

Request to Add Second Major Form (second major in different department)
(For NCCU Graduate Students Only)

To be **completed by students** requesting add a second major. *Conditional Admits cannot request to add a second major, but must first meet the conditions of their admission before a request to add a second major can be submitted.*

Verify your admission status before initiating this form -conditional or unconditional.

Check one. I am requesting to: **add second major w/o concentration** **add second major w/concentration**

Name: _____

Banner ID: _____

NCCU Email: _____
(This will be used to notify student, once approved and processed)

Current Phone/Cell: _____

Current Major/Degree Program: _____

Add Second Major/Degree Prog.:

(Second major you are requesting to add) _____

Add second major concentration _____

Current Admit Status: **Conditional** **Unconditional**

Why are you making this request?

Your signature confirms that you understand the Department of the program/major you wish to add **has to approve** your request, and **reserves the right to deny** it and require that you apply for admission to the program; that you give the School of Graduate Studies **permission to share** your original graduate admissions application, for your current program, its supporting documents, and your current NCCU transcript with the department of the new major you wish to add; that if approved, the School of Graduate Studies will share this information with the department of your current program at the time your request is approved; and that **you understand you are only allowed to pursue two degrees at the same time.**

Student's Signature

Date

Student should not enter any text below this line.

This section must be **completed by the Graduate Program Coordinator** of the second major/program to be added.

_____	Has the admissions committee reviewed the student's graduate admission application packet submitted for the current major/degree program?
_____	Based on the review of the student's graduate admission application packet submitted for the current major/degree program, does the student meet the admission requirements for the Graduate Program?
_____	Does the admissions committee approve the student's request, or must the student apply for admission for the next admit term?
4	If you answered 'No' to question 2 and 'Approve' to question 3, why are you recommending approval of the request to add _____ ? <small>Provide your justification in the space provided below. The justification should identify which admission criteria the student does not meet and when the student will meet the criteria. If the criteria is being waived, you must provide justification for the waiver.</small>

Graduate Program Coordinator Signature - For Second Major

Date

Department Chair Signature - For Second Major

Date

Coll./Sch. Dean **or** Assoc. Dean Signature - For Second Major

Date

For School of Graduate Studies (SGS) use only:	
_____ Reviewed by SGS Graduate Admissions	
Additional information requested by SGS: (Enter N/A if no additional information is required)	
_____ Reviewed by SGS Enrolled Student Services	
_____ Dean Signature – School of Graduate Studies	_____ Date