

Double Degree Program Of Study Instructions

IMPORTANT-THIS PROGRAM OF STUDY FORM MUST BE TYPEWRITTEN. Please

Note the Following:

- Have all approved committee members review and sign the form (**an approved committee form must be on file before this POS is submitted**).
- Submit the form to the Graduate College for review, approval, and retention. **This Program of Study form should be submitted to the Graduate College by the end of the second semester in residence.**
- Approved copies will be returned to the departments to distribute to the DOGE, major professor and the student.
- Courses taken as a special (nondegree undergraduate) student or used to meet undergraduate degree requirements are not acceptable for graduate credit.
- Courses graded Pass/Not Pass (P/NP) may not be listed on the Program of Study.

PART II: DEGREE PROGRAMS

Degree Sought: Use the same degree as listed on the student's committee form. ["Masters" is not sufficient; cite specific degree (e.g., Master of Accounting, Master of Agriculture, Master of Arts, Master of Science., etc.)].

Department, Major, and Specialization: In many cases the name of the **major(s)** will not be the same as the name of the major department/ program. Indicate an official specialization if any. Complete for both double degrees.

Minor: List if declared. Otherwise, leave blank. In order to have a minor placed on the transcript after graduation, the minor must be approved on the Program of Study, listed on all examination reports, and written on the Application for Graduation.

Expected Graduate Date: This is only a tentative schedule that does not represent a commitment but is needed by your committee.

PART III: APPROVALS

Obtain signatures indicated.

PART IV: PLANNED DOUBLE DEGREE GRADUATE PROGRAM

Graduate Courses Taken As A Graduate Student

- List all courses as semester credits.
- Course numbers should indicate the course as it appears or will appear on the transcript.
- Complete the grade and year columns for all courses you have already taken.
- Estimate a year for courses to be taken in the future.
- Specify **minimum** number of research credits required.
- If more space is needed, continue on the second page.
- **Two awarded master's degrees require at least 22 hours of non-overlapping graduate credits in each major.**

ISU Graduate Courses Taken as an ISU Undergraduate

- Mark "**U**" in the single * column.
- Contact 210 Enrollment Services Center staff to certify and note on record the courses that were not used for the undergraduate degree.
- Courses must be graduate level with a grade of "B" or better. The grades will not appear on the graduate transcript.
- Courses cannot be used for an undergraduate degree, nor be taken as a special student.

Graduate Courses Taken at Another University

- Indicate university name.
- Mark "**TR**" in the single * column.
- Have a transcript attached to the POS which states that:
 - Courses were taken as a graduate student.
 - Courses were graduate level.
 - A grade of "B" or better was received.
 - "P" or "S" grades are **NOT ACCEPTABLE** for transfer credits.
- If the POS committee recommends transfer of research credits with "P" or "S" grades, it is responsible for ascertaining if the grade was "B" or better by letter from the responsible faculty member at the other university.
- Courses taken as an undergraduate at another college or university will not be included on your ISU POS.

Time Limit

- Work for the master's degree should be completed within 7 years. Exceptions to this rule should be addressed in the electronic Expired Course Petition form on the student forms page of the Graduate College website. Refer to Chp. 6.3.4 of the *Graduate College Handbook* to learn more about the expired course policy.

Double Degree Program Of Study (Double Degree Only)

PLEASE READ THE INSTRUCTIONS BELOW AND NOTE:

No more than nine credits earned under the nondegree option can be used toward your degrees.
If transferring graduate credits from another university, a transcript must be attached.
Transfer of graduate credits taken as an ISU undergraduate must be verified at 210 Enrollment Services Center.
Expired Course Petition is required for courses which exceed the seven (7) year time limit.
Check with your department for the number of credits needed for the two degrees.

I. STUDENT INFORMATION:

Student Name:

(Last)

(First)

(ISU ID#)

II. DEGREE PROGRAMS:

1st Degree Sought:

Department:

Major:

Area of Specialization
(if any)

Minor (if any)

2nd Degree Sought:

Department:

Major:

Area of Specialization
(if any)

Minor (if any)

Expected Projected Graduation Term:

Year:

III. APPROVALS:

Include typed or printed names and signatures

Major Professor(s):

Major Professor(s):

Committee Member(s):

(OFFICE USE ONLY)

Student:

Date:

Recommended by 1st Major DOGE:

Date:

Recommended by 2nd Major DOGE (if any):

Date:

Recommended by Minor(s) DOGE (if any):

Date:

Copy: Student Dept Major Co-Major Minor Dept 2 Major 2 Co-Major 2 Minor 2



Double Degree Program Of Study

(Double Degree Only)

Student Name:

(Last)

(First)

(ISU ID#)

IV. PLANNED DOUBLE DEGREE GRADUATE PROGRAM:

	University	*	Department (Abbreviation)	Course Number	Semester Credits	Course Title (Abbreviate to fit on one line)	Grade	Year
1.								
2.								
3.								
4.								
5.	Student Name:							
6.	Student Name:	(Last)			(First)		(ISU ID#)	
7.	Student Name:	(Last)			(First)		(ISU ID#)	
8.	Student Name:	(Last)			(First)		(ISU ID#)	
9.	Student Name:	(Last)			(First)		(ISU ID#)	
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(*) MARK TRANSFER CREDITS "TR" OR "U"; MARK TEST-OUT CREDITS "T" OFFICE USE

ONLY

ISU Courses

ISU Research

ISU Total

Tr & T, U

Total Credits

Additional Credits



Double Degree Program Of Study

(Double Degree Only)

IOWA STATE UNIVERSITY
GRADUATE COLLEGE

1137 Pearson Hall, (515) 294-4531

B.V. PTLUADNENNET ID DNFOORUBMLATE DIOENG:REE GRADUATE PROGRAM (CONTINUED):

University	*	Department (Abbreviation)	Course Number	Semester Credits	Course Title (Abbreviate to fit on one line)	Grade	Year
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(*) MARK TRANSFER CREDITS "TR" OR "U"; MARK TEST-OUT CREDITS "T"

