

REQUEST FOR A SECOND DEGREE EXEMPTION WAIVER

Students may request a second degree exemption providing:

1. The student has successfully completed one degree or are in their final semester of the 1st degree, BEFORE this request for waiver.
2. The second degree program has a significant amount of additional coursework in a different field of study. The general education courses from the first degree may be applied to additional degrees.
3. The student will earn a minimum of 84 credit hours, which is required to obtain a second degree.

Completed forms should be submitted to the Center for Student Success – Warren Hall. This exemption, if approved, will not be used toward determining your financial aid eligibility.

Student Name: _____ Banner Student ID#: _____
Street Address: _____ Phone Number: _____

First Degree Graduation Date: _____
City, State, Zip Code: _____ First Degree: _____
Date: _____ Second Degree Requested: _____

FOR STUDENT SUCCESS USE ONLYNumber of required remaining credits listed in the Major section of the Degree Works audit for the 2nd degree: _____Assistant Dean for Student Success Recommendation with Justification:

Assistant Dean for Student Success Signature: _____ Date: _____

FOR ACADEMIC AFFAIRS OFFICE USE ONLY

Decision of Dean for Academic Initiatives: _____ Approve _____ Deny

Additional Criteria: _____

Signature: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Initials: _____

2D Hold for Second Degree Placed in SOAHOLD: _____

Date Processed: _____

Scanned to Financial Aid: _____

Scanned to Student Success: _____

Scanned to Student: _____