



## HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES

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/OARD

#### DOUBLE COUNTING OF CREDIT HOURS FOR DUAL/JOINT MASTER'S/PROFESSIONAL AND/OR CERTIFICATE DEGREE PROGRAMS

- > Doctorate degrees are awarded based on Rackham Fee Totals (RFT's). Masters degree require credit towards program (CTP), therefore no double counting applies for doctoral degrees.
- > The term "double-counting" refers to the use of a limited number of credit hours toward the requirements of two separate degrees or 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/Professional 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 certificate program. 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 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, address, id number, contact information and the date you are completing the form.
2. Complete the first degree (i.e. MS in Math), the date you expect to receive the degree and the hours required for the degree (see <http://www.rackham.umich.edu/OARD>).
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.



**HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES**  
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/OARD

**DUAL/JOINT DEGREE ELECTION FORM**

Rackham use only      Approved \_\_\_\_\_ Date \_\_\_\_\_ Double Count \_\_\_\_\_ Hours 6010

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Address: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Name of First Degree			
Hours required for degree	Term/Year Expected/Granted		
(list courses below)			
Course Title	Course Number	Hours	Term/Year
<i>(ex. RACKHAM</i>	<i>998</i>	<i>1</i>	<i>Winter 07)</i>

Name of Second Degree			
Hours required for degree	Term/Year Expected/Granted		
(list courses below)			
Course Title	Course Number	Hours	Term/Year
<i>(ex. RACKHAM</i>	<i>998</i>	<i>1</i>	<i>Winter 07)</i>

Total Hours Applied to Above Degree: \_\_\_\_\_

Graduate Dept Chair: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Total Hours Applied to Above Degree: \_\_\_\_\_

Graduate Dept Chair: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_