



Add/Drop a Concurrent Second Degree: Undergraduate

Purpose: used by undergraduate students who wish to pursue two degrees at the same time.

Student Instructions

- Complete Sections 1 & 2 of this form using a computer.
 - a **handwritten form will not be accepted.**
 - an incomplete form will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Athletes and/or international students must obtain the required signatures in Section 3.
- Sign the form in Section 4; a digital signature is **not** acceptable.
- Print and attach your current Academic Requirements PDF Report (Graduation Checklist) to this form.
- Attach a separate Word document with a rationale for this request and a plan of study outlining how you plan to fulfill the requirements of the second degree.
- Submit the form to your Home College Office (college of your first degree) for approval/denial.

Note: Your home college will notify you regarding the approval or denial of your request.

Home College Instructions

- Approve or deny the request and sign in Section 5.
- If denied: notify the student and send form to the Office of Registrar via ImageNow.
- If approved
 - if home college does not change, enter NA in the second college signature line.
 - send to the Office of the Registrar via ImageNow.
- OTR will re-route the form to the additional college for signature, if applicable.
 - additional college: sign the form and add the name and Marquette ID# of the adviser.
 - re-route form to OTR.
 - OTR will notify the home college when complete.
 - home college: notify the student.

Section 1: Student Information

Name _____ MUID _____
Last name, First name Middle name

Email _____@marquette.edu Phone _____

College of your first degree (check one)

- Arts & Sciences
 Business Administration
 Communication
 Education
 Engineering
 Health Sciences
 Nursing

Current Degree(s)/Major(s) _____ Expected Graduation Term _____

Section 2: Program Information

I request to add the following degree/major: _____

Expected Graduation Term for this degree _____

I request this added degree/major become my primary degree/major (note: this means your home college may change)

- Yes
 No

I request to drop the following degree/major (note: you must have at least one degree/major): _____

Section 3: Required Signatures

Check and obtain signatures for all that apply

Athlete: Signature of Associate Athletic Director for Academic Support _____

International Student: Signature of Office of International Education _____

Section 4: Student statement and signature

I attest that all of the information above is true and current and I wish to have my academic record updated, as described above. Further, I understand that I must complete a minimum of 32 additional upper division credits to earn a second degree and in order to graduate and receive financial aid for both degrees, I must complete the 2nd degree in the same term as my 1st degree. Otherwise, I understand I can be readmitted as a second degree student to finish my second degree. Finally, I acknowledge that it is my responsibility to know and fulfill all university and college degree/major requirements for both degrees.

Signature _____ Date _____

Section 5: College Approval

Approved Denied Reason for denial _____

Signature of Home College Adviser _____ Date _____

Signature of Home College _____ Date _____

Signature of Second College (if different from home college) _____ Date _____

Additional adviser name (if applicable) _____ MUID _____