

FSU | GRADUATE SCHOOL

Dual Enrollment Request Form

Date this form was completed:

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 (or designee). 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.

*A unit must be offering a master's degree in-flight (en route) to a doctoral student from a major/plan that is active and available within the same doctoral major/plan being pursued. **The master's degree in-flight (en route) must be under the same degree program as the doctoral program.** If not, a Dual Enrollment Request Form must be submitted to The Graduate School for review.

See the [Graduate Bulletin](#) (Graduate Degree and Certificate Requirements Section) for additional information regarding Dual Degrees or Master's Degrees In-Flight (en route) to Completing a the Doctoral Degree.

To help facilitate the process, the following information must accompany each completed form. If a Dual Enrollment Request Form is submitted without the information below, then it will be returned to the respective unit.

1. A copy of the graduate student's FSU unofficial transcript.
2. A statement from the student explaining the justification and basis of the dual enrollment request.
3. If a Dual Degree, confirmation should be noted that the enrollment request was submitted prior to the completion of 12 credit hours in the second-degree program.
4. A program of study from both programs should be attached outlining the

requirements that are needing to be met.

5. A timeline for completion should accompany the program of study which clearly shows the progression and notes an expected semester of graduation.

STUDENT INFORMATION:

Student's Full Name: _____

EMPL ID#: _____

CURRENT DEGREE (1):

Degree Type: Master's Doctoral Professional

Academic College: _____

Department/Unit (if applicable): _____

Degree Program Name: _____

Major Name: _____

Academic Plan Code (*Filled out by dept/unit): _____

CIP Code (*Filled out by dept/unit): _____

DEGREE TO BE ADDED (2):

Degree Type: Master's Doctoral Professional

Academic College: _____

Department/Unit (if applicable): _____

Degree Program Name: _____

Major Name: _____

Academic Plan Code (*Filled out by dept/unit): _____

CIP Code (*Filled out by dept/unit): _____

CONFIRMATION OF ENROLLMENT:

If a Dual Degree, will this Dual Enrollment Request Form be submitted prior to the completion of 12 credit hours in the second-degree program?

Yes No

If No, please provide a reason as to why was this form not submitted at the correct time?

STATEMENT FROM THE GRADUATE STUDENT AND ADDITIONAL DOCUMENTS:

Address the basis for the Dual Enrollment request.

If a Dual Degree, please provide a program of study from both programs outlining the requirements that are needing to be met. A timeline for completion should be attached as well. The timeline must be detailed and provide a clear articulation of what is left to be done and dates by which things will be accomplished. A semester of expected graduation must also be provided. If additional room is needed, attached paperwork may be included:

APPROVAL OF DUAL ENROLLMENT REQUEST:

The student must first sign this form, followed by the Major Professor/Advisor (if applicable), Department Chair/ Unit Head and Academic Dean (or designee) from each college. Final approval rests with the Dean of the Graduate School (or designee).

Student Signature	Date
-------------------	------

Current Program Approval:

Major Professor/Advisor (if applicable)	Date
---	------

Department Chair/ Unit Head	Date
-----------------------------	------

Academic Dean (or designee)	Date
-----------------------------	------

Second Program Approval:

Major Professor/Advisor (if applicable)	Date
---	------

Department Chair/ Unit Head	Date
-----------------------------	------

Academic Dean (or designee)	Date
-----------------------------	------

Final Approval:

Please email the Dual Enrollment Request Form (PDF) to James Beck (jpbbeck@fsu.edu) in The Graduate School.

Graduate School Decision: Approved Not Supported/Denied

Graduate School Comments:

Dean of The Graduate School (or designee)

Date