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 University by satisfying the following requirements:

1) Satisfy all current university 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 ASU’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 VPAA 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 ASU.

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. Vice President for Academic Affairs (VPAA): 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 ASU faculty member that acts as the administrative head of an academic program.

D. Records Evaluator: The ASU staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASU 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.
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 University.

B. The student, or the Record's Evaluator on behalf of the student, will meet with the VPAA 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 VPAA 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
Revised July 12, 2012
Reviewed February 24, 2014

VIII. **ATTACHMENTS**
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