



# Undergraduate Request to Add or Remove Second Program

Return to:  
MSOE Registrar's Office  
1025 North Broadway  
Milwaukee, WI 53202-3109

Room: CC-365  
Phone: (414) 277-7215  
Fax: (414) 277-6914  
Scan and email: registrar@msoe.edu

Name \_\_\_\_\_ Student number \_\_\_\_\_

### Program information

Please note that not all requests to make changes to an academic degree program are approved. Students are encouraged to bring a copy of their unofficial transcript with them when they meet with the appropriate program director to discuss the request.

Please note: To earn a second bachelor's degree, a student must meet all course requirements for both degrees; in addition, a student must complete a minimum of 40 credits that are unique to the second degree. **The credits required for the second degree are determined by the program directors and should accompany this form.**

Current academic degree program(s) \_\_\_\_\_

I request approval to add a second degree program of \_\_\_\_\_

I request approval to remove one of my two degree programs; please remove \_\_\_\_\_

### Approvals

Approval of primary program director or chair \_\_\_\_\_

Approval of second program director or chair \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

If you are an international student attending MSOE on a student visa, you must obtain the international student advisor's signature prior to submitting the form.

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International student advisor signature \_\_\_\_\_ Date \_\_\_\_\_