



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER
	CHAPTER:	Academic Policies
	SUBJECT:	Degree Requirements: Second Bachelor's Degree
RELATED POLICIES:	EFFECTIVE DATE:	2/10/10
	SUPERSESSION:	
	OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	 Dr. David P. Svaldi President

Second Bachelor's Degree

I. POLICY:

A Student who holds a bachelor's degree from a regionally accredited college or university may earn a second Bachelor's degree at Adams State College by satisfying the following requirements:

- 1) Satisfy all current college General Studies requirements. Transfer policy states that individuals with BA/BS degrees (including more than 10 years old) will have their general education courses accepted in total as meeting ASC's general education requirements, with the exception of time sensitive courses (e.g. computer science, geography). Time sensitive courses for general education, as determined by the APAA and the relevant Department Chair, will not be accepted over 10 years old.
- 2) Satisfy all requirements for a major different from the major or majors earned for the first degree.
- 3) Courses from the first major or majors that meet the requirements of the second degree must be approved by the Department Chair of the second major. Time sensitive courses for the major, as determined by the Department Chair, (e.g. Computer Science, Geography, Graphic Design, etc.) will not be accepted over 10 years old. It is required that 30 hours be from ASC.

II. PURPOSE:

The purpose of this policy is to determine the type and number of courses a student seeking a second bachelor's degree is expected to complete, and to define how courses from the previous degree will be applied towards the second degree.

III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining general education substitutions for transfer credits.
- B. Bachelor's Degree (BA/BS): A Bachelors of Arts of Bachelor of Science degree.
- C. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- D. Records Evaluator: The ASC staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is housed in the Records Office.
- E. General Education/Studies Requirements: The program of general studies courses required of all students in order to complete a degree, regardless of major.

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- F. Major Requirements: Those courses that are required for the area/discipline in which a student intends to specialize.
- G. Time-sensitive Courses: Courses in which the content changes significantly over a short period of time, such as that resulting from political or technological change.

IV. PROCEDURES:

- A. The student seeking a second degree will submit official transcripts to the Records Office, unless the first degree is from Adams State College.
- B. The student, or the Record's Evaluator on behalf of the student, will meet with the APAA to determine if any of the credits to be applied to general education, are time-sensitive. They will determine appropriate courses to be taken instead.
- C. The student will meet with the Department Chair in the area offering the proposed second major to determine if any of the coursework from the first degree(s) can be applied to the second degree. The Department Chair will approve any appropriate substitutions and determine a degree plan for the second degree.

V. RESPONSIBILITY:

- A. The student is responsible for providing official transcripts for a degree(s) completed at another institution.
- B. The APAA and relevant Department Chair are responsible for determining which general education courses are time-sensitive.
- C. The relevant Department Chair is responsible for determining which courses from the first degree apply to the second degree, and if any credits already earned in the major area are time-sensitive.

VI. AUTHORITY:

Provost's Council minutes, November 14, 2005

VII. HISTORY:

March 31, 2006
February 10, 2010

VIII. ATTACHMENTS:

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