

FLORIDA STATE UNIVERSITY • THE GRADUATE SCHOOL

DUAL ENROLLMENT REQUEST FORM

NAME OF STUDENT:

[Empty text box for student name]

EMPLID:

[Empty text box for emplid]

DATE:

[Empty text box for date]

CURRENT DEGREE:

DEGREE PROGRAM:

MASTER'S DOCTORATE SPECIALIST

DEPARTMENT:

[Empty text box for department]

MAJOR :

[Empty text box for major]

DEGREE TO BE ADDED:

DEGREE PROGRAM:

MASTER'S DOCTORATE SPECIALIST

DEPARTMENT:

[Empty text box for department]

MAJOR :

[Empty text box for major]

JUSTIFICATION REQUIRED:

[Large empty rectangular box for justification]

APPROVED:

FIRST PROGRAM:

Major Professor (If Applicable)

(Signature and Date)

Department Chair (If Applicable)

(Signature and Date)

Academic Dean

(Signature and Date)

SECOND PROGRAM:

Major Professor (If Applicable)

(Signature and Date)

Department Chair (If Applicable)

(Signature and Date)

Academic Dean

(Signature and Date)

APPROVED:

Mark Riley, Dean, The Graduate School (Signature and Date)



Guidelines for completing the Dual Enrollment Request Form

Under certain special circumstances it is possible for a student to work concurrently on two degrees in two different departments. 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 between the two degree program requirements in a dual degree situation.

To ensure that students entering a second graduate degree program receive timely and effective advisement on a program of study approved by the second department, admission to the second graduate degree program must be approved before the student completes more than twelve credit hours of coursework that are counted in that department toward the second graduate degree. In special circumstances, students may petition their academic deans for an exception. This limit of twelve credits earned only applies to students admitted to their first graduate degree program in the Fall 2014 semester and onwards.

The Dual Enrollment Request Form must be endorsed by major professors, department heads and dean(s), as appropriate. The justification should explain why pursuit of two degrees simultaneously is necessary and beneficial. The intended Program of Study for each degree should be included; with an indication of coursework and other requirements already completed, as well as a detailed timeline for completion of both degrees.

The completed form must be sent to the Dean of The Graduate School for final approval. Once approved, the Office of the University Registrar will be notified of the dual registration.