

## Second Degree Policy

Students who have successfully earned a degree from WKU or another accredited college or university may earn a second degree at the equivalent level upon completion of the curriculum as approved by the major department and the following minimum requirements. This procedure may not be used to earn degrees concurrently at the same level.

### A. Second Associate Degree

- An acceptable associate or higher degree from a fully accredited college or university.
- An approved program including a minimum of fifteen (15) semester hours in a new area of specialization earned after completion of the first degree.
- At least 25% of the minimum number of semester hours required for the degree must be earned through instruction at WKU. (For example, a minimum of 15 semester hours must be earned through instruction at WKU for an associate degree that requires 60 hours.)
- A 2.00 grade average must be earned for all course work presented in completion of the program; in all coursework completed at WKU; and in all coursework in any field of specialization.

### B. Second Baccalaureate Degree

- An acceptable baccalaureate degree from a fully accredited college or university.
- An approved program including a minimum of thirty (30) semester hours earned after completion of the first degree.
- At least 25% of the minimum number of semester hours required for the degree must be earned through instruction at WKU. (For example, a minimum of 30 or more semester hours must be earned through instruction at WKU for a bachelor's degree that requires 120 hours.)
- Fifteen (15) semester hours must be earned in completion of a new major.
- One-half of the new semester hours presented in completion of each major and minor must be earned at the upper division level.
- A 2.00 grade average must be earned for all coursework presented in completion of the program; in all coursework completed at WKU; and in all coursework in each major and minor.

## Procedures

- Complete the student's demographic information at the top of the form, in addition to listing the academic college and proposed date of graduation.
- In block I, Second Degree – Primary Major, list the required coursework for the student's new major, including those courses already completed in pursuit of a previous degree. List each course by prefix and number (ENG 100), and note if the course was applied to the first degree (1st), the required hours for each course (Hr.), the earned grade (Gr.), and if the course was transferred from another institution (Tr.). In block I, you must note all required courses for the major, including any courses already completed. The head of the department housing the major will approve and sign.
- Block II, First Minor or Second Major, follows the same procedure as block I. List all required courses, even if the student has already completed a course. The head of the department housing the minor/second major will approve and sign.
- Block III, Second Minor, is only needed if the student declares more than one minor. The procedure is the same as blocks I and II. The head of the department housing the minor will approve and sign.
- Block IV, Teacher Certification Requirements, is only required when applicable. The director of the School of Teacher Education will approve and sign.
- Block V, Electives, lists other courses, outside the major(s), minor(s), or Teacher Certification requirements, that a student might need in order to meet the minimum required hours for a second degree.
- Block VI, Institution-Date of 1<sup>st</sup> Degree, asks for the first degree that the student earned, along with the date of graduation.
- Block VII, Totals, accounts for the requirements listed in the Second Degree Policy. For (A), add the total number of courses from blocks I through V.
- Block VIII, Degree Program Declaration, requires the student's signature.
- Block IX, Program Approval, requires the signature of the advisor(s) and the dean's office for the primary major.
- The dean's office will send a copy to Degree Certification in the Office of the Registrar (Potter Hall 216).

