

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

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