

# Adding a Second Program of Study

As per Academic Policy 11.00a, a student may earn two bachelor degrees (BT, BS, BBA) or one bachelor degree and one associates degree (A.A.S., AS, AA, AOS)<sup>1</sup>. The following restrictions apply:

- 1) For an associate degree and a bachelor degree or two bachelor degrees, at least 30 credits of the major in the primary degree must not be contained in the program plan of the major in the secondary degree (this includes both major courses and required cognate courses). Beyond the 30 major credits not in common, all other courses applied to the primary degree may be applied to the secondary degree. Simply stated, there must be, at minimum, a 30-credit difference between the majors of the associate degree and bachelor degree or two bachelor degrees.
- 2) The student must complete the college-wide requirements associated with each degree. The primary difference between degrees relates to the minimum number of liberal arts credits required (AAS degree, 20 credits. AS degree, 30 credits, AA degree, 45 credits, AOS (credits per program requirements), BT and BBA degree 30 credits, BS degree, 60 credits.) The number of liberal arts credits will be determined by both program requirements, if equal, or the greater of the two.
- 3) To apply for a secondary degree, students must meet the minimum grade requirements required by each degree.

For example, a student is enrolled in a BS in Early Childhood Studies along with a BT in Therapeutic Horsemanship. If they were taking the course PSYC 300, it would fulfill the requirements for Therapeutic Horsemanship with a D or better. If the student wanted to use this course towards their degree in Early Childhood Studies, it would not fulfill as a major field requirement since a minimum grade of C is needed. If they received a D in the course and wanted it to count towards their Early Childhood degree, they would need to retake the course and earn with a C or better.

<sup>1</sup>Students should be fully aware of any financial aid implications and program/credentialing restrictions before selecting a second degree.

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

Student ID: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Add Secondary Major- Requires signature of Advisor AND Department Chair of <u>proposed</u> dual (secondary) major	
Current Major: _____	Proposed Dual Major: _____  Advisement Track (if applicable): _____  Effective Date: _____

Position	Signature	Date	Approved	Denied
Registrar's Office				
Financial Aid				
Advisor				
Department Chair of secondary major				
Department Dean <i>(only required at the request of the Registrar for special circumstances)</i>				