

**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.

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Student Name	Signature	ID Number
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Current Degree	Award Type
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<b>Second Program Requested</b>	Award Type
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Please explain why you wish to study the program (2<sup>nd</sup> major) that you have requested:

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*Please attach a reference from your current academic advisor*

Interview with Dean of Students Date/Time: \_\_\_\_\_

Approval (is) (is not) granted for the second award: \_\_\_\_\_  
Dean of Students Date

CC: Admissions  
Current Advisor  
Financial Aid

