Brock

500 Glenridge Ave.
St. Catharines ON L2S 3A1
T: 905.688.5550 F: 905-988-5488
www.brocku.ca/registrar

Office of the Registrar

Second Undergraduate Degree Certificate Program or Certificate to Undergraduate Degree

Application Form

Brock Student ID Number |___|___|___|___|___|___|___|

STUDENT INFORMATION

Name

Street

City Province

Postal Code

This form is to be used only by students who have completed a Brock undergraduate degree or certificate. An application fee of $25 must accompany this form before it will be processed.

Email @brocku.ca

Telephone |___|___|___|-|___|___|___|-|___|___|___|___|

PROGRAM SOUGHT

DEGREE: *(check one only)*

	Honours	3 Year
Bachelor of Arts	☐	☐
Bachelor of Accounting	☐	
Bachelor of Business Administration	☐	
Bachelor of Business Economics	☐	
Bachelor of Computing and Business	☐	
Bachelor of Education - Adult Education		☐
Bachelor of Kinesiology	☐	
Bachelor of Music	☐	
Bachelor of Physical Education	☐	
Bachelor of Public Health	☐	
Bachelor of Recreation and Leisure Studies	☐	☐
Bachelor of Science	☐	☐
Bachelor of Science (in Kinesiology)	☐	
Bachelor of Sport Management	☐	

Major:

Entry Session Requested |Y|E|A|R| ☐ F/W ☐ SP ☐ SU

CERTIFICATE:

Program:

Entry Session Requested |Y|E|A|R| ☐ F/W ☐ SP ☐ SU

COURSES

List the courses you want to use towards your second degree. If your first degree was a pass degree, you may list a maximum of 7 credits; if your first degree was an honours degree, you may list a maximum of 10 credits. If you have completed a certificate you may list a maximum of five credits. There are restrictions on the courses which you may select. See the reverse side of this application and the Undergraduate Calendar for further information.

1. _____ |__|__|__|__|
2. _____ |__|__|__|__|
3. _____ |__|__|__|__|
4. _____ |__|__|__|__|
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14. _____ |__|__|__|__|
15. _____ |__|__|__|__|
16. _____ |__|__|__|__|
17. _____ |__|__|__|__|
18. _____ |__|__|__|__|
19. _____ |__|__|__|__|
20. _____ |__|__|__|__|

Please note: Admission to a first undergraduate degree after completion of a certificate or a second undergraduate degree program does not approve the selection of courses made by the student or the program of study followed. Students should always consult a faculty, department or program representative to ensure that correct course selections have been made.

PAYMENT INFORMATION

Method of Payment: ☐ Cash ☐ Cheque ☐ Debit Card ☐ VISA ☐ MasterCard

Credit Card No. | | | | | | | | | | | | | | | | | Expiry Date (MM/YY) | | | | |

Signature of Requestor: **Date:**

OFFICE USE ONLY

First degree or certificate verified: ☐ BA ☐ BAcc ☐ BA/BEd ☐ BBA ☐ BBE ☐ BCB ☐ BMus ☐ Certificate ☐ BPhEd ☐ BPH ☐ BRLS ☐ BSc ☐ BSc/BEd ☐ BScN ☐ BTS

Major/Certificate:_____ ☐ 4 YR HONOURS ☐ 3 YR PASS Overall Average: _____

Approved: **Date:**

Requirements for a Second or Subsequent Undergraduate Degree or Certificate

With the exception of the BA/BEd, BPhEd/BEd and BSc/BEd degrees, students may not pursue two undergraduate degrees concurrently.

1. An individual who wishes to pursue a second undergraduate degree (e.g., a BA after a BPhEd) must:
   - have successfully completed the first degree **and**
   - make application for admission and be admitted to the second degree program (see Admissions for further information) **and**
   - fulfill all the specific requirements of each degree program including prerequisites, co-requisites and honours standing requirements (where appropriate).

2. To obtain a second degree, students must have completed, with satisfactory standing, at least 50 per cent more credits beyond the first degree. The minimum total credits for both degrees are:
   - for a 3 year (15 credits) degree and a second 3 year (15 credits) degree: 23 credits
   - for a 3 year (15 credits) degree and a 4 year or honours (20 credits) degree: 28 credits
   - for a 4 year or honours (20 credits) degree and a 3 year (15 credits) degree: 28 credits
   - for a 4 year or honours (20 credits) degree and a second 4 year or honours (20 credits) degree: 30 credits

3. An applicant who has a bachelor's degree from Brock or another institution may be allowed to pursue undergraduate studies leading to a second bachelor's degree of the same or another designation under the following conditions:
   - the principal area of study or academic emphasis must be distinct from that of the first degree;
   - the student must complete, with satisfactory standing, at least 50 percent more credits beyond the first degree (see required number of credits above);
   - the student must meet all program requirements for the second degree;
   - any departure from the above must be approved by the Dean of the appropriate Faculty.

   For any second degree, an individual may take only those 1(alpha)00 level courses specifically required to fulfill the requirements for the second degree. Electives must be numbered 2(alpha)00 or above.

4. For any second degree, an individual may take only those 1(alpha)00 level courses specifically required to fulfil the requirements for the second degree. Electives must be at the 2(alpha)00 level or above.

5. An individual who wishes to pursue a certificate program following the completion of a degree or diploma from a university or community college will be limited to no more than one credit from all courses included in the university degree or college diploma.

Certificate to Undergraduate Degree

Individuals wishing to hold both a degree and a certificate must fulfill the requirements for both the degree and certificate. Students may not be registered concurrently in a certificate program and a degree program. All credits earned in a certificate program are transferable to a degree program as long as they fit within the degree requirements.

Applications for admission to a second or subsequent degree, or from a certificate to a degree, should be made as early as possible. Application forms should be received by June 1 to ensure consideration for September registration, or by November 1 for January registration.

Questions regarding admission to a second or subsequent degree or admission from a certificate to a degree should be directed to the Admissions Office at 905-688-5550 x4068 or via email admissions@brocku.ca.

Protection of Privacy: Brock University gathers and maintains information used for the purpose of admission, registration and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of Ontario. In signing an application for admission, you should know that the information you provide and any other information placed into your student record, will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (R.S.O. 1990,c F31). The information on this form is collected under the authority of The Brock University Act, 1964 and is needed to verify qualifications and decide your eligibility for admission. Upon admission and registration this information will form part of your student record and will be used to document your progress in an academic program. If you have any questions about the collection, use and disclosure of your personal information by the University, please contact the Director of Admissions, Brock University, St. Catharines, Ontario, L2S 3A1, (905) 688-5550.