

**PENSACOLA STATE
COLLEGE**

Veteran Services Office
Dual Degrees

There is a process by which you can request approval to pursue two degrees at the same time (example, Associate in Arts and Associate in Applied Science).

Formal application must be made PRIOR to earning 37 credits in either degree program in which you are applying. Clock hours programs will be converted to credit hours for this purpose.

Certification for payment can NOT be made for courses in the second degree prior to approval.

You should NOT enroll in courses, not in you currently approved DVA degree program, assuming that your request for the second degree will be approved.

Requests for a Dual Degree should be submitted to the VA Office at least sixty (60) days PRIOR TO the term you are requesting approval to begin enrollment in courses from both degree programs.

You should have a GPA above 2.0 to consider dual programs.

Procedures:

- 1) Contact an Academic Advisor to complete a *Request to Pursue Two Programs Simultaneously* form. After approval by Advisor or Program Manager, the form is to be submitted to the Registrar's office (Bldg 2, PNS).
- 2) If Registrar's approves your dual program, complete, sign and submit this VA form to the college's Veteran Services Office.
- 3) Your request will then be evaluated. You will be informed by PirateMail.

Print Name—Last, First, MI

Student ID #

Currently Approved DVA Program
(Example: Pre-Nursing—AA)

Requested 2nd program
(Example: Emergency Med Tech—ATD)

Single career field to which both of the above lead: _____

Important-- See Back

Expected term to begin classes in secondary degree _____

Important-- See Back

(Ex. January 2011)

Signed

Date



IMPORTANT--Student and Staff SEE BACK

03/14



Student-- Please Read and Initial Each

___ I have received approval from the college Registrar to pursue dual degrees. I understand that this is an academic approval and it does NOT allow the Veteran Services Office to certify courses in those dual programs for DVA benefits.

___ I have not already earned 37 credits (or the equivalent) or more in either degree program for which I am applying. I understand that a dual degree request can NOT be processed if I exceed this requirement.

___ I understand that unless and until my dual degree request is approved, the Veteran Services Office cannot certify courses other than those in my currently approved DVA degree program.

___ I understand that in considering my request I must state the single career field that I am seeking, i.e. small business owner, middle school teacher, etc. I have attached a statement which explains how each of my two programs of study will enhance or greatly improve my success in my stated career field. **It is very important that you provide information justifying how the dual programs will improve your career field. If it is not shown how both programs will improve success in the career field, the request will be denied.**

___ I understand that I need to initiate this request at least 60 days before the start of the term in which I want courses from both degree programs to be certified for DVA education benefits.

___ If I am submitting this form past the above deadline I have attached an explanation for the delay.

___ I understand I will be notified by PirateMail regarding the status of this request.

___ I understand that only one dual degree approval will be approved by Pensacola State College.

Pensacola State VSO Staff Use

INTAKE PROCEDURES by Pensacola and Warrington VA Peers

Problems with Student fields—should be checked BEFORE accepting form from Student and returned to student if needed.

Checked fields completed by Student YES NO

Did Student attach explanation of career/degree programs YES NO

Did Student attach explanation, if needed of late submission YES NO

Form was: Turned in by Stu ___ Campus Mail MILT WARR Other _____

Taken/Received by _____
Print Name Date

Processing Procedures by Pensacola VA Peers Coordinator Notes

Print DAUDR for both degree programs and place in Stu File STUMH

Place Dual Request Form in Stu File DREST

Note in Stu File receipt of request and Form. Give file to VA Specialist. SAP _____

03/14 Do NOT use previous versions