



CERTIFICATION FOR THE SIMULTANEOUS COMPLETION OF TWO BACHELOR DEGREES  
OFFICE OF THE UNIVERSITY REGISTRAR  
213 WHITMORE ADMINISTRATION BUILDING

*This form must be completed and submitted by the degree conferral date.*

Enrolled undergraduate students of this University may earn a second bachelor’s degree by completing a minimum of 30 additional credits beyond those normally required for graduation. Both degrees should be completed within ten semesters and both degrees must be awarded simultaneously. A total of at least 150 credits are required upon graduation. If any requirement for either degree is not satisfied, neither degree will be awarded until the problem is resolved. The graduation date of the degrees will be based upon the date of resolution.

In order to validate the second bachelor’s degree, the student must obtain formal clearance from an authorized representative of the second major department and the second major’s college.

The second degree will not show in SPIRE until after grades have been posted during the final semester. It is therefore important that the student communicate with the secondary major and college (if applicable) to ensure completion of all requirements for the secondary major. Clearance of majors/college(s) for both degrees will occur in Graduate Tracking.

Once this form is complete, it should be returned to Diploma and Graduation Services, Registrar’s Office, 213 Whitmore Building, for processing.

Student’s Name	Class Year	Student ID #
	Primary Major	Degree
	Secondary Major	Degree

Departmental Requirements (second degree)

Are satisfied

Are not satisfied. The student needs to fulfill the following requirements:

\_\_\_\_\_

\_\_\_\_\_

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

College Requirements (second degree)

Are satisfied

Are not satisfied. The student needs to fulfill the following requirements:

\_\_\_\_\_

\_\_\_\_\_

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