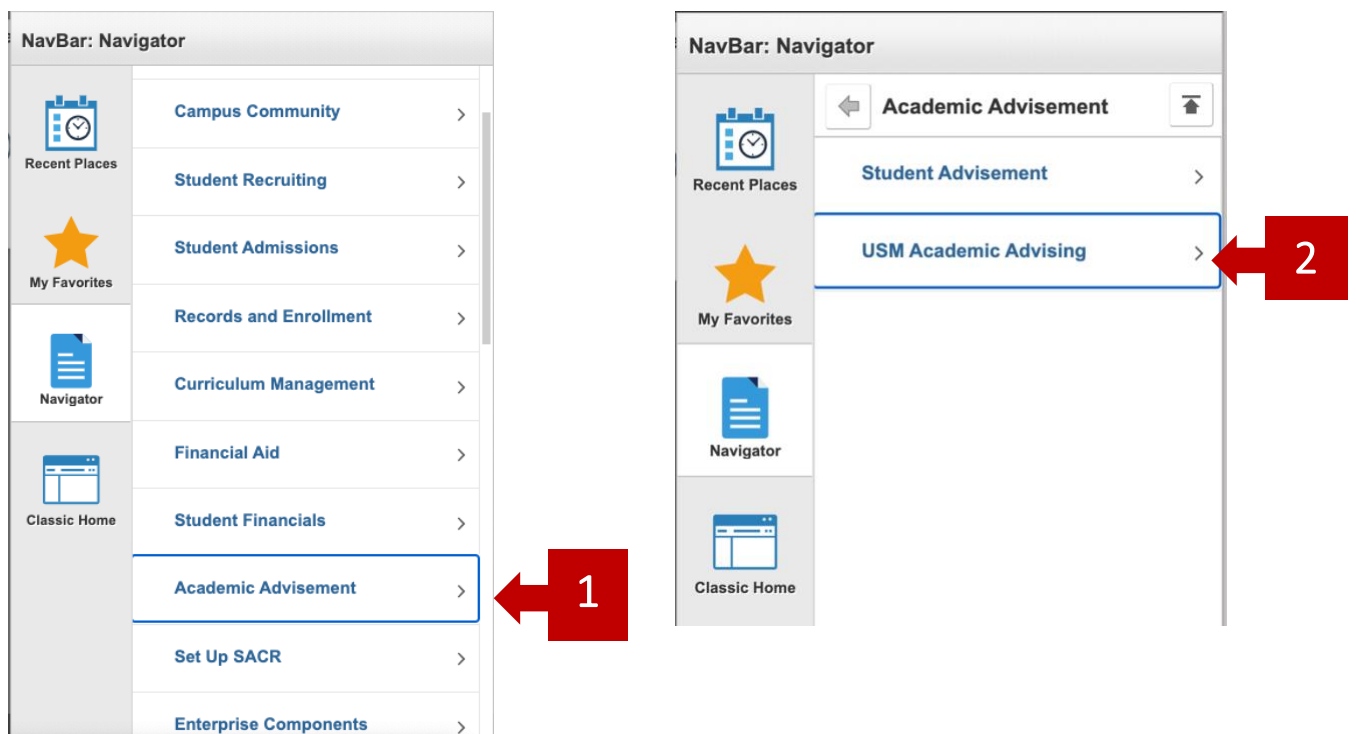
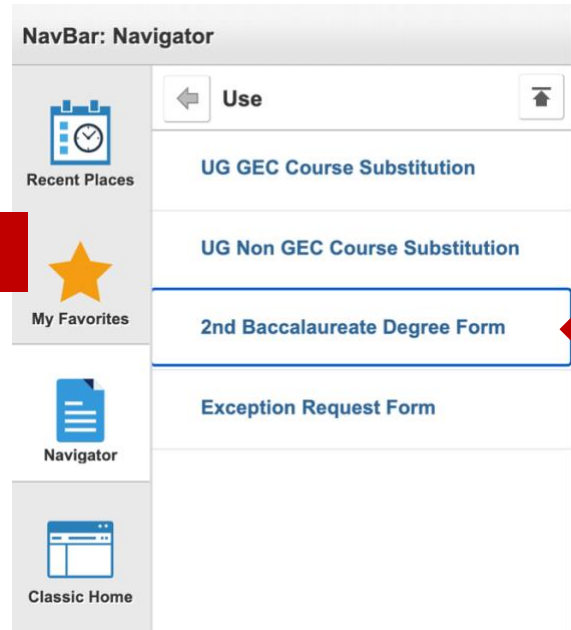
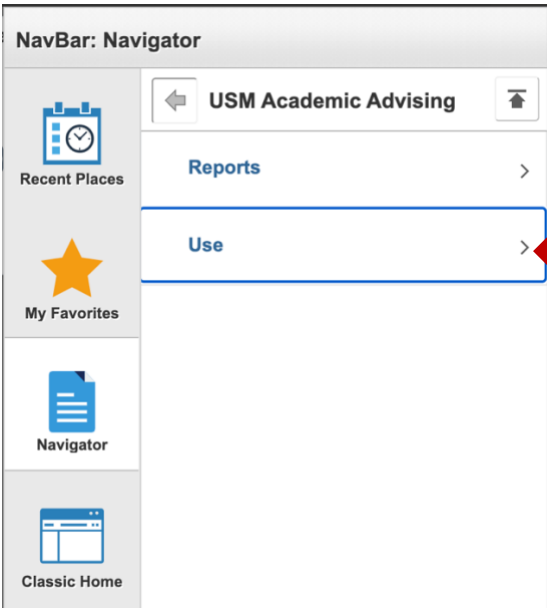


Second Baccalaureate Degree Form

Navigate to the form

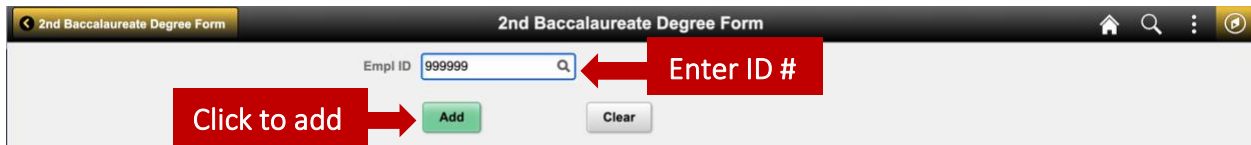
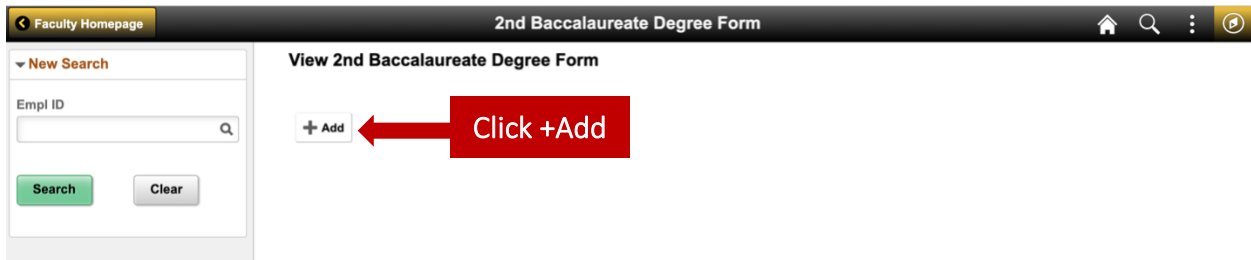
SOAR → Navigator → Academic Advisement → Student Advisement → USM Academic Advising → Use
→ 2nd Baccalaureate Degree Form





Enter the Student's Information

Click "+Add" then enter the Empl ID and click "Add"



Review Bio Data and 2nd Degree Plan Information for Accuracy

This information is automatically filled based on the student's ID number. If there are errors, they must be fixed in the student's SOAR profile. The Second Baccalaureate Policy may be referenced by clicking the link on the top right.

Second Baccalaureate Degree

Please refer to the [Second Baccalaureate Policy](#) for the criteria that must be completed in order to receive a second degree. [Second Baccalaureate Policy](#)

Student Bio Data

Emplid [REDACTED]
First Name [REDACTED]
Last Name [REDACTED]

Click to review policy

Degree/Plan Information

Degree Plan (2nd Degree)	BA	Bachelor of Arts
Academic Plan	MUSICBA	Music BA
Bulletin Year (Must be current year)	2020	

Enter the 1st Degree Information

You can use the magnifying glass to help you search for the applicable information.

Degree/Plan Information

Degree Plan (2nd Degree)	BA	Bachelor of Arts
Academic Plan	MUSICBA	Music BA
Bulletin Year (Must be current year)	2020	
1st Degree	<input type="text" value="BSC"/>	Bachelor of Science
1st Degree Major	<input type="text" value="Sociology"/>	
1st Degree Institution	<input type="text" value="Central Michigan University"/>	

Enter first baccalaureate degree earned

Calculate and Enter the Total Hours Required for the 2nd Major *Before* Course Waivers

As per the Second Baccalaureate Degree Policy:

- The first baccalaureate degree will satisfy the University's General Education Curriculum requirements (GEC 01–06). Programs may require GEC courses in DEG categories that are not satisfied by the first baccalaureate degree.
- The student must satisfy all course requirements in GEC 07, GEC 08, GEC 09, and all DEG sections of the second degree plan.

This means that you must calculate the total hours to the second degree by adding GEC 07–09 and all DEG categories, then subtract any hours that appear in both GEC and DEG. It may be helpful to make a table like the example below as you do your calculations.

Music BA Categories	Credit Hours
GEC 07*	2 hrs.
GEC 08	3 hrs.
GEC 09*	2 hrs.
DEG 01	59 hrs.
DEG 02	15 hrs.
Subtotal	81 hrs.
Hours in both GEC and DEG	- 4 hrs.
Total	77 hrs.

NOTE:
 MUS 302 (GEC 07) 2 hrs.
 MUS 446 (GEC 09) 2 hrs.
 Both appear in DEG 01 as well as GEC so these hours must be subtracted to avoid counting them twice.

Degree/Plan Information

Degree Plan (2nd Degree) BA Bachelor of Arts
 Academic Plan MUSICBA Music BA
 Bulletin Year (Must be current year) 2020
 1st Degree BSC Bachelor of Science
 1st Degree Major Sociology
 1st Degree Institution Central Michigan University

Hours required in GEC 07, GEC 08, GEC 09, and all DEG categories:

Enter the total hours calculated

Enter Course Waivers

Any courses that were completed as a result of the first degree that coincide with courses on the second (USM) degree plan should be entered here to be waived. You may enter as many as necessary. The hours entered will automatically add up into the "Total Hrs from waivers" below the table.

Course Waivers

Requested course waivers as a result of 1st degree (Courses on USM Degree Plan):

Course	Course ID	Course Title	Credit Hrs	Comments	
1	<input type="text" value="CMS 111"/>	<input type="text" value="006241"/> Public Speaking	<input type="text" value="3.0"/>	<input type="text" value="Student completed during first degree. See attached."/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Add rows by clicking + until you've entered all the courses to be waived.

The hours to be waived will add up here as you enter them Total Hrs from waivers 3.00

Ensure the Resulting Hours Required After Waivers Follow the 2nd Baccalaureate Policy

The SOAR form will calculate the total hours required for this specific student by subtracting the hours from waivers you enter from the total hours to the second degree you entered earlier. As seen below, the hours to the second degree (blue box) minus the hours from waivers (yellow box) equals the value in the green box. 77 hrs. – 3 hrs. = 74 hrs.

Hours required in GEC 07, GEC 08, GEC 09, and all DEG categories:

Course Waivers

Requested course waivers as a result of 1st degree (Courses on USM Degree Plan):

Course	Course ID	Course Title	Credit Hrs	Comments	
1	<input type="text" value="CMS 111"/>	<input type="text" value="006241"/>	<input type="text" value="Public Speaking"/>	<input type="text" value="3.0"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 rows

Total Hrs from waivers 3.00

Hrs Required - Waivers 74.00

As per the Second Baccalaureate Degree Policy:

- The student must earn a minimum of 30 credit hours in residence from the University of Southern Mississippi in the second degree.
- The credit hours applied to the second degree must be at least 25% of the credit hours required by the degree plan. For example, a student must complete 31 credit hours to obtain a second degree from a program that requires 124 credit hours.

For students with a lot of course waivers resulting from their first degree, they may need to supplement their second degree with electives in order to meet these hour requirements. If additional electives are needed to meet the minimum hour requirement, this must be entered on the SOAR form. The form will then calculate the total hours required for this student to complete their second baccalaureate degree.

Total Hrs from waivers 3.00

Hrs Required - Waivers 74.00

Additional Hrs of electives

Total Hrs required 74.00

Enter additional hours of electives, if needed

Hours required – Hours waived + Additional electives = Total hours required for this student's second degree

Attach Documentation Supporting the Course Waivers

You must provide a rationale for each requested course waiver. Use the “upload file” button to attach your supporting documents.

Attach Documents

Rationale for each course waiver (please attach supporting evidence)

You must use the following file naming convention for all files. File names cannot exceed 40 characters.

Examples:

W10078169_TravisPuckett_DPR
W10078169_TravisPuckett_SupportingDoc

File Name	View Attachment	Upload File
	<input type="button" value="View Attachment"/>	<input type="button" value="Upload File"/> <input type="button" value="+"/> <input type="button" value="-"/>

Click to attach documentation

Use the + button to add lines and attach further documents

Submit the Form for Review by School Director and College Dean

Approvals

Advisor

Advisor Name	<input type="text"/>	Support Request: Yes
Date	<input type="text"/>	
By clicking Submit Form below, I understand that GEC 01 - 06 is satisfied as a result of my first baccalaureate degree and that all other remaining requirements on the degree plan must be satisfied. If approved by the Director and Dean, the above course waivers will be used to satisfy select degree requirements.		
Student Name	<input type="text"/>	Support Request: Yes
Date	<input type="text"/>	

Click to submit