Students who have earned a baccalaureate degree may be granted a second baccalaureate degree based upon requirements of an applicable Bulletin, provided the program for the second degree includes at least 30-32 semester hours in residence. The actual number of hours to be taken, which may exceed 30-32, as well as the specific degree requirements, will be established by the academic department responsible for the area of study in which the second baccalaureate is sought and will represent at least 25% of the credit hours required for a first degree in the major. Prior to the start of the program, this document must be signed as an approved program of study plan from the academic department and be on file with the Dean’s Office.

**Guidelines:**

1. A **minimum 2.0 grade point average** is required; specific programs may require a higher grade point average.
2. Hours required must be related to a specific major separate from the first major or minor.
3. All hours applied to the second degree must be earned after the first degree has been awarded. All courses completed in the first degree cannot be applied toward the 2nd degree.

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENG 101</td>
<td>3</td>
</tr>
</tbody>
</table>

- Required Capstone:
- Writing Intensive:

**Total Hours Required for 2nd Degree**

**Comments:**

__________________________

Student’s Signature

__________________________

Advisor’s Signature

__________________________

Degree Progress Specialist Signature

Revised October 17, 2018