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.
Enter the 1st Degree Information

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

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.

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.

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.

Enter the total hours calculated.
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.

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.

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.

Submit the Form for Review by School Director and College Dean

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.