SECOND PROGRAM REQUEST FORM

Name: _______________________________________
Royal ID: R___________________
Address: _________________________________
Telephone: _____________________________
City/State/Zip: ___________________________
County: _______________________________

Previous Program of Study: __________________________________________________________________
Date of Graduation: _________________________________________________________________________

I intend to pursue:  ☐ Additional course work  ☐ Administrative Certification

Proposed New Program of Study: __________________________________________________________________
Proposed Initial Term: _________________________________________________________________________

The Second Degree or Program Request Form is intended to simplify the paper work to initiate a new
program of study. Completion and submission of this form does not constitute acceptance into an
additional graduate program of study.

__________________________________________  __________________________
Signature                                    Date

SEE REVERSE SIDE TO REVIEW REQUIRED APPLICATION DOCUMENTS

Recommendation Signature: ____________________________________________
Graduate Program Director (Proposed New Program of Study):
☐  Approve    ☐  Deny  ____________________________  __________________________
                      Signature                                    Date

Final Action:
Dean:
☐  Approve    ☐  Deny  ____________________________  __________________________
                      Signature                                    Date

Scranton, Pennsylvania 18510-4632
(570) 941-4260  •  Fax: (570) 941-5819

June 2015
In order to expedite the application process, submit the following documents for consideration of a new program of study.

*In the same degree area as the first program and within two years of completing the first program:*

- Second Program Request Form
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study

*In the same degree area as the first program and between two and five years of completing the first program:*

- Second Program Request Form
- Graduate application and application fee
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study

*In the same degree area as the first program and within five years of completing the first program:*

- Second Program Request Form
- Graduate application and application fee
- Three letters of reference
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study