



Request to Add a Degree

Print Name: _____

Current Degree: _____

Program Area: _____

I hereby request the following NSOE professional master's degree be added to my academic career.

New Degree: _____

Program Area: _____

- Have you fulfilled all of the prerequisites for this degree (including school-wide requirements in calculus and statistics)? _____ (yes or no)
- If not, which required prerequisites are you currently missing? _____

***Reason(s) for the request:** _____

**Students may write on the reverse side of this form or add second page if additional space is needed.*

Student Signature

Current Advisor Signature

Date

New Program Head Signature

Please Assign New Academic Advisor

Please complete and return this form to NSOE Office of Academic & Enrollment Services.

For Office Use Only:

PeopleSoft Entry Date: _____ Student ID: _____ Initials: _____
 File transfer from: _____ To: _____ E-mail changed: _____
 Business Office Notification: _____ Marine Lab Notification: _____ Master List: _____
 Prerequisite Deficiencies: _____ Academic Advisor Notified: _____

Any current MEM and/or MF student may add the MEM or MF degree to their academic career. The student must provide a reason on the form including the academic and career benefits for the addition. Students are also encouraged to refer to the list of required and recommended program prerequisites for the new degree and program area prior to submitting a request form. Priority will be given to students who have fulfilled the prerequisites. Approval or denial should be noted on the form and signed by the program area chair. Completed and signed request forms must be returned by the student to Academic & Enrollment Services office, Room A101, LSRC.