UNITED TRIBES® TECHNICAL COLLEGE

Academic Dual Major Request Form

Student Name: _____ **ID#** _____ **Academic Semester** _____ **Year** _____

Please complete and return to the Registrar's Office.
The form is available on the UTTC Website.

Dual Major Criteria

- *The requesting student must maintain a cumulative GPA of 2.5 in order to meet the academic rigor of completing two degrees concurrently.*
- *If the cumulative GPA drops below 2.5, the student will be required to cancel the dual major using the process outlined in the College Catalog.*
- *Not all degrees are appropriate for dual majors. The decision to approve or deny a dual major is intended to be in the best interest of the student.*

This form is used if the student is requesting to add another major. Per the UTTC College Catalog, a dual major student is completing two academic programs, or degree majors, concurrently (at the same time). The student graduates with two degree majors at the same time in the same semester. Dual majors must be at the same level of study and are only an option for associate degrees (AS and/or AAS). Baccalaureate (BS) degrees and certificate programs cannot be completed concurrently. If a student intends to complete two BS degrees, or certificate programs, they must complete them sequentially.

The student will initiate the Academic Dual Major Request Form by following the steps below:

1. Meet with a UTTC Financial Aid Representative to discuss potential financial aid implications.
2. Meet with student's academic advisor to initiate the **Academic Dual Major Request Form** if the student is still choosing to dual major. The academic advisor will serve as the Primary Advisor for the dual major. *(The academic advisor will make a copy of the form to retain for their records).*
3. A Recommended Academic Plan (RAP) is generated by the Primary Advisor for Major 1. The RAP is available on the s/drive, in the Academic Affairs View folder.
4. The student will then meet with the Academic Advisor of the second degree major and the advisor will expand on the RAP form, adding the courses from the second major. This advisor will be the student's Secondary Advisor. *(The secondary advisor will make a copy of the RAP form and send it to the Primary Advisor and retain a copy for their records.)*
5. Student signs the form signifying their decision and gives it to the Primary Advisor.
6. The Primary Advisor submits the completed RAP form and the Academic Dual Major Request Form to the VP of Academic Affairs (VPAA) for approval.
7. After all signatures are collected, the VPAA emails the **Academic Dual Major Request Form** to the UTTC Registrar who will record the change in the Student Information System. The Primary and Secondary Academic Advisors are copied in on the email.
8. The Primary Advisor is responsible for notifying the Registrar and Secondary Advisor when a dual major is canceled (see page 19 in the college catalog).

**Please note that a Dual Major change goes into effect before Census date OR after semester grades are posted.

1	**FINANCIAL AID ADVISOR** *(consultation meeting)* _____ *Signature*　　　*Date*	**4**	**STUDENT SIGNATURE**: *(signature signifies agreement)* _____ *Signature*　　　*Date*
2	**Major Degree 1**: _____ ☐AAS/AS only _____ *Primary Advisor*　　　*Date*	**5**	**Submit RAP and Dual Major Request Form to VPAA** _____ *VP of Academic Affairs*　　　*Date*
3	**Major Degree 2**: _____ ☐AAS/AS only _____ *Secondary Advisor*　　　*Date*	**6**	Turn in to the **Registrar's Office** / *Registrar*　　　*Date* *Received/Changed*