

REQUEST FOR A SECOND DEGREE EXEMPTION WAIVER

Students may request a second degree exemption providing:

1. The student has successfully completed one degree BEFORE they apply for this waiver.
2. The second degree program has a significant amount of additional coursework in a different field of study.
3. The student will earn a minimum of 85 credit hours, which is required to obtain a second degree.

The general education courses from the first degree may be applied to additional degrees.

Completed forms should be submitted to the Advisement and Career Services Office – 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: _____

The student shall provide the Appeal for Second Degree reason below (use additional space on back of form if needed). Please also attach a CAPP degree audit of the requested second degree showing the necessary additional credits required for degree completion.

Assistant Dean for Student Success Recommendation: _____
Date Reviewed: _____ Signature: _____

FOR ACADEMIC AFFAIRS OFFICE USE ONLY

Comments: _____

Dean for Academic Affairs Signature: _____ Approve Deny
Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Date Processed: _____
Initials: _____
Copy to Financial Aid: _____
Copy to Student: _____