TO: Department Chairperson

FROM: Office of Financial Aid

SUBJECT: Second Baccalaureate Degree Requirements

I, __________________________give permission to the Chair of the Academic Department from which I will obtain my second baccalaureate degree to complete the information below and return this form to the Office of Financial Aid at EIU.

Student-please complete and submit this form to your department chair.

This section to be completed by the Department Chair

In order to determine financial aid eligibility for the student named above who is obtaining a second baccalaureate degree, this office must know the number of cumulative hours the student already has toward the requirements necessary to obtain the second baccalaureate degree. Example: 120 total hours to obtain the degree-(minus) # of hours you have determined student needs to complete the degree requirement = cumulative hours toward this student’s second BA.

I have accepted ____________cumulative hours toward this student’s second baccalaureate degree.

Signature of Department Chairperson

Printed Name and Department

Date

Thank you for your assistance. Please return this form to the Office of Financial Aid at EIU, 600 Lincoln Avenue, Charleston, IL 61920. Telephone 217-581-3713, Fax 217-581-6422.