



## UNDERGRADUATE DUAL DEGREE REQUEST FORM

Dual degrees are degrees/programmes from the same or different academic units which may be pursued as stipulated in the **Policy on Undergraduate Dual Degrees**. Students who have completed 15 credits at UB and who meet dual degree requirements as defined in the policy may seek approval to pursue a dual degree. Students should meet with their academic advisor to discuss academic and career goals and with the Head of the Academic Unit responsible for the second degree. Students must submit a completed **UNDERGRADUATE DUAL DEGREE REQUEST FORM** to the Head of the Academic Unit responsible for the second degree for processing. The Head will forward the form with his/her recommendation to the relevant Academic Dean who will make a determination and forward the request to the Records Department.

Name of Student: \_\_\_\_\_ ID No: \_\_\_\_\_  
Please Print

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Current Degree Programme:** \_\_\_\_\_ / \_\_\_\_\_  
Type of Degree / Major

**Requested Secondary Degree:** \_\_\_\_\_ / \_\_\_\_\_  
Type of Degree / Major

Select all that apply:

- I have earned at least fifteen (15) credits at UB.  
 I have to complete at least seventy-five (75) credits to fulfil graduation requirements.  
 I understand that I must meet admission requirements of each degree/programme.  
 I understand that both degrees must be awarded during the same year and semester.  
 I have read and understand the Policy on Undergraduate Dual Degrees.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICIAL USE ONLY

Request Approved /  Request Denied Reason: \_\_\_\_\_

Signature, Primary Academic Unit Head \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved /  Request Denied Reason: \_\_\_\_\_

Signature, Secondary Academic Unit Head \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved /  Request Denied Reason: \_\_\_\_\_

Signature, Primary Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved /  Request Denied Reason: \_\_\_\_\_

Signature, Secondary Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE OF THE REGISTRAR

New Secondary Degree: \_\_\_\_\_ New Secondary Major: \_\_\_\_\_

AB/TAS Paper Number: \_\_\_\_\_ Effective Year/Semester: \_\_\_\_\_

Academic Plan Updated by: \_\_\_\_\_ Date \_\_\_\_\_  
Records Department Staff