FLORIDA STATE UNIVERSITY | THE GRADUATE SCHOOL
Office of the Dean

Dual Enrollment Request Form

Dual Degrees are two degrees that are earned simultaneously when a student is accepted by both department/programs and is approved by the appropriate academic deans and the Dean of the Graduate School. A student must be admitted to one academic program initially, and after the first semester, may apply and be accepted to the second-degree program. **There is no formal relationship, overlap of credit hours, or sharing of credit hours between the two degree program requirements in a dual degree situation**.*This form needs to be submitted at the correct time to ensure timely and effective advisement, prior to the graduate student completing **12 credit hours** in the second degree program and before the student has reached the final semester and applied for graduation so there are no delays in graduation clearance.

Student Personal Information

First Name _____ Last Name _____ Empl ID # _____

Current Degree

Degree Level (i.e., Master's, Specialist, Doctorate, Professional) _____ Degree Program Name _____

Major Name _____ Academic Plan Code (*To be filled out by Dept.) _____ CIP Code (*To be filled out by Dept.) _____

Degree to be Added

Degree Level (i.e., Master's, Specialist, Doctorate, Professional) _____ Degree Program Name _____

Major Name _____ Academic Plan Code (*To be filled out by Dept.) _____ CIP Code (*To be filled out by Dept.) _____

Required Justification and Materials for Dual Enrollment

The student must provide a justification and a rationale for the dual enrollment request. Please attach additional pages, if need be.

Will this dual enrollment request form be submitted prior to the completion of 12 credit hours in the second degree program? ☐Yes ☐No

Are the following materials attached to this form: ☐Yes ☐No

1. A copy of the student's transcript
2. A program of study from both programs showing the requirements needing to be met
3. A timeline for completion

Student Signature _____ Date _____

Current Program Approval: (Print name and sign)

Major Professor/Advisor (if applicable): _____ Date: _____

Department Chair/Unit Head: _____ Date: _____

Academic Dean: _____ Date: _____

Second Program Approval: (Print name and sign)

Major Professor/Advisor (if applicable): _____ Date: _____

Department Chair/Unit Head: _____ Date: _____

Academic Dean: _____ Date: _____

Dean of the Graduate School: _____ Date: _____