



DUAL MAJOR / DUAL DEGREE REQUEST FOR STUDENT RECEIVING VA BENEFITS

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

The provision of your social security number is voluntary. Failure to provide your social security number may result in an information processing delay.

SEE PAGE 2 FOR INSTRUCTIONS PRIOR TO COMPLETING THIS FORM

All requests must be submitted to SAA prior to the VA student's entrance into dual objective and prior to earning 90 hours in a bachelor degree, 37 hours in an associate degree, and prior to the end of the second term of enrollment in graduate school.

1. Student Name: _____
2. VA Claim Number or Social Security Number: _____
3. School Name: _____
4. Name of dual degree or major (e.g., BA/BS History or BS Business/Spanish):

5. Found on page(s) _____ of catalog.
6. Single career field to which this dual degree/major leads:

7. Total credit hours required for the first degree: _____
8. Total credit hours required for the dual objective: _____

APPROVAL RECOMMENDED BY

I approve this request for these programs as relating to the student's chosen career field.

Name of Department Chair or Dean: _____

Signature: _____ Date: _____

I certify this student's GPA of _____ meets school's requirement for satisfactory progress.
 To date, the student has earned _____ credits. *Additional* credit hours needed to achieve dual objective: _____

Name of School Certifying Official: _____

Signature: _____ Date: _____

APPROVAL OF DUAL DEGREES, DUAL MAJORS AND MINORS

Unless specifically approved in your school's catalog, each dual major or degree and each minor must be approved by the State Approving Agency (SAA) on a case-by-case basis. When making application to the SAA for approval of a dual major, degree or minor, such application must contain the information specified below and meet certain criteria (also specified below). **NOTE:** If the dual objective will not extend the length of the student's program beyond the total hours approved in his/her current program, then approval is not required.

- Name and claim number of the VA student for whom the approval of the dual objective is requested.
- The exact title of the two degrees or majors or major/minor for which dual objective approval is requested, to include page numbers in the current, approved catalog where those programs can be found.
- An exact description of the single career field to which both degrees/majors relate. The source or authority (major professor, department chair) declaring these two programs as relating to this single career field (not applicable for minors).
- Must list total credit hours already earned toward current program.
- Total additional credit hours needed by this veteran to complete the dual objective as certified by school registrar.
- Total credit hours required for the dual objective.
- When applicable, the elective courses in the initial objective should be used to satisfy the courses required to attain the dual objective.
- GPA should meet the school's requirement for satisfactory progress.

All such requests must be submitted to the SAA prior to the VA student's entrance into dual objective study. VA Form 22-1995, Request for Change of Program or Place of Training (or VAF 22-5495, as appropriate), properly completed by the student, may be submitted with the request to the SAA or must be submitted to the VA simultaneously.

Request for approval must be received by the SAA prior to the earning of 90 credit hours in a baccalaureate degree program or the earning of 37 hours in an associate degree program. For graduate students, the school must submit its dual objective request prior to the end of the second term (semester/quarter) of the student's enrollment in graduate school.

All requests for approval of dual objectives must be signed by:

- School certifying official **and**
- Chairperson or Dean of the department, school, or college involved in granting the dual degree, major, or minor.