



APPLICATION FOR CONCURRENT DEGREES

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

INSTRUCTIONS FOR COMPLETION & SUBMISSION

*Please read all instructions prior to form submission. Complete all parts.
Incomplete forms will be returned to the student unprocessed and will delay action on your request.*

PURPOSE

For students who are interested in pursuing two separate graduate degrees simultaneously.

ADDITIONAL INFORMATION OR REQUIREMENTS

- Must apply for admission to the first major and validate admission through enrollment. In the semester following that enrollment, the student must apply for admission to the second major and concurrent degree approval by submitting the **Application for Concurrent Degrees** from the Office of Graduate Studies.
- May share between 0% and 15% of the total combined minimum credit hours. Only structured graduate coursework may be shared.
- Will meet all other separate degree requirements (e.g. two dissertations, one thesis/one dissertation, projects, exams, etc.), unless the Concurrent Degree was approved with a combined requirement by Graduate Council through the formal Concurrent Degree Curriculum Approval process.
- Must have a minimum of 60 total combined graduate hours after the shared hours are applied for concurrent master's degrees, or a minimum of 102 total combined graduate hours for a concurrent master's/doctorate degrees.
- Degrees may be conferred sequentially or concurrently, as specified in the approved major requirements.
- Both degrees must be conferred within the time-limit for the first degree to which the student is admitted.

Example: A student is enrolled in two master's degree programs, one requires 30 hours and the other requires 42 hours minimum. With approval, the student may share 9 hours (equal to or less than 15%) across the combined 72 total minimum credit hours required. The total minimum hours completed would then be 63. The student would also complete two separate theses. In concurrent degrees where the student is completing a thesis for one major and the other does not require a thesis, the thesis submitted to the Office of Graduate Studies reflects the major for which it is required.

STUDENT INFORMATION

- **Name:** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your USF ID#, (DO NOT put in your Social Security Number).
- **Address:** Input your current mailing address. If this is different from what is on file in the Office of the Registrar, please contact the Registrar to update your file.
- **Email Address:** Input your email address. Please make sure this email address is one that you check regularly so that you are aware of any information electronically sent to you in a timely manner.
- **Telephone Number:** Input your telephone number including area code. Make sure the number is one that can be reached easily in case there are any problems or questions about your form.
- **Current Graduate GPA:** Input your overall USF Graduate GPA.

FIRST AND SECOND MAJOR INFORMATION

*Student must be admitted to the first major before submitting the Application for Concurrent Degrees.

- **Major Name and Degree Code:** To find CIP, degree, major, and concentration codes, please go to USF Academic Planning at <https://academicplanning.usf.edu/> and select Curriculum Codes (**for Faculty and Staff use ONLY**).
- **Courses required to complete major:** List the number of courses required to complete major i.e. 10 courses to complete a 30 credit hour major.
- **Total Major Hours:** List the number of credits required to complete major i.e. M.P.H. is a minimum of 42 credit hours.
- **Total Combined Hours:** Total combined hours need to be at a minimum of 60 credit hours. 15% maximum shared hours only apply to majors that can meet the combine hours of 60.
- **List of Shared Courses:** Identify the courses that will meet both major requirements. Add prefix, course number, course title, and credit hours.
- **Effective Semester:** Retroactive request is not permitted. Please add the current or future term for the concurrent degrees.
- **Student Signature:** Student signature required for approval.

DIRECTIONS FOR INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS: Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at <https://www.usf.edu/world/international-services/about-us/contact-us.aspx>.

OIS ADVISOR: A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.

SIGNATURE APPROVALS

For assistance, please go to the Graduate Major Contact Information site: http://www.grad.usf.edu/programs/search_all.php.

- **First Graduate Director/Designee and College Dean/Designee:** sign and date the form.
- **Second Graduate Director/Designee and College Dean/Designee:** sign and date the form.
- **Graduate Dean/Associate Dean:** sign and date the form.
- **Routing/Approvals:** If approved by the Office of Graduate Studies, the form will be forwarded to the Office of the Registrar for processing.



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International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No OIS Approval Signature: _____

STUDENT INFORMATION					
Last Name		First Name		USF ID#	
Address		City		State	Zip Code
Email		Phone Number		Current Graduate GPA	

FIRST MAJOR INFORMATION	
First Major*	Code
Courses required to complete first major:	
Total Major Hours:	

SECOND MAJOR INFORMATION	
Second Major**	Code
Courses required to complete second major:	
Total Major Hours:	

Total Combined Hours (a minimum of 60 credits)

Total Combined Hours _____ x 15% = _____ Maximum Shared Credit Hours

*Student must be admitted to the first major before submitting the Application for Concurrent Degrees. Please attach Plan of Study for review.

LIST OF SHARED COURSES ONLY		
Prefix & Number	Course Title	Credit Hours

Effective Semester	Student Signature	Date
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FIRST MAJOR APPROVAL SIGNATURES		
Major Professor/Advisor Name	Signature	Date
Chair/Grad Director Name	Signature	Date
College Dean/Designee Name	Signature	Date

SECOND MAJOR APPROVAL SIGNATURES		
Major Professor/Advisor Name	Signature	Date
Chair/Grad Director Name	Signature	Date
College Dean/Designee Name	Signature	Date

Associate Dean/Designee, Office of Graduate Studies	Signature	Date
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For Registrar: Please post the following statement on the student's transcript: "Approval granted to simultaneously pursue a graduate degree in

	AND	
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