SECOND DEGREE OR 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  ☐ Graduate degree  ☐ 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
Fax: (570) 941-7621

June 2009
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 Degree or 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 Degree or 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 Degree or 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