



CENTRE FOR INSTITUTIONAL QUALITY ENHANCEMENT

Restrictions on “Double-Counting”

To: Curriculum and Program Review Committee

From: Nichole Molinaro, Senior Policy Analyst, CIQE

Re: Program Restrictions for Academic Calendar

Date: April 2017

MOTION: That CPRC recommend to Academic Council the approval of the Restrictions on Program Elements.

Recently the Records Office inquired regarding the rule for double counting of courses between Majors (with or without Specialization) and Minors, and between one Minor and a second Minor program.

A review of current students with declared double Minors indicates that there are circumstances where single courses are being counted multiple times for different programs, or where a Minor appears to be imbedded into a Major.

Some overlap would be expected, and likely needed, for students to have the prerequisites they need for upper year courses. A few Minor programs include first-year core courses (e.g. all Science minors), so double-counting of at least 1-2 courses is likely inevitable. As there is currently no policy regarding the amount of overlap, beyond a Double Major, there is no guideline to provide to students and staff/faculty regarding which program combinations are available.

Therefore, following an environmental scan of regulations around double-counting at other Ontario Universities, and after further review with Faculties that had expressed concerns, we recommend the following restrictions on double-counting, effective for the 2017-2018 Undergraduate Academic Calendar. Students who have declared their program combinations prior to September 1, 2017 will be exempt.

Restrictions on Program Elements

A student may complete only one of the following:

- A single Major
- Two Majors
- A Major and a Minor
- A Major and two Minors

A course is considered to be *double-counted* if it is used to satisfy both the requirements for the Major (or Majors) and a Minor (or Minors).

For Minors:

- A maximum of 6.0 credit hours in double-counted courses may be included in the credits used towards any minor program(s)

For Majors:

- To complete two majors a student must satisfactorily complete all required courses in both the primary and secondary major. A maximum of 12.0 credit hours may be double-counted towards the second major.

Under no circumstances are students allowed to “triple-count.” A course is considered to be *triple-counted* if it is used to satisfy the requirements for a Major and two Minors.

Institution	Description	Comments
Carleton	<p>6.5 Restrictions on Program Elements</p> <p>A course is considered to be <i>double-counted</i> if it is used to satisfy both the requirements for:</p> <ul style="list-style-type: none"> a. the Major (or Majors) and a Minor (See Note 1, below), or b. a Minor, Concentration, or Specialization and any other Minor, Concentration or Specialization (See Note 2, below) <p>A maximum of 2.0 credits in double-counted courses may be included in the credits used to fulfil requirements at graduation.</p> <p>Notes:</p> <ul style="list-style-type: none"> 1. In this regulation, the Major consists of the credits counting toward the Major CGPA. If the program uses only the Overall CGPA for assessment, then all credits are considered to be in the Major. 2. Item b) refers to specializations and concentrations that constitute optional choices. In these cases the Major (s) can be completed with or without a concentration or specialization. <p>In other cases, a Concentration or Specialization is contained within the Major and constitutes a required choice for that Major. These Concentrations and Specializations are not included in b) above.</p> <p>6.6 Maximum Number of Program Elements</p> <p>In addition to the student's Major(s), the maximum allowed combined number of Minors, Concentrations and Specializations for any student is two. Note that this restriction does not apply to the Co-op Option or to <i>Mention : Français</i>, or Streams.</p>	<ul style="list-style-type: none"> • Maximum of 2.0 credits may be double counted • In addition to the Major, the maximum number of combination of program elements is two.

<p>Lakehead</p>	<p>Courses may not be double-counted to complete a second specialization. A minor will consist of a minimum of at least three (3) full course equivalents different from and in addition to the courses in the student's major; however, only courses outside the major can be counted towards a minor.</p>	<ul style="list-style-type: none"> • No double counting
<p>McMaster</p>	<p>Credit from the first two degrees cannot be applied to a third undergraduate degree. To obtain a third undergraduate degree you must take the complete program. i.e. approximately 90 units for a three-level degree and approximately 120 units for a four-level degree.</p>	<ul style="list-style-type: none"> • Stipulation that for third degree students must complete the full program
<p>Nipissing</p>	<p>Program Combination Notes:</p> <ul style="list-style-type: none"> • Programs in the same discipline may not be combined; for example, an Honours Specialization in History may not be combined with a Major in History or a Minor in History. • A course may only count for credit towards one program; for example, in a four-year Double Major in Sociology and Social Welfare and Social Development, SOCL 1016 is a required course for both majors. Although a student may use this course to satisfy the requirement in both programs, they must still present a total of 36 credits in • Minors may not be in the same discipline as the student's program of study. Minors are subject to course availability each major. 	<ul style="list-style-type: none"> • Courses may only count for credit towards one program • Minors are strictly defined
<p>Queen's</p>	<p>The upper limit to the number of credits from a first degree program which may be counted towards a second degree under Faculty regulations is:</p> <ol style="list-style-type: none"> for a three year degree, 2/3 of the total credits required, and 	<ul style="list-style-type: none"> • Degree plans for combinations are specified on the website and in the calendar

	<p>ii. for a four year degree, 1/2 of the total credits required. Faculties are permitted to set lower, more restrictive, limits on the number on courses counted toward a particular degree.</p> <p>Requirements are outlined in ‘degree plans’</p>	
<p>Ryerson</p>	<p>A Minor is an opportunity for a student to explore a secondary area of undergraduate study either for personal interest beyond a student's degree program, or as an area of specific expertise related to the student's degree program that will serve the student's career choice.</p> <p>Minor Requirements:</p> <ul style="list-style-type: none"> • A Minor consists of six single-term courses with a coherence based upon discipline, theme and/or methodology; • A maximum, of two core courses from the student's degree program, (either Required/Required Group/Professional elective) may be applied to a Minor; • A maximum of two Liberal Studies courses may be applied to a Minor. These two Liberal Studies courses can be used to fulfill both degree requirements and Minor requirements; • Course substitutions are not permitted in the completion of a Minor; • Students are eligible to take any Minor except those which are specifically excluded by their program because they are too closely related to the core program requirements (e.g., a Business Management - Accounting Major students is not eligible to earn an Accounting Minor); • Where it is possible, a student may take more than one Minor. However, an individual course may only be used to satisfy the requirements of 'one' Minor; • It is acknowledged that scheduling issues may prevent students from being able to access all of the courses in a specific Minor 	<ul style="list-style-type: none"> • Two courses may be double counted for a single minor • May take more than one minor but the courses may not be double counted between them • Double major requirements are individually approved

	<p>in the same time frame as they are completing the requirements for their degree;</p> <ul style="list-style-type: none"> • Courses in the Minor may need to be taken above and beyond those required in a student's program, possibly with additional fees; • Requirements for a Minor must be completed before graduation • Completion of a Minor is noted on the academic transcript, but not on the award document. <p>Student's priority should be given to enrollment in, and the completion of, their program's graduation requirements. Students are cautioned that taking courses over and above basic program requirements in order to earn a Minor, may adversely affect overall academic performance and jeopardize Academic Standing. Students on PROBATIONARY Standing will not be authorized to take extra courses for the purposes of earning a Minor.</p> <p>-Double Majors are individually Senate approved</p>	
Trent	<p>The same course may not simultaneously satisfy the requirements of both programs in a joint-major degree.</p> <p>Requirement for a Minor Students who have fulfilled the requirements for a single-major or joint-major Honours degree may apply to the Office of the Registrar for a minor in a different subject. See individual department and program entries for details.</p> <p>Second Degree A maximum of 10.0 credits (the equivalent of two years of full-time study) may be transferred for credit towards a second degree.</p> <p>Notes</p>	<ul style="list-style-type: none"> • Minor requirements are individually specified in the calendar • Minors are permitted only for single majors • Third degree requires all program requirements

	<ul style="list-style-type: none"> • All work for the second degree must be completed at Trent University (Letters of Permission for credit from another institution will not be permitted). • Students will not be permitted to include a minor in the second degree. • Trent students who have credits which exceed the degree requirements in a first degree program <i>may</i> have them applied to the second degree program. • The student must meet the same standards for continuation and graduation as required of students registered in a first degree program. See p. 11 for requirements which apply to all undergraduate degree programs. • Third degrees: Credits from the first two degrees cannot be applied to a third undergraduate degree. To obtain a third undergraduate degree, a student must complete all courses required for the program (15.0 credits for a General degree and 20.0 credits for an Honours degree). <p>Minor:</p> <ul style="list-style-type: none"> • An optional secondary area of study when completing a single major Honours degree. 	
<p>Guelph</p>	<p>Double Counting of Courses</p> <p>A maximum of 50 percent of the courses in a second specialization may be courses taken in fulfillment of the first specialization where required courses are the same. (Specializations can include majors, minors, areas of concentrations and certificates.)</p>	<ul style="list-style-type: none"> • Half may be double counted

<p>Toronto</p>	<p>Options:</p> <p>One specialist program (which includes at least one course (FCE) at the 400-level) or Two major programs, which must include at least 12 different courses (FCEs) or One major and two minor programs, which must include at least 12 different courses (FCEs)</p>	<p>Only allows for 3 types of combinations:</p> <ul style="list-style-type: none"> • Specialist • 2 Majors • 1 Major + 2 Minors
<p>Waterloo</p>	<p>Double-counting</p> <p>Arts Faculty regulations require that for any combination of academic plans:</p> <ol style="list-style-type: none"> 1. at least 50% of the courses taken to fulfill the requirements of any academic plan must be unique to that plan, and 2. after criteria in number one has been applied, a maximum of 2.5 academic course units (five courses) may be counted towards two academic plans. <p>The practice of counting a course towards two different academic plans is known as "double-counting". Specializations, such as the Finance Specialization in Economics, are regarded as being housed within the main academic plan (i.e., major), and so are not subject to concerns about double-counting between them since a Specialization is not considered an actual plan but, rather, a sub-plan of the major. Courses used towards fulfilling the Bachelor of Arts' Breadth Requirements are not subject to the double-counting rule.</p> <p>Under no circumstances are students allowed to "triple-count" (i.e., count one course towards three separate academic plans).</p>	<ul style="list-style-type: none"> • Five courses may be double counted in each academic plan. Does not apply to specializations • Absolutely no triple-counting

<p>Windsor</p>	<p>A minor normally requires the completion of six courses as specified by the regulations of individual programs, and a minimum average of 60% in all minor courses.* Courses counted towards the major average calculation cannot be counted toward a minor, but all other courses completed for the degree can be used to fulfill the requirements for the minor. Courses counted toward a minor cannot be counted toward a second minor.</p> <p>Double Major Students wishing to combine two areas of study from the Arts, Languages, Social Sciences, or Science within a single four-year Honours B.A. or B.Sc. program may do so if the areas of study concerned have provided for this possibility in their respective sections of the Calendar. Such programs require a total of forty courses including the successful completion of the major requirements and specified other requirements as defined by each area of study in the appropriate section of the calendar.</p>	<ul style="list-style-type: none"> • No double counting between major and minor (allowed within degree) • No double counting between minors
<p>Western</p>	<p>Students who wish to combine modules containing the same courses must consult the Department(s) and Faculty concerned to see if such overlap is permitted.</p>	<ul style="list-style-type: none"> • Must consult with Faculty
<p>Wilfrid Laurier</p>	<p>Double Counting Students are permitted to double-count courses for more than one program in which the same course is a required course or an elective.</p>	<ul style="list-style-type: none"> • Double counting is permitted