

APPLICATION FOR A SECOND MAJOR

*Students graduating in the Spring must file this form with the Registrar's Office by October 1st of the preceding Fall Semester.
Students graduating in the Summer or Fall must file this form with the Registrar's Office by March 1st of the preceding Spring Semester.
Former students, who are graduating the semester of their return, must file this form with the Registrar's Office by the 15th semester day.*

➡ This application is for my: **Second Major:**

I am also pursuing the following credentials for completion at this time and will submit separate applications* for university review:

Primary Major: _____ **Second Degree:** _____

Minor(s): _____ *Each credential, other than 2nd concentration, requires a unique form.

2nd Major: must meet all departmental requirements for the major. Core completion for one major satisfies Core for all additional majors. Completion of an additional major is indicated on transcripts; diplomas list only the primary major.
2nd Degree: requires 30 additional, unique credits, and nine additional, unique, upper-division credits. Core completion for a first degree satisfies Core for all additional degrees. Additional degrees are indicated on transcripts, and each degree is awarded an individual diploma.

Full Legal Name (Last, First Middle):			Student ID#:	
Graduation Semester:	Spring Semester <input type="checkbox"/>	Summer Semester <input type="checkbox"/>	Fall Semester <input type="checkbox"/>	Graduation Year:
Second Major:	Second Major Concentration(s):		Department of Second Major:	
College of Second Major:		Preferred Email Address:		

Student ➡ From the DegreeWorks templates, I have created a 2nd Major plan for my advisor to activate and lock.
Student initials: _____ **Date:** _____

Advisor ➡ I have locked and activated the student's DegreeWorks Final Semester 2nd Major Plan. Once the plan is successfully completed, the student will have met the department's academic program requirements.
OR
 Successful completion of the requirements, as defined within the DegreeWorks 2nd Major Worksheet, will result in the student having met the department's academic program requirements.
IF NEEDED
 Any anomalies in the above cited approval are recorded in a DegreeWorks "Final Semester Advisor Note...."
Advisor initials: _____ **Date:** _____

Certifying Officer ➡ I have entered the "Final Semester Certified" note in DegreeWorks. Provided the student meets the above mentioned advisor-directed criteria and any additional criteria within the "Final Semester Certified" note, the student fulfills all departmental requirements for this academic program.
Certifying Officer initials: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Certifying Officer: _____ **Date:** _____

