

Michigan Technological University

Registrar's Office

ADDITIONAL BACCALAUREATED DEGREE COMPLETION FORM

University Requirements

An enrolled student who already has earned a baccalaureate degree (either from Michigan Tech or from a regionally accredited institution of higher education) can obtain an additional baccalaureate degree from Michigan Tech if they:

- Satisfy the degree requirements for the baccalaureate program
- Earn at least 32 of the credit hours required for the additional degree through Michigan Tech without having applied those credits to any other baccalaureate or minor degree program.

The academic unit offering the additional degree can allow course substitutions provided that the 32-credit hour minimum is maintained.

Students earning an additional degree must also meet the following University graduation requirements:

- Thirty (30) semester credit hours of advanced level courses (3000 or higher) to be applied to the degree must be completed at Michigan Tech
- General Education Core, HASS and STEM for the degree

Prior to completing the form, the academic advisor should:

- Obtain a preliminary credit evaluation from Transfer Services if the first degree was not earned at Michigan Tech
- Obtain a course list in Banner 9 Admin form SHASUBJ, or Banner 8 form GZAORPT, or transcript

Please note the following:

- The Registrar's office will only award an additional degree using the Additional Baccalaureate Degree Completion Form, even if a uAchieve audit runs. Only those students earning two degrees concurrently may use uAchieve degree audits.
- Include all courses taken at Michigan Tech that apply to the degree that were not used on a previous degree.
- Michigan Tech credits (or credits from a different institution) already used in a prior degree should not be listed here.
- The catalog term for the additional degree may not be any earlier than the date the additional degree was declared.
- This form must be completed in all cases unless the student earns two degrees at Michigan Tech concurrently.
- Students earning an additional degree must apply for graduation.

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This form is to be completed by the academic advisor and used for students who have previously been awarded a baccalaureate degree from Michigan Tech or from a regionally accredited institution other than Michigan Tech. Submit the completed form to the Registrar's office no later than week two of the graduating semester.

Student M-Number _____

Student Name _____

Additional Degree with Major (with Concentration if applicable) _____

Catalog Term _____

Expected Graduation Term _____

Prior Degree and Institution Degree Received From _____

List only those courses and credits being used to fulfill the requirements of the additional degree

Course	Credits	Course	Credits	Course	Credits
				Total credits required	
				Total upper division credits (30 minimum)	
				Total credits taken at MTU (32 minimum)	

Comments

Student Signature _____

Date _____

Academic Advisor Signature _____

Date _____