



## Application for Double Major

Students may pursue a double major but must meet the requirements of both disciplines. To accomplish this goal and meet the minimum number of credits required students must be in close communication with advisors from both majors. Only one degree (BA, BBA, or BS) will be awarded. Both majors must be completed at the same time and from the same catalog. The transcript and diploma will list the degree and each major.

Student must be admitted to each department in which a double major is being sought:

- Student must submit a separate Application for Double Major along with other required documents to each respective department.
- Student must return completed and signed applications to the Office of the Registrar and Records.
- Degree plans must be developed for the student by an academic advisor in Student Success and must be approved by a faculty advisor and chairperson from each of the respective colleges and major.
- Student must meet requirements and follow procedures of each department and college.

Degree requirements for each major must be met simultaneously. (Meeting the requirements of double majors may lengthen completion time of academic programs.) Student must maintain grade point average of 2.00 or higher in each degree program. Student may withdraw from this arrangement at any time prior to the final semester in which the degree is to be awarded by submitting a Request to Remove Minor, Concentration, Certificate or Second Major Form to the Office of Registrar and Records.

I have read and understand the above policies, regulations, and procedures. I understand my acceptance into the Double Major Program is based upon approval by officials in both departments.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Statement:** Explain your reasons for applying for a Double Major including your educational objectives and career goals. If you need additional space, please attach a separate sheet.

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**Student Information:**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

J# \_\_\_\_\_ Email: \_\_\_\_\_@jsums.edu Contact Phone: \_\_\_\_\_

**Degree Information:**

Current Major: \_\_\_\_\_

Second Major Sought: \_\_\_\_\_

**Program Plan (required for all students): A program of study should be created listing all courses needed to complete both majors.**

| CURRENT SEMESTER _____ | SEMESTER _____        | SEMESTER _____        | SEMESTER _____        |
|------------------------|-----------------------|-----------------------|-----------------------|
| Course & Credit Hours  | Course & Credit Hours | Course & Credit Hours | Course & Credit Hours |
| _____                  | _____                 | _____                 | _____                 |
| _____                  | _____                 | _____                 | _____                 |
| _____                  | _____                 | _____                 | _____                 |
| _____                  | _____                 | _____                 | _____                 |
| _____                  | _____                 | _____                 | _____                 |

| _____ SEMESTER        | _____ SEMESTER        | _____ SEMESTER        | _____ SEMESTER        |
|-----------------------|-----------------------|-----------------------|-----------------------|
| Course & Credit Hours | Course & Credit Hours | Course & Credit Hours | Course & Credit Hours |
| _____                 | _____                 | _____                 | _____                 |
| _____                 | _____                 | _____                 | _____                 |
| _____                 | _____                 | _____                 | _____                 |
| _____                 | _____                 | _____                 | _____                 |
| _____                 | _____                 | _____                 | _____                 |

|                     |                     |                     |                     |
|---------------------|---------------------|---------------------|---------------------|
| Total Credits _____ | Total Credits _____ | Total Credits _____ | Total Credits _____ |
|---------------------|---------------------|---------------------|---------------------|

Students must gain approval from each college. The signatures below denote eligibility and approval for the dual degree being sought.

**Approval of Dual Degree Program:***Current Major*

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of College Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Secondary Major Requested*

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of College Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email completed form to studentrecords@jsums.edu. Incomplete forms will not be processed.**FOR REGISTRAR OFFICE USE ONLY****Revised 09/23/22**☐

Request Processed

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_