



**Secondary Program Request Form**  
Graduate Studies

**Student:** Please see the detailed instructions on the following page. Once you have obtained signatures from both your current program and the secondary program you are requesting, this form should be submitted to the Graduate Admissions office.

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**SECTION 1: Student information**

Name \_\_\_\_\_ MUID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State. \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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**SECTION 2: Degree information**

Current Degree Program and Area of Emphasis: \_\_\_\_\_

Secondary Program Request (certificate program requested): \_\_\_\_\_

Expect to begin program:  Fall  Spring  Summer Year: \_\_\_\_\_

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**SECTION 3: Signatures** - The student's signature and both authorized signatures below are required.

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

Current Degree Program Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Advisor, Program Director or Dean)

Secondary Program Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Advisor, Program Director or Dean)

Once the three previous signatures are obtained, submit the form to the Graduate Admissions Office, 100 Angus E. Peyton Drive South Charleston, West Virginia 25303-1600, [services@marshall.edu](mailto:services@marshall.edu)

Graduate Admissions Signature \_\_\_\_\_ Date \_\_\_\_\_

## Secondary Program Request Form Instructions

Please use this form if any of these situations apply:

1. You are provisionally or fully admitted to one of the graduate degree programs below which offers the certificate, wish to add that program's certificate, and the admission requirements for the degree program and the certificate are the same.

Biological Sciences or Biomedical Sciences: Bioinformatics  
Counseling (Clinical Mental Health or School Counseling Area of Emphasis): Violence, Loss, and Trauma  
M.A. in Education: Early Childhood, Elementary Math Specialist, Teaching English as a Second Language, Instructional Technology & Learning, Mathematics through Algebra I, School Library Media Specialist  
M.A. in Literacy Education: Literacy Education  
English: Applied Linguistics  
History: Public History  
Psychology: Behavioral Statistics  
Master of Arts in Teaching: Post Baccalaureate Teacher Certificate

2. You are provisionally/fully admitted into a graduate degree program at Marshall University and want to obtain a Graduate Certificate in:

Appalachian Studies  
Digital Communications  
Geospatial Information Science - Basic Integrated Strategic Communication  
Management Foundations  
Medieval and Renaissance Studies  
Media Management  
Women's Studies

3. You are fully/provisionally admitted to Ed.D. Curriculum & Instruction program and wish to enroll in the Ed.S. program.

Departmental permission is required for all applicants. No application fee is required for secondary program status.

**This form cannot be used to request a dual degree or multiple degrees.** Students who would like to add a new or additional degree program must complete a new Graduate Application for Admission and submit all additional required admission materials for the new program, including the application fee.