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 in the College of Graduate and Continuing Education. 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:

College of Graduate and Continuing Education Dean:

☐ Approve       ☐ Deny

Signature                                             Date

Scranton, Pennsylvania 18510-4632
(570) 941-4260 • Fax: (570) 9041-5819

March 2011
In order to expedite the application process, submit the following documents to the College of Graduate and Continuing Education 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
- 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
- Three letters of reference
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study