## Northern Maine Community College Presque Isle, Maine

## REQUEST FOR SECOND PROGRAM

When a student enters NMCC, he/she chooses an occupational major (i.e. accounting, computer science, etc.) with the expectation of receiving a degree or certificate in that area. As a student progresses through his/her program, the instructional staff encourages the student to broaden his/her background by taking electives in separate occupational programs.

These opportunities should allow the student to broaden his/her area of expertise without compromising or changing his/her occupational goal or primary purpose in coming to NMCC.

From this viewpoint, the following policy statements apply:

- 1. Students may only be enrolled in one academic major at one time. Exceptions may be granted to students demonstrating exceptional academic ability and personal motivation.
- 2. Students granted concurrent enrollment in a second academic credential, must earn a minimum of 15 credit hours beyond the requirements of the first program while meeting all of the requirements of the second program.
- 3. Students will not be considered for a second degree until they have completed a minimum of 30 graded credit hours and are in good academic standing (2.50 GPA or higher).
- 4. Students completing the above requirements will have a notation made on their permanent transcript indicating that he/she has completed a parallel program (in accounting, computer science, for example) with a comparable notation being made on the diploma.

Student Name	Signature	ID Number
Current Degree		Award Type
Second Program Requested		Award Type
Please explain why you wish to study	the program (2 <sup>nd</sup> major) that you have requested:	
	Please attach a reference from your cui	rent academic adviso
Interview with Dean of Students	Date/Time:	
Approval (is) (is not) granted for the	e second award:	
	Dean of Students	Date

CC: Admissions Current Advisor Financial Aid

## Northern Maine Community College 33 Edgemont Drive Presque Isle, ME 04769

207-768-2785

admissions@nmcc.edu

## **Letter of Recommendation**

Name	First Nam	ie	MI		Departn	nent	Degre	e Sought	Last
OPTIONAL: (This wa access to this letter hereby voluntarily w	of recommendat								
Date				Sig	nature				***************************************
What is your estim and weaknesses? I ame field who hav our letter to this f	Please state the ve done work at	extent of yo	ur acquaintand	e with the ap	plicant. If po	ssible, please o	compare the s	tudent with ar	ny others in
ummary Evaluatio xperience and trai	n: In comparis ning, how do y	on with a rep ou rate the ap	resentative gro	oup of student following:	cs in the same	e field who hav	ve approximat	ely the same a	imount of
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experience and trai	Below Average Lowest	Average Middle	Somewhat Above Average	following:		Outstanding Highest	Truly	Unable to	imount of
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cademic Ability and otential for success the program.	Below Average Lowest	Average Middle	Somewhat Above Average	following:		Outstanding Highest	Truly	Unable to	amount of