

COLLEGE OF GRADUATE AND  
CONTINUING EDUCATION

**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  
 Certification  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 program of study in the College of Graduate and Continuing Education. 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:**

College of Graduate and Continuing Education Dean

Approve  Deny

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In order to expedite the application process, submit the following documents to the College of Graduate and Continuing Education for consideration of a new program of study:

**Please see reverse side for programs of study considered to be in the same degree area.**

*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 and application fee
- 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 and application fee
- Three letters of reference
- Statement of Intentions
- Official transcripts of any course work taken since completion of first program of study

**Please see reverse side for programs of study considered to be in the same degree area**

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  
Administration  
Secondary Education  
Administration

Master's Degree in Elementary School  
Master's Degree in Secondary School  
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

Sept/2006