



# **Second (Bachelor) Degrees**

**College of Business and Public Administration**

**Undergraduate Advising, Old Dominion University**

## **What's different about a second (bachelor) degree?**

In most ways, second-degree students are not unlike first-degree students. However, in some areas, the process can be slightly different. Our goal is that this document will help you understand the overall process from start to finish so that you find it easier to navigate your way to the graduation stage! No sooner do we finish this document, there may be policy or procedural changes. We certainly tried to cover the material in general enough terms that as new Catalogs are issued, this would still be valid. However, should any discrepancies be discovered down the road, ultimately, the Catalog would also serve as the final trump card.

### Admissions

The first step is to apply through Old Dominion University's Admissions Office located in Rollins Hall. Certainly, Admissions Counselors can answer your general Admissions questions. However, unlike for first bachelors degree applicants where the admissions decision is made within the Admissions office, the Admissions office will send potentially qualifying applicant files (and transcripts) to the academic department in which you have noted you are interested in majoring. (So for example, if you marked an interest in Marketing, your information will go to the Marketing department for review.)

If the department approves a student is a qualified prospective student, a memo will be drafted including which courses you would need to take. More about what kind of courses is below. The usual signatory to such a memo for an academic department is the Department Chair or the Chief Departmental Advisor unless otherwise designated by the Department Chair. The memo noting acceptance and defining which courses would be required goes through the Dean's Office for approval. (Most times, the department will also list the pre-reqs for the courses that are on the memo. It should be on the bottom of the memo.) Once this memo reaches the ODU Admissions office, the status will be updated to Leonline, where you can track Admissions status. It is important to remember that Admissions will not load all of the prior academic work completed to the ODU transcript except for those noted on the memo. Our office and others on campus refer to this memo as the "Second Degree Memo" and it should be included in your admissions packet from the Admissions Office. It is imperative that you maintain a copy of this memo, bringing it with you to advising meetings, throughout your ODU academic career in seeking a second degree.

\*Please be mindful that this step can take a while since there are more departments involved than for first-degree students.

### Courses Required

While the academic department does make the final decision as to what courses are required, historically, the list usually remains the consistent from student to student while still factoring a student's prior academic work. No matter what, the identified course requirements will be listed on the second-degree memo, and so you should bring the memo (or at least a copy of such) with you to any advising appointment. Unless a course was to be discontinued (worse case scenario), this list would not be expected to change. Of course,

if there were a discontinued course, a conversation of what can replace it followed by the agreement in writing should occur. In terms of what is required for first-degree students, the university-specified lower and upper general education requirements. This usually leaves any College-specified lower general education, Common Body of Knowledge, and major courses (identified in the College section of the University Catalog).

Depending on the major desired, the lower general education courses specified by the College may include BUSN 110, ENGL 211C/221C/231C, MATH 162M, 200, Ethics course, and an information literacy course. The Common Body of Knowledge is a set of core business courses identified by the College that every business major must know. These are typically foundations or principles in Accounting, Decisions Sciences, Economics, Finance, Information Technology, Management, Marketing, and Operations Management. The major courses are the most obvious, being the courses in the field of study.

Historically, the department reviews the transcripts of prior work for each student applying. If accepted, the second-degree memo would list these courses required. Imagine that the department is crossing off the list of what first degree students complete based on your prior work. The remaining courses are what typically appear on the second-degree memo. The minimum number of credits on a second-degree memo would be at least 30 credits. If sufficient work had been completed in the prior academic work that result in less than 30 credits to be necessary (common with students whose first degree was in business), then electives have traditionally been added to ensure residency is met.

Note: If there are any changes to the second-degree memo, such as identifying that you would not need a course listed on the memo or that one course was swapped out for another, get it in writing, whether via email or hard copy! (If a course was waived, the total number of credits completed through ODU must still meet residency requirements.) Any such substitutions or waivers are to be approved by a Department Chair or Chief Departmental Advisor, followed by the Deans' Office, and then forwarded to the Director of Undergraduate Advising in the CBPA Undergraduate Advising Office. The Director will have a copy placed in your hard copy file and forward it on to the Registrars office. No matter what, it is your responsibility to retain a copy of such an approval in addition to the second-degree memo.

### Residency

Residency, in terms of academics, is different than as defined by the Office of Finance to determine tuition rates. Academic residency says that to get a degree from ODU, you took ODU courses. The minimum number of credits for any bachelor's degree, whether first or second, would be at least 30 credits completed through ODU, with at least 12 of which specific to the major and 6 within a minor or cluster. (There is more on the minors/cluster opportunity later in this document.) Residency requirements are referenced throughout the Catalog under the Academic Information section as well the College section. However, please note that experiential learning, departmental exams, and transfer credits do not apply to the residency minimums. (This is of particular importance for those students who have only 30 credits listed on their second-degree memo.)

### Pre-requisites

Pre-reqs are determined by the most recently issued Catalog under the course descriptions (back of the book). Now, let's say for example that the department determines that you need ECON 301, the Managerial Economics. The pre-reqs for ECON 301 are ECON 201S/202S, DSCI 206, and MATH 200. You may have had all the pre-reqs except the MATH 200. Technically, if you don't have all of the pre-reqs but in this case, required to take the later course, you still would need to take MATH 200 unless otherwise approved by the professor or department chair who teaches the required course (ECON 301). It is important to check the Catalog for any pertinent pre-reqs.

On the other hand, let's say that you did have the pre-reqs but because the department did not list the pre-reqs on your particular second-degree memo. The result would be that the pre-reqs would not load onto your ODU transcript. This scenario of completed pre-reqs not noted on the transcript would impact in terms of registration. Leonline, our online student management system, would not see that you have a pre-req even if the department verbally or in writing (such as an email) said you were fine. This can be an easy fix by letting the right people know. We encourage all students to be mindful of their transcripts and electronic records. This process again can take awhile so if you catch that this may happen, start communication immediately. If you find yourself in this situation, start with the signatory representative from your department first, usually whoever signed your second-degree memo from the department. (If you still have problems, contact the CBPA Undergraduate Advising office at [BusinessAdvising@odu.edu](mailto:BusinessAdvising@odu.edu) and our office will try to help you figure out who to contact.) Usually, it just takes the department to send a notice to Admissions about the pre-req, where Admissions will then post it to your transcript.

### Application to the College of Business and Public Administration

All first-degree students are required to submit an application to the College. The application serves as both application to the College and officially declaring a major. Receiving a second-degree memo does not waive you from applying. For second-degree students, it is more a formality in also getting the major declared.

The application can be found on our advising website as well as in hard copy through our and the Dean's Office. The application process changed in Fall 2011 and we recommend that all students view the Catalog for greater explanation of the process. Technically, all students are prohibited from taking 300-400 level business courses without having been admitted. If not admitted, the professor and/or the Dean's Office do reserve the right to have a student dropped from a course. However, either party would certainly try to contact you via the ODU email system to find out what is happening and as to what date the drop will occur if you do not respond. (The Catalog discusses any exceptions to this rule in the College section.) However, even if the official acceptance has not been formalized, do note that as long as your application has been submitted to the Dean's Office, there usually aren't any problems.

Once approved, it does take a while from submission of the application to the update to the electronic record but you can check to see if you have been officially accepted. Visit

Leonline and after logging in, click on Student Records, click on View General Student Information. If your program is listed as BSBA followed by the major you are seeking, then you are coded as an accepted ODU student. This acceptance and coding process is very centralized to ensure accurate records so at peak time frames, it can take a while from start to finish.

### *Transferring Courses/Experiential Learning*

In cases where students have more than the 30 credit overall and 12 major minimum listed on the second-degree memo, it may be possible to transfer in courses. So to take the earlier example of needing ECON 301 but you did not have MATH 200. If you had 42 credits on your second degree memo, you could certainly take the equivalent of MATH 200 at a community college and transfer it into ODU. Transfer credits require a C or better from the other institution in order to transfer. More information about the process of transferring courses is reviewed in the Catalog whereas a list of what courses have previously been transferred and what they have been given credit at ODU for are listed on Monarch Transformation. (Monarch Transformation is available by visiting Leonline, click on Admissions Menu, click on Monarch Transformation.)

Experiential learning refers to receiving credit based on departmental exams, national exams, portfolios, etc. Many times, we have students who may have had extensive work in an area that would cover the materials from a course the student would need. If you feel this would be applicable to your work, you can visit the Experiential Learning website – [www.odu.edu](http://www.odu.edu), click on A-Z Index, click on Experiential Learning. It has a list of all courses that already are set up for this kind of credit earned. However, if you feel your experience is similar to a course at ODU but it is not listed on the Experiential Learning website, contact the academic department overseeing that topic to find out if there is a possibility of setting up something. If you are interested in completing something that is on the website, the Testing Center oversees the general process so you could contact them about getting the process started.

Neither transfer nor experiential credit will apply to residency.

### *Change of Major/Specialty Tracks/Adding Minors*

For a change of major, a whole new second-degree memo would need to be drafted. However, in this case, after admissions into ODU, you would not start with Admissions but rather with the Department Chair or Chief Departmental Advisor for the new program. This includes changing “specialty tracks”. Our specialty tracks are like International Business (as the major) but switching from a concentration in Europe to Latin America or for Finance switching from a concentration in the General Financial Management to Real Estate or Information Technology switching from Database to Networking. This should not be an afterthought when it comes time to graduation. Trust us when we say that it will save you a lot of headaches come graduation time if you get this at the time you make the decision!

To add a minor is not as big of a deal to get things in writing, but it should still be declared. So, if you were seeking a second degree in Management and decided that a minor in

Decisions Sciences suited your interests, you would notify the Dean's Office that you are adding a minor. You cannot minor in the same field that your first degree was awarded. (So for this example, a Decision Sciences major in the first degree could not add on a Decision Sciences minor under the second degree.) This type of "add-on" would not require an update to the second-degree memo. This is where we would actually use just what is in the Catalog to identify what requirements are necessary. (However, if you have credit from prior work that would be applicable, it would still be important to coordinate with the academic department what would be used from another degree. So in this example, the student would coordinate with the Decision Sciences Department Chair or Chief Departmental Advisor. More on what can be used from the previous degree is described in another section below.

### GPAs/ Exit Exam/Senior Assessment

There are a few things not specifically identified as necessary to graduate with a second degree that bears mentioning here. The three major items include GPAs, Exit Exam, and the Senior Assessment. Please note: For those students whose first degree was earned from ODU, the Exit Exam would not need to be duplicated. However, the Senior Assessment would need to be resubmitted on the basis of the second-degree experience.

For all students, first or second degree, there must be an overall, CBK, and major GPA calculation of a 2.0. (It is also important to note that second degree students are also still subject to the continuance policy regarding good academic standing – again, more information in the Catalog). These would be calculated by all courses attempted (overall), all courses considered part of the Common Body of Knowledge, and all courses within the major. The Catalog is a great resource as to how GPAs are calculated.

The Exit Exam are required of all students, the former as they no later than by graduation. The Catalog explains in greater detail about the requirements. First-degree students would be taking it at 58 credits or junior standing. If you should plan on taking the Exit Exam if your first semester. It is not recommended to leave this to the last semester as most students who do not complete in time do not complete because of life obstacles, not skill set. It has been the things that you cannot predict that gets in the way. Therefore, to do all that can be done to make sure the graduation date does not need to be pushed back, we encourage all students even thinking about graduation within no less than a year, take the Exit Exam.

The Senior Assessment is an online student satisfaction survey. An invitation link to the survey is emailed to all graduating seniors in their final semester.

### Implications of Catalogs

As mentioned at the beginning of this document, Catalogs serve as the ultimate trump card. In terms of the second-degree memo, the courses on that memo would not change unless approved in writing or a course was discontinued. If either of these two circumstances did occur, it should be in writing as mentioned above. However, any pre-reqs and policies/procedures are identified by the most recent Catalog. PDF versions of the Catalogs can be found by going to [www.odu.edu](http://www.odu.edu), click on A-Z Index, click on Catalogs.

### Degree Evaluation

This is sometimes a help and sometimes not for second-degree students. There is a computer software system within Leonline that allows students to compare what courses are required for a degree and what courses they have completed thus far. However, this is currently set for first-degree students. Since the list of what first-degree students is modified individually for second-degree students through the second-degree memo, you may see more courses required on the Degree Evaluation system than on your memo.

At the time that this document is written, there is a new version of the software in early beta testing phases and there are hopes that newer versions will allow second-degree memos to be entered so that you would have full access. The whole Degree Evaluation program has been a work in progress growing and evolving into meeting students' needs.

In the meantime, you can use this program in terms of checking your CBK or major GPA.

### Preview

Preview is a one-day new student orientation. Second-degree students are not required to attend. However, for those who did not attend ODU for their first degree or had attended ODU for more than 5 years prior to returning should seriously consider attending.

### Advising

Advisor holds are placed on every student's account until the student has been advised. The hold prevents any adding or dropping of courses. Second degree students are advised by their academic department by the department's faculty advisors when starting at ODU. (Some departments have faculty advisors who are dedicated to second degree students, depending on the size of the department.) After the first semester arriving at ODU, second degree students fall in line with the same advising structure as first degree students by staying with the academic department's faculty advisors until a year prior to graduation. At the one year mark prior to graduation, you would start to meet with either the Director or Program Advisor in the CBPA Undergraduate Advising Office for a senior audit. One semester prior to graduation, you would have your final advising appointment where graduation paperwork will be reviewed.

### Courses Not Used Under the First Degree Applying Towards the Second Degree

In most cases, the courses taken during the first degree are factored into determining the requirements for the second degree. However, for some ODU first degree graduates, courses that were not applied towards any requirement for the first degree can be applied towards the requirements of a second degree. This topic would warrant referring to the Catalog for more information. (Note: Residency is a big issue when discussing this issue.)

### Contacts

These are the contact points known at the time this document was prepared. It is not an exclusive list of all contact points you may need but it certainly is a start!

- Admissions
  - [Admit@odu.edu](mailto:Admit@odu.edu) (General admissions issues);
  - [Transfer@odu.edu](mailto:Transfer@odu.edu) (Transfer issues)
  - 757-683-5777
  - [Admissions.odu.edu](http://Admissions.odu.edu)
- Catalog
  - [Www.odu.edu](http://Www.odu.edu), click on A-Z Index, click on Catalogs
- CBPA Departments
  - See CBPA Website for most up-to-date contacts/office hours/etc.
  - [Bpa.odu.edu](http://Bpa.odu.edu)
- CBPA Undergraduate Advising
  - [BusinessAdvising@odu.edu](mailto:BusinessAdvising@odu.edu)
  - 757-683-5777
  - [Bpa.odu.edu/bpa/academics/advising](http://Bpa.odu.edu/bpa/academics/advising)
- Preview
  - [Preview@odu.edu](mailto:Preview@odu.edu)
  - 757-683-3428
  - [Www.odu.edu/Preview](http://Www.odu.edu/Preview)
- Registrar's
  - [Register@odu.edu](mailto:Register@odu.edu) (Registration issues)
  - [Graduate@odu.edu](mailto:Graduate@odu.edu) (Graduation issues)
  - 757-683-4425
  - [Www.odu.edu/registrar](http://Www.odu.edu/registrar)
- Testing Center
  - [TestingCenter@odu.edu](mailto:TestingCenter@odu.edu)
  - 757-683-3697
  - [Www.odu.edu](http://Www.odu.edu), click on A-Z Index, click on Testing Center
- Writing Center
  - [WritingCenter@odu.edu](mailto:WritingCenter@odu.edu)
  - 757-683-4112
  - [Www.odu.edu](http://Www.odu.edu), click on A-Z Index, click on Writing Center