# 2.74 - Multiple Degrees

# Purpose

To provide a process for awarding multiple degrees and certificates to students based on completed course work.

1. **Policy**

The college will establish criteria and processes for the awarding of multiple degrees and certificates for students who meet the qualifications of such programs.

1. **Procedures**

**Multiple degrees, diplomas and transcripts**

A student may pursue more than one program of study within a degree. Students may also pursue multiple degrees with the exception of obtaining an associate of interdepartmental studies degree when having completed the requirements of an associate of arts degree. However, students who have completed the requirements for an associate of interdepartmental studies degree may return to complete the requirements for any additional degree program.

To be considered an additional and separate degree, programs of study must vary in program requirements by at least 15 credit hours. For additional and separate certificates of achievement, the program of study must vary in program requirements by at least 9 credit hours.

A diploma will be awarded for each certificate and degree completed by a student.  A student who completes the requirements for two or more different degrees in the same semester will be awarded a diploma for each degree.

A student who completes the requirements for two or more programs of study under the same degree in the same semester will be awarded one diploma listing all completed programs of study. When requirements for additional programs of study within an already awarded degree are completed, no additional diploma will be provided.  Each certificate, degree and program of study completed will be listed on the student’s official transcript.

**Utilizing a course within multiple degrees**

Any course common to multiple degrees (e.g. general education or program specific courses) may be counted towards the requirements for those degrees. Additional courses from at least two or more disciplines may be used for elective credit in other degree programs, unless specifically prohibited by the academic departments and/or degree requirements. These requirements and prohibited actions will be stated in the catalog. The students will adhere to those regulations within the catalog of their designated program catalog year.

1. **Definitions**

Certificate of achievement is a qualification awarded to a student that signifies a level of knowledge obtained by the student in a specific program of study with a minimum of 30 credit hours.

Degree is a qualification awarded to a student upon successful completion of a program of study. OTC degrees include associate of arts, associate of science, associate of applied science, associate of interdepartmental studies and associate of individualized technical studies.

Program of study is a set of required and elective courses within a degree designed to meet specific degree requirements within an area of education or profession.

Program catalog year, typically, the catalog in use during the first academic year a student is enrolled.

1. **Authority**

This policy is maintained under the authority of the vice chancellor for academic affairs.

1. **Related Policies**

[2.10 – Requirements for the Associate of Applied Science Degree](https://about.otc.edu/policies/2-10-requirements-for-the-associate-of-applied-science-degree/)

[2.13 – Requirements for the Associate of Arts Degree](https://about.otc.edu/policies/2-13-requirements-for-the-associate-of-arts-degree/)

[2.17 – Requirements for the Associate of Science Degree](https://about.otc.edu/policies/2-17-requirements-for-the-associate-of-science-degree/)

[2.56 – Requirements for the Certificate of Achievement](https://about.otc.edu/policies/2-56-requirements-certificate-achievement/)

[2.71 – Requirements for the Associate of Interdepartmental Studies Degree](https://about.otc.edu/policies/2-71-requirements-for-the-associate-of-interdepartmental-studies-degree/)

[2.72 – Requirements for the Associate of Individualized Technical Studies Degree](https://about.otc.edu/policies/2-72-requirements-for-the-associate-of-individualized-technical-studies-degree/)

1. **Implementation**

Policy approved and adopted by the Board of Trustees on XXX. Purpose, procedures, responsibilities and definitions approved and adopted by the Cabinet on xxxxx and xx/xx/xx. Set for review in fiscal year 2023-2024.