

# UNDERGRADUATE DUAL DEGREE APPROVAL FORM

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Name \_\_\_\_\_ U-M ID \_\_\_\_\_ Email \_\_\_\_\_

→ **Current school/college:**

Current program/major: \_\_\_\_\_

→ **Proposed additional school/college:**

Proposed additional school/college program/major: \_\_\_\_\_

→ **Proposed home unit:**

Proposed effective term: \_\_\_\_\_

*Prior to the Drop/Add Deadline, the proposed effective term may be the current term. After the Drop/Add Deadline, the proposed effective term should be a future term.*

*I have read the requirements for this program as set forth on the second page of this form and on the websites of the schools/colleges involved and wish to enter the dual degree program described above.*

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Student signature \_\_\_\_\_ Date \_\_\_\_\_

Obtain signatures from each program/major advisor and the Dean's office representative for each school or college. These signatures confirm approval (and admission, if required) for the dual program.

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Current school/college advisor/counselor signature \_\_\_\_\_ Date \_\_\_\_\_

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Current school/college representative signature \_\_\_\_\_ Date \_\_\_\_\_

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Proposed school/college advisor/counselor signature \_\_\_\_\_ Date \_\_\_\_\_

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Proposed school/college representative signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE**

Program code (if applicable): \_\_\_\_\_

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## DUAL ADMISSION

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Any undergraduate student who wishes to consider the possibility of earning two degrees, one from one school or college on the UM-Ann Arbor campus and the other from another school or college on the UM-Ann Arbor campus, should carefully review the requirements and policies of both units and plan a program which meets the criteria for both.

### ELIGIBILITY REQUIREMENTS

- The student must meet with their current program advisor prior to submitting the application to add a degree.
- The student must obtain approval from both units; many units require admission prior to consideration for a dual degree.
- Each school or college in a dual program may set its own policies and procedures for admission or declaring the dual degree.
- The student must complete the Undergraduate Dual Degree Approval Form and obtain a signature of approval from the authorized signers in each program.
- The student may register in only one school or college; this will be known as the home unit.
- The student is governed by the academic rules and policies of the home unit, including registration deadlines.
- The student may change their home unit designation only one time in their time as an undergraduate student.

### DEADLINES

Check with the schools and colleges on specific deadlines for admission (if required) or for submission of this form.

## PROCESS FOR CURRENT UM-ANN ARBOR UNDERGRADUATE STUDENTS AND HOME UNITS

### Students

- Discuss your plans with both program/major advisors prior to seeking signatures on this form. Be prepared to discuss the rationale for pursuing two degrees.
- In determining your home unit, consider impact on tuition, transfer credit, and eligibility for financial or other awards afforded to students in your units.
- Obtain signatures from each program/major advisor and the designated representative for each school/college. These signatures signify approval for the proposed programs.  
  
Please note that some schools and colleges may only require one signature; others require both.

### Home units

- Determine the effective term for the dual degree program and indicate that on the form according to internal policies.
- Submit the completed form with all required signatures to the Registrar's Office ([ro.records.staff@umich.edu](mailto:ro.records.staff@umich.edu)).
- **Registrar's Office:** Create the dual degree program for the student in Wolverine Access and re-register any current or future courses in the home unit if the student was registered under the previous unit. This process will take five to seven business days.
- **Home unit:** Initiate transfer credit changes with the office responsible for posting transfer credit for their school or college.