**Minutes**

**Admissions and Standards Committee**

**30 October 2024**

**Approved**

**Present**: Jim Rogers, Bobbi Sue Delany (Registrar, *ex-officio*), Adena LeJeune, Purujit Gurjar, Tomesha Farris, David Shanks, Fred Rolfes, Amanda DuBois, Mike Wright, Becca Dauzat

**Call to Order**: LeJeune called the meeting to order at 12:05 p.m. after recognizing a quorum. [See Addendum A for Agenda]

**Review of Charges**: LeJeune noted the charges that the Committee has been tasked with discussing and offering recommendation to the Faculty Senate.

**Review of Dual Degrees, Multiple Degrees, and Policy thereon**: LeJeune recognized Delany, who explained that current Catalog policy [See Addendum B] does not address clearly University policy regarding dual degree programs, multiple degrees beyond the second baccalaureate degree, and the relevant Registrar forms. The issue was elevated due to one student’s request for a third or fourth degree.

Several members asked questions regarding current policy as well as potential resolutions. The general consensus of the Committee resolved to recommend revision of the Catalog policy for second baccalaureate degree by (1) clarifying that a second degree requires 30 hours of non-duplicated coursework at LSUA, and 9 hours of that non-duplicated coursework must be upper-level courses; and (2) the Catalog will not allow for more than two baccalaureate degrees without appeal to the Office of Academic Affairs. That would allow the Office of the Registrar to revise the appropriate form [See Addendum C] to match the Catalog policy.

Rogers volunteered to draft a revision that the Committee could consider, revise, and approve in a future meeting. Rolfes moved and Dauzat seconded a motion **to authorize Rogers to draft a revision to the Catalog entry regarding second baccalaureate degrees, which may be considered, revised, and approved at a future meeting**. The motion passed 8-0-0.

**Dual Concentrations in Bachelor of General Studies Programs**: Lejeune recognized Delany, who explained that student requests for multiple concentrations in BGS programs would not result in multiple degrees being granted. In addition, BGS concentrations are housed in discipline-appropriate colleges. Should the policy regarding two or more degrees apply to two or more concentrations under BGS?

Discussion ensued. Lejeune stated that the Interdisciplinary Curricular Committee appears to have jurisdiction over concentrations in BGS. Rogers suggested a motion to send this charge/question to Faculty Senate with recommendation to assign a charge to the Interdisciplinary Curricular Committee.

Rolfes moved and Lejeune seconded the following motion: **The Admissions and Standards Committee recommend to the Faculty Senate that the charge #2 (see Agenda, Addendum A) be assigned to the Interdisciplinary Curricular Committee for discussion and recommendation.** The Committee approved the motion 8-0-0.

**Should more than one BGS degree, regardless of concentrations, be awarded by the University?** Due to lack of time, the Committee did not address this question.

**Charge #4 regarding minors**: Lejeune recommended, and the Committee approved unanimously, that this charge be considered at a later meeting of the Committee.

**Future Meeting Times**: LeJeune recommended the 12 noon Wednesday time for meetings be continued for next meeting (TBA).

**Adjournment**: 12:47 p.m.

**Respectfully Submitted by Jim Rogers, Secretary**

Draft 31 October 2024; Approved 6 November 2024, 7-0-0

**Addendum A**

Admissions and Standards Committee

Agenda

October 30, 2024, noon

Chambers 129

1. Review the current policy on dual degrees and Declaration for a Second Major/Second Degree/Additional Concentration form
	* What should be the policy if a student seeks a third or additional degree from LSUA?
	* The form states 9 upper-level course hours are required; should this be stated in the catalog?
2. Discuss dual concentrations in a BGS
3. multiple BGS degrees — does our policy allow for this? Do we need a policy regarding this?
4. minors — what percentage of coursework for a minor should be taken at LSUA? Can a student earn a minor at LSUA if all coursework is transferred from another institution?

**Addendum B**

[copy of relevant 2024-2025 Catalog Entry]

**Academic Requirements for a Second Degree**

Students who wish to earn a second associate degree must

1. complete the curricular requirements of both the first and second degree;
2. complete at least 15 hours at LSUA beyond the number of hours applied toward the first degree and that are applicable to the second degree;
3. meet any additional requirements (academic or residency) set by the department(s) concerned;
4. meet all academic and graduation requirements pertaining to associate degrees.

Students who wish to earn a second baccalaureate degree must

1. choose a second degree with a major field of study that is different from that of the first degree;
2. complete the curricular requirements of both the first and second degree;
3. complete at least 30 hours at LSUA beyond the number of hours applied towards the first degree and that are applicable to the second degree;
4. meet any additional requirements (academic or residency) set by the department(s) concerned;
5. meet all academic and graduation requirements pertaining to baccalaureate degrees.

Note: Students who have already earned a baccalaureate degree in a particular discipline may not subsequently petition to graduate with an associate degree in the same discipline, with an Associate of Arts degree, or with an Associate of Science degree.

**Academic Requirements for a Second Major**

Students who wish to earn a second major within a baccalaureate degree must

1. Choose a primary degree program;
2. Choose a second major different from the major of the degree being received but also available at LSUA as a degree program with the same degree designator (BA or BS) as that of the degree being received. A student may not mix majors from BA and BS programs;
3. Complete all the curricular requirements of the degree being received and all the curricular requirements for the degree program of the second major, including any specifically- designated general education courses;
4. Complete all additional requirements (academic, programmatic, or residency) set by each of the departments concerned;
5. Use as a catalog of record for the requirements of the second major that is in effect at the time the second major was declared, so long as that is within five years;
6. Have all substitutions and waivers applied to the second major approved by the department of the second major;
7. Be recommended for graduation by the faculty of each major;
8. Complete all required assessments of student learning outcomes, including exit exams, required by the degree programs associated with each major;
9. Complete the requirements of the second major at the same commencement where the primary degree (first major) is received.

Note: Students who earn a second major in a discipline may not then subsequently graduate with a second degree in the same discipline as the second major. In no case will more than two majors be awarded in one degree.

**Addendum C**

[copy of relevant section of “Declaration for 2nd Major Form” at the Office of the Registrar’s [website](https://www.lsua.edu/docs/default-source/registrar/forms/declaration-for-2nd-major-form.pdf?sfvrsn=87bf416b_10) (link current to 31 October 2024)]

**Office of the Registrar**

registrar@lsua.edu

(318) 473-6424

Abrams Hall, Room 109

**Declaration for a Second Major/Second Degree/Additional Concentration**

 This application is for my: **Second Major** ☐ **Second Degree** ☐ **Additional Concentration** ☐ I am also pursuing the following credentials for completion at this time and will submit separate applications\* for university review:

Primary Major: Second Degree:



Minor(s): *\*Each credential, other than 2nd concentration*

*requires a separate form.*

*2nd Major*: must meet all departmental requirements for the major. Core completion for one major satisfies Core for all additional majors. Completion of an additional major is indicated on transcripts; diplomas only list the primary major.

*2nd Degree*: requires 30 additional, unique credits, and nine additional, unique, upper-division credits. Core completion for a first degree satisfies Core for all additional degrees. Additional degrees are indicated on transcripts, and each degree is awarded an individual diploma.