

# PROGRAM OF STUDY

## Program of Study Changes

Students wishing to change a degree program, pathway, or concentration should submit a Program of Study Update Form (<https://sites.highlands.edu/registrar/registrar-forms/>). When a degree program is changed the student's catalog year will be updated to the current catalog year. Students who submit the form after the Course Program of Study (CPOS) deadline on the academic calendar may be processed for the next academic year/term.

## Second Degrees

Students may earn one degree of each type offered at GHC:

- Associate of Science/Associate of Arts (Transfer degree)
- Associate of Science, Dental Hygiene (ASDH, Career degree)
- Associate of Science, Human Services (ASHS, Career degree)
- Associate of Science, Nursing (ASN, Career degree)
- Nexus
- Bachelor of Business Administration
- Bachelor of Science
- Bachelor of Science in Dental Hygiene (RDH to BSDH)
- Bachelor of Science in Nursing (RN to BSN)

Students may not earn an Associate of Science in Financial Technology and a Nexus degree in Supply Chain Management in FinTech. Students may not earn more than one Associate of Science or Associate of Arts transfer degree or both an Associate of Science and Associate of Arts transfer degree from GHC.

To earn a second associate degree, students must complete at least 18 hours beyond the first associate degree earned. To earn a second bachelor's degree, students must complete at least 36 hours beyond the first. If requirements for both degrees overlap the student will need to consult with the appropriate Academic Dean to determine courses to be used to earn the required 18 or 36 additional hours. To earn both a transfer associates and a bachelor's degree a student must meet all degree requirements for both degrees. No minimum additional hours beyond each degree's requirements are mandated.

Students must declare both degrees at least one semester before graduating but are encouraged to do so as soon as they decide to pursue two degrees at the same time. Students must include both degrees on the graduation application. A diploma will be printed for each degree. The official GHC transcript will show each degree earned and each pathway completed. Returning students must meet current catalog requirements.

## Second Pathways

Students may declare a maximum of two pathways in each degree. For example, a student may seek an Associate of Arts in English and Psychology or a Bachelor of Business Administration in Logistics and Supply Chain Management and Healthcare Management.

Students declaring double pathways will earn one degree. All requirements for both pathways must be met before the degree is awarded.

Students must declare both pathways at least one semester before graduating but are encouraged to do so as soon as they decide to pursue

two pathways at the same time. Students must include both pathways on the graduation application. One diploma will be printed for the degree. The official GHC transcript will show the degree earned and each pathway completed.

Multiple pathways in the same degree level will not be awarded retroactively. Students may not return to complete a second pathway in a previously earned degree. Students may return to complete a degree they have not yet earned.

## Concentrations

Some pathways at GHC require a concentration: a defined set of coursework within the Field of Study or major courses of a pathway. The official GHC transcript will show the earned concentration, but will not be included on the diploma. Students must meet all requirements for the concentration to be awarded.

Students should declare their concentration through the Program of Study update form as soon as they select one. Students must declare their concentration before their last semester of coursework at GHC. Students include their concentration on the graduation application and submit it by the deadline on the Academic catalog.

Students may only earn one concentration per pathway. GHC concentrations may be found on the pathway sheet for any pathway that requires one.

## Minors

Students enrolled in a bachelor's program at GHC may choose to pursue a minor. Students must meet all requirements for the minor to be awarded. Upon awarding of a minor, the official GHC transcript will show the earned minor but it will not be included on the diploma.

Minors require the completion of 15 to 18 hours of defined courses with a grade of C or better. Nine credit hours of the minor must be upper-level credit hours (3000+level courses). Courses taken to satisfy the core IMPACTS cannot be used in the minor. Courses from the Field of Study may be counted in the Field of Study and the minor, but all credit-hour requirements must be met in order to earn a minor.

Students should declare a minor before their last semester of coursework at GHC for inclusion in their academic record, but are encouraged to do so as soon as they select one. The minor must be declared using the Minor Petition (<https://sites.highlands.edu/registrar/registrar-forms/>). Students may only earn one minor per bachelor's degree.

Students may not return to complete a minor for a previously earned degree. Students should include their minor on the graduation application.

If a student meets all degree requirements but does not meet the minor requirements by the year and term of expected graduation indicated on the graduation application, the student will be awarded the degree without the minor. GHC minors and their requirements may be found in the Minors section of the catalog.

Students should be aware of prerequisites and financial aid implications for minors and their required courses.