

Second Degree Planner Instructions for Chairs

You can locate the Second Degree Planner form at <https://www.brandonu.ca/senate-office/senate-office-forms/>

1. Verify Program

Verify in Information Query what degree the student is in (3-Year, 4-Year, 4-Year Honours). If the student indicates to you that they wish to be in a different degree than what shows in Information Query, have them complete an Undergraduate Program Change form (available at <https://www.brandonu.ca/finance/student-resources/student-forms/>) and submit it to Financial & Registration Services for processing.

Verify with the student what major they are seeking to ensure you are the correct person to complete the form and to confirm the specific major stream/concentration (if applicable).

2. Gather Major Requirements

Refer to the appropriate section of the calendar for the year in which the student is beginning their program for the list of major core and elective courses for the student's selected major.

3. Determine Advanced Placement

Solicit a copy of the student's first degree transcript from the Admissions Office (admissions@brandonu.ca). Assess the first degree transcript for any equivalents of major core or elective requirements listed in the calendar table. Record these courses (if any) in the Advanced Placement section of the Second Degree Planner.

4. Record Second Degree Requirements

Record the remaining required major core and elective courses that the student has not met through Advanced Placement in the Required Courses section of the Second Degree Planner.

When double-checking the planner, be sure to review the top section of the planner which includes additional requirements that need to be met. (see screenshot on next page)



Second Degree Planner

Contact the appropriate Department Chair of your chosen Major for advising.

| | | | |
|-----------------|-----------------------------|--------|------------|
| Student Number: | 123456 | Name: | John Smith |
| Degree: | Bachelor of Science, 4 Year | Major: | Chemistry |

Students must apply to the Admissions Office for admission to a second degree program. The department chair/program coordinator will then assist you in planning your second degree and will determine if any advanced placement may be granted. Registration may not occur until the approved second degree planner is received in the Registrar's Office.

B.A. & B.Sc. (3-Year Degrees)

- required to complete a minimum of 30 credit hours of university-level work at Brandon University
- required to complete the requirements of a Major
- 18 credit hours above the 100-level within the major area must be completed as part of the second degree

B.A. & B.Sc. (4-Year and 4-Year Honours Degrees)

- required to complete a minimum of 60 credit hours of university-level work of which at least 42 credit hours must be completed at Brandon University.
- required to meet the requirements of a Major (48 or more credit hours)
- 24 credit hours above the 100 level within the major area must be completed as part of the second degree

B.B.A. (4-Year Degree)

- required to complete a minimum of 60 credit hours of university-level work of which at least 51 credit hours must be completed at Brandon University
- required to meet the requirements of the Business Administration major (57 credit hours) and co-requisite foundation courses
- 30 credit hours above the 100 level must within the Business Administration major be completed as part of the second degree.

Additional Notes:

1. The Liberal Education Requirement is waived for second degrees.
2. As of September 2023, all second degrees must include the Indigenous Course Content Requirement as found in the Undergraduate Calendar. (This requirement may be satisfied through Advanced Placement where the student has completed an equivalent course from the Indigenous Course Content Requirement list in their first degree.)
3. All second degrees must meet the Ancillary Requirements of the major.
4. Credit hours above the 100 level requirement (top section of the second degree planner, boxed in red above) cannot be counted from the advanced placement section.
Example: BSc 3 Year requires 18 credit hours above the 100 level – these 18 credit hours cannot be counted from the Advanced Placement section, only from the Required Courses section
5. Advanced placement is not counted in the total credit hours.
6. Students can choose a minor as well, although rare. The minor requirements need to also be listed on the second degree planner with the major requirements and both department Chairs/Deans need to sign the completed planner.

If you have any questions or would like a Second Degree Planner reviewed before submitting it to the Dean for approval, please contact Amber Barbeau in the Registrar's Office at barbeaua@brandonu.ca or 204-727-9738.

Example: Student has requested a Bachelor of Science, 4 year Second Degree in Chemistry

Calendar Table:

4-YEAR MAJOR

Students considering a 4-Year Chemistry Major must complete a minimum of **54 credit hours** consisting of:

| | | | |
|--|--|--|----------------|
| Core Major Requirements: | | Cr. Hrs. | 6 |
| 18:160 | General Chemistry I | 3 | |
| 18:170 | General Chemistry II | 3 | |
| Organic Requirements: | | | 6 |
| 18:261 | Organic Chemistry I: Structure and Mechanisms | 3 | |
| 18:271 | Organic Chemistry II: Reactions and Synthesis | 3 | |
| Physical Requirements: | | | 6 |
| 18:260 | Classical Physical Chemistry: Thermodynamics | 3 | |
| 18:270 | Classical Physical Chemistry: Electrochemistry and Kinetics | 3 | |
| Analytical and Spectroscopy Requirements: | | | 6 |
| 18:262 | Introductory Analytical Chemistry | 3 | |
| 18:362 | Instrumental Analysis | 3 | |
| Inorganic Requirements: | | | 6 |
| 18:274 | Inorganic Chemistry I: Main Group Elements | 3 | |
| 18:364 | Inorganic Chemistry II: Coordination Chemistry | 3 | |
| Biochemistry Requirements: | | | 6 |
| 18:363 | Introductory Biochemistry | 3 | |
| 18:373 | Intermediary Metabolism and Human Metabolic Disorders | 3 | |
| Additional Major Requirement: | | | 18 |
| Choose: | 18 credit hours of additional Chemistry courses at the 200/300/400 level, of which 6 must be at the 400 level | | |
| | Must achieve 2.00 GPA for Major requirement | Major Total: | 54 |
| Ancillary Course Requirements: | | | 18 |
| 62:181 MATH | Calculus I | 3 | |
| 62:191 MATH | Calculus II | 3 | |
| 74:151/161 | General Physics I or Foundations of Physics I | 3 | |
| 74:152/162 | General Physics II or Foundations of Physics II | 3 | |
| Choose: | 6 credit hours of additional Mathematics courses | | 6 |
| Additional Degree Requirements: | | | |
| Plus: * | Minor Requirement | Must achieve 2.00 GPA for Minor requirement | Min. 18 |
| Plus: | Liberal Education Requirement (see section 5.4) | | |
| | Indigenous Content Course Requirement (see section 3.11) | | |
| Plus: | Additional elective credit hours | | |
| | Must achieve 2.00 GPA for Graduation requirement | Degree Total: | 120 |

* See appropriate Minor requirements for credit hour requirement

Notes: May only count 6 credit hours of 090/091 courses.

Residence and other degree requirements listed in section 5.9.

Filled out Second Degree Planner:



Second Degree Planner

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Student Number: 123456 Name: John Smith
 Degree: Bachelor of Science, 4 Year Major: Chemistry

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B.A. & B.Sc. (4-Year and 4-Year Honours Degrees)

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Notes:

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| Required Courses (may include electives) | | | Calendar used (year): | | 2023-24 |
|---|---|--------|-----------------------|---|-----------|
| Course # | Title | Cr Hrs | Course # | Title | Cr Hrs |
| 18:160 | General Chemistry I | 3 | elective | Mathematics courses | 6 |
| 18:170 | General Chemistry II | 3 | elective | Chemistry courses at 400 level | 6 |
| 18:262 | Introductory Analytical Chemistry | 3 | elective | Chemistry courses at 200 level or above | 12 |
| 18:362 | Instrumental Analysis | 3 | additional | elective courses | 9 |
| 18:274 | Inorganic Chemistry I | 3 | | | |
| 18:364 | Inorganic Chemistry II | 3 | | | |
| 18:363 | Introductory Biochemistry | 3 | | | |
| 74:151/161 | General Physics I or Foundations of Physics I | 3 | | | |
| 74:152/162 | General Physics II or Foundations of Physics II | 3 | | | |
| Total Credit Hours: | | | | | 60 |
| Advanced Placement: 18:261, 18:271, 18:260, 18:270, 18:373, 62:181, 62:191 | | | | | |
| Comments: | | | | | |

Signature (Chair) _____ Signature (Dean) _____ Date _____

Please return to the Registrar's Office for processing.

Registrar's Office, Rm. 117 A.E. McKenzie Building
 270 18th Street, Brandon MB, Canada R7A 6A9

Phone: 204-727-9738, Email: Registrar@BrandonU.ca

BrandonU.ca
 (03/23)