



Graduate Studies, Stratton Administration Center
 P.O. Box 730 • Kutztown, PA 19530 • (610) 683-4220

PERMISSION FOR SIMULTANEOUS ENROLLMENT
IN TWO GRADUATE DEGREE PROGRAMS

A graduate student desiring to secure simultaneous enrollment in two different graduate degree programs at the same time and thereby share, if approved, a maximum of six (6) semester hours for both degrees is subject to the policies that appear on the reverse side of this form.

Instructions to Student:

- + Please fill in this form completely.
- + Take this form to your Academic Advisor in each of your major departments for signatures.
- + Ensure that the document is submitted to the Department chair of each major program for their review and approval.
- + This form will then be forwarded to the Dean of Graduate Studies for review.
- + Pending the Dean's review and decision, you will receive a response by mail of the disposition of your request.

STUDENT DETAILS

Name _____ Address _____ Email _____	Phone: (_____) _____ - _____ Student ID #: _____ Date of original Graduate Degree Program Acceptance Letter _____/_____/_____ Date of Request _____/_____/_____
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FIRST DEGREE:

Degree Program / Major _____ Graduate QPA to Date _____	Advisor _____ Advisor's Phone _____ Expected Date of Graduation _____/_____/_____
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PROPOSED CONCURRENT DEGREE: *Subject to the policies that appear on the reverse side of this sheet, I am proposing to utilize the following graduate courses (limited to six semester hours) in both curricula and request approval as indicated by the signatures below:*

Degree Program / Major _____ Course Prefix & Number _____ Course Prefix & Number _____	Semester which you would like to begin to work on second program _____ Title _____ Title _____
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APPROVAL PROCESS:

ACTION	STATUS	SIGNATURE	DATE
Applicant's Advisors	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		_____/_____/_____
First Degree Department	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		_____/_____/_____
Second Degree Department	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Dean of Graduate Studies			_____/_____/_____
Notice sent to student			

(Please see reverse side for Policies and Procedures)



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POLICIES AND PROCEDURES FOR DUAL GRADUATE DEGREE ENROLLMENT

The following policies and procedures have been adopted by the Graduate Council of Kutztown University for students seeking dual degree enrollment.

1. Full acceptance by the student into Graduate Studies and into a degree program;
2. Prior consultation with the Graduate Dean;
3. Prior completion of the form entitled "Permission for Simultaneous Enrollment in Two Graduate Degree Programs," available from the Graduate Office, requiring the signatures of both department chairpersons involved and the Graduate Dean;
4. A maximum of six semester hours of the minimum total hours needed for the completion of both degrees shall be counted as common to both programs of study;
5. The course work common to both degrees must constitute a well-planned and meaningful part of each program;
6. The common course work may not include thesis credits in either program. Thesis credits shall function for individual degrees only; if both programs require a thesis, the student must write a separate thesis for each;
7. Graduate credit transferred from another institution, limited to a maximum of nine semester hours, may be applied to only one degree program;
8. A single, integrated graduate transcript with a cumulative QPA will be generated for both degrees;
9. All course work for each degree must reflect a minimum 3.0 average for candidacy and for graduation, as well as a 3.0 average overall; failure to achieve a 3.0 in one program, while maintaining a 3.0 overall, shall disqualify the student from that degree; and
10. Students who withdraw from one degree program still are required to maintain a 3.0 QPA overall and 3.0 QPA for the remaining degree program on the integrated transcript.