



Undergraduate Admissions

Dear Applicant:

Thank you for your application for a second baccalaureate degree at Queens College. You must pursue a major from a department that is different from your first degree, and it must be approved by the department. Most departments—with the exception of Elementary and Early Childhood Education—will consider students for a second degree. Elementary Education majors should see Graduate Admissions for information on the Master of Arts in Teaching (MAT) degree.

Degree Requirements

You are required to earn a minimum of 45 credits (beyond the first degree) at Queens College. A maximum of 75 transfer credits from the first degree will be considered toward fulfillment of General Education requirements and, with departmental approval, may also apply to the new major. Please refer to the curriculum section of the current *Undergraduate Bulletin* under “Requirements for the Second Baccalaureate” for more complete information.

To complete the authorization process, you should arrange an appointment with the major department’s authorized second baccalaureate advisor or chairperson. Student copies of your previous college transcripts, proof of your baccalaureate degree, and the attached authorization form will be required. After securing the department’s signature, return the completed form to the Undergraduate Admissions Office, Transfer Division (Jefferson Hall 105), no later than **October 1** for Fall-admitted students or **March 1** for Spring-admitted students. Registration for next semester will not be possible without submission of this form.

Sincerely,
Office of Undergraduate Admissions
Transfer Division

Second Baccalaureate Authorization Form

Date _____ Semester of admission _____

Name _____ Student # _____

College issuing first baccalaureate _____

Major for first baccalaureate _____

New major for second baccalaureate _____

Please indicate type of bachelor's degree desired BA BS

Academic division of new major _____

Please indicate if New major Change of major Addition of major

The above information is to be filled out by the student. **Student copies of college transcripts and proof of the first degree must be presented.**

 Approved for a second baccalaureate Not approved for a second baccalaureateIf **not** approved, department advisor or chair should return form to Undergraduate Admissions directly._____
Signature, Major Department Advisor or Chairperson Date _____