

APPROVAL OF DUAL DEGREES AND DUAL MAJORS

Unless specifically approved in your school's catalog, each dual major or degree must be approved by the SAA on a case by case basis. When making application to the SAA for approval of a dual major or degree, such application must contain the information specified below and meet certain criteria (also specified below). **NOTE:** If the dual objective will not extend the length of the student's program beyond the total hours approved in his/her current program, then approval is not required.

- ◆ Name and claim number of the VA student for whom the approval of the dual objective is requested.
- ◆ The exact title of the two degrees or majors for which dual objective approval is requested, to include page numbers in the current, approved catalog where those programs can be found.
- ◆ An exact description of the single career field to which both degrees/majors relate. The source or authority (major professor, department chair) declaring these two programs as relating to this single career field.
- ◆ Must list total credit hours already earned toward current program.
- ◆ Total additional credit hours needed by this veteran to complete the dual objective as certified by school registrar.
- ◆ Total credit hours and unit subjects required for the dual objective.
- ◆ When applicable, the elective courses in the initial objective should be used to satisfy the courses required to attain the dual objective.
- ◆ GPA should meet the school's requirement for satisfactory progress.

All such requests must be submitted to the SAA prior to the VA student's entrance into dual objective study. VA Form 22-1995, Request for Change of Program or Place of Training (or VAF 22-5495 as appropriate), properly completed by the student, may be submitted with the request to the SAA or must be submitted to VA simultaneously.

The request for approval must be received by the SAA prior to the earning of 90 credit hours in a baccalaureate degree program or the earning of 37 hours in an associate degree program. For graduate students, the school must submit its dual objective request during the second term (semester/quarter) of the student's enrollment in graduate school.

All requests for approval of dual objectives must be signed by:

- ◆ School certifying official **and**
- ◆ Chairperson or Dean of the department, school, or college involved in granting the dual degree or major.

DUAL MAJOR/DUAL DEGREE REQUEST FOR STUDENT RECEIVING VA BENEFITS

All requests must be submitted so SAA prior to the VA students' entrance into dual objective and prior to earning 90 hours in a bachelor degree and 37 in an associate degree.

1. Student Name: _____
2. VA Claim Number: _____
3. Name of dual degree or major (e.g., BA/BS History or BS Business/Spanish):

4. Found on page(s) _____ of catalog.
5. Single career field to which this dual degree/major leads:

6. Total hours for the first degree: _____
7. *Additional* credit hours needed to achieve dual objective: _____
8. Total credit hours needed to achieve dual objective: _____

APPROVAL RECOMMENDED BY

Dept. Chair or Dean: _____ Date: _____

Student GPA: _____ As of this date student has earned _____ credits.

School Certifying Official: _____ Date: _____

School Name: _____

Upon completion please forward to:

SC State Approving Agency
Veterans Education and Training
1122 Lady Street, Suite 300
Columbia, SC 29201
803-737-2260 • Fax 803-737-2297