



SECOND DEGREE OR PROGRAM REQUEST FORM

Name: _____ Royal ID No.: _____

Address: _____ Telephone: _____

City/State/Zip: _____ County: _____

Previous Program of Study: _____

Date of Graduation: _____

I intend to pursue: Additional course work Graduate degree
 C.A.G.S. (Certificate of Advanced Graduate Study)

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 Graduate program of study. Completion and submission of this form does not constitute acceptance into an additional graduate program of study.

Signature

Date

CONTINUE TO PAGE 2 TO REVIEW REQUIRED APPLICATION DOCUMENTS

Recommendation Signature:

Graduate Program Director (Proposed New Program of Study):

Approve Deny

Signature

Date

Final Action:

Office of Graduate Admissions

Approve Deny

Signature

Date

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

- Second Degree or Program Request Form
- Graduate School Application
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study

*In a different area from the first program **and** within five years of completing the first program:*

- Second Degree or Program Request Form
- Graduate School Application
- Three letters of reference
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study

The following programs of study are considered to be in the same degree area:

Previous Program of Study

Proposed New Program of Study

Elementary Education
Certification

Master's Degree Program in Elementary Education
Master's Degree Program in Elementary School
Administration
Supervision Certification
Principal's Certification
Master's Degree Program in Reading Education
Certification in Reading Education

Secondary Education
Certification

Master's Degree Program in Secondary Education
Master's Degree Program in Secondary School
Administration
Supervision Certification
Principal's Certification
Master's Degree Program in Reading Education
Certification in Reading Education

Master's Degree in Elementary or
Secondary Education

Master's Degree in Elementary School Administration
Master's Degree in Secondary School Administration
Supervision Certification
Principal's Certification

Reading Education
Certification

Master's Degree Program in Reading
Supervision Certification
Principal's Certification

Master's Degree in Elementary or
Secondary Administration

Assistant Superintendent/Superintendent
Letter of Eligibility

Master's Degree in Counseling
(Community, Rehabilitation,
And School)

Certification Requirements
Continuing Certification Requirements
State Licensure Eligibility
Certificate of Advanced Graduate Study in Professional
Counseling

MBA

Additional Specialization (Concentration)

HRA

Additional Area of Specialization

Any Master's degree program

Self improvement within the same area of study