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 specialization □ Graduate degree

Proposed New Program of Study: __________________________________________________
Proposed Initial Term: __________________________________________________________

The Second Degree or Program Request Form is intended to simplify the paperwork 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

April 2015
In order to expedite the application process, submit the following documents to the Graduate and Continuing Education Services department 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
- 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
- Three letters of reference
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study