RACKHAM GRADUATE SCHOOL
UNIVERSITY OF MICHIGAN

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS
915 E. Washington Street • 0120 Rackham Building • Ann Arbor, MI 48109-1070
734-763-0171 • Fax: 734-936-1809
E-mail: oard.questions@umich.edu • www.rackham.umich.edu

DOUBLE COUNTING OF CREDIT HOURS FOR DUAL/JOINT MASTER'S DEGREES AND CERTIFICATE PROGRAMS

The term "double-counting" refers to the use of a limited number of credit hours toward the requirements of two separate master's degrees or certificate programs. The principle of double-counting allows the student to earn two degrees for fewer total credit hours than would normally be required if both programs were taken independently.

The general Graduate School maximum for the number of hours that may be double-counted is determined as follows: Add together the minimum number of hours required for each of the two programs independently, and divide the sum by six. For example:

Minimum credits required in field A = 30
Minimum credits required in field B = 36
Sum = 66
Sum divided by 6 = 11 = maximum number of credit hours that may be double-counted under the most favorable circumstances.

Please note: when double-counting with a certificate program, one sixth of the minimum required hours for the master's degree alone can be double-counted.

Double-counting may be permitted only for the overlap of two master's degree programs or for the overlap of a master's and a certificate. Under no circumstances can any program be overlapped with more than one other program.

In no case may this reduction lower the Rackham degree to less than one-half of the original hourly requirement.

Individual departments and programs may establish their own limits on double-counting, up to the general Graduate School maximum, or they may prohibit double-counting altogether.

Any fraction resulting from these calculations must always be rounded down to the nearest whole number of credit hours.

Credit hours for a single course may not be split; a course must be double-counted in its entirety.

To preserve the integrity of any individual degree program, at least one-half the minimum required hours for the degree or certificate must be elected in Rackham for use solely toward that degree. This means that no more than half the credit hours for a program may consist of transfer credits and double-counted credits combined.

Form Instructions

1. Complete all personal information including name, ID number, contact information and the date you are completing the form.

2. Complete the name of each degree/certificate (i.e. M.S. in Math), the date you expect to receive (or have received) each degree/certificate and the minimum hours required for each degree/certificate.

3. List ALL courses (i.e. NRE 560) taken except courses that count only towards a doctorate degree (i.e. 990 & 995) - all courses that count towards one degree on one side, all courses that count towards the second degree on the other side. Put a "D" (on both sides) next to those courses that you are double-counting.

4. Complete the total hours applied to above degree. Have the form signed by the department/graduate chair or designate and submit to Rackham.