

SUNY Adirondack Office of Records and Registration

ADDRESS: 640 Bay Road, Queensbury, NY 12804 | PHONE: 518-743-2279 | FAX: 518-832-7601 | EMAIL: registrar@sunyacc.edu

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 Student Success Center in Warren Hall.

This exemption, if approved, will not be used toward determining your financial aid eligibility.

General Student Information -

Student Name: _____

Banner ID: _____

First Degree: _____

First Degree Graduation Date: _____

Second Degree Requested: _____

Student Success Center Use Only -

Number of required remaining credits listed in the Major section of the Degree Works Audit for the 2nd degree: _____

Director of Student Success Recommendation with Justification: _____

Director of Student Success Signature: _____

Date: _____

Academic Affairs Office Use Only -

Decision of Associate Vice President for Academic Affairs:

Approve

Deny

Additional Criteria: _____

Associate Vice President for Academic Affairs Signature: _____

Date: _____

Registrar Office Use Only –

Initials: _____ Date Processed: _____

Scanned to Financial Aid

Scanned to Student Success

Scanned to Student