



## **SECOND DEGREE ADMISSION POLICY**

An individual applying for admission to Bloomsburg University to obtain a second degree, must have completed the first degree at Bloomsburg University or another college or university which holds regional accreditation by the Middle States Association of Colleges and School/Commission on Higher Education or another regional accreditation body.

To earn a second degree, it will be necessary for a student to complete a minimum of 30 credits in residence during regular academic semesters and/or summer sessions at Bloomsburg University. All requirements for the major curriculum in which the second degree is earned must have been satisfied and free elective credits must have been taken if necessary to complete the required 30 semester hours. If the same course is required in both degree programs, it cannot be credited as part of the 30 semester hours. It may be necessary to complete more than 30 credits at Bloomsburg University to fulfill the requirements for a second degree.

## **PROCESS FOR SECOND DEGREE ADMISSION**

1. Contact the registrar's office at the college or university from which you earned your first bachelor's degree. Have an official copy of your transcript sent to Bloomsburg University Office of Admissions, 104 Warren Student Services Center, 400 East Second Street, Bloomsburg, PA 17815.
2. Wait approximately two weeks from the time that you have requested the official transcript from the college in which you have your first degree, then email [kbulla@bloomu.edu](mailto:kbulla@bloomu.edu) to confirm that the transcript has been received, and to which department you would like the transcript sent for review. You should do this prior to meeting with the department chairperson, so they have a copy of your transcript to review.
3. Present the second degree application to the department chairperson for their signature, and forward it to the admission office along with your \$35.00 application fee.
  - The department chairperson must approve the application with their signature for admission. If no signature is obtained, we cannot admit a student. You must call and arrange for an appointment with the chairperson from the department in which you wish to earn your second degree (see the [attached list](#)).
  - The purpose of the meeting is to review with the chairperson your official transcript of the first degree. During this meeting, you can ask about the number of credits and courses you will be required to complete to obtain your second degree from Bloomsburg University.
  - Your application will then be processed and you will be informed of the admission decision by mail.

4. **Nursing applicants** - You do not need to contact the department chairperson for a signature, as that is not required for that major. The nursing department will review applications, once they have been processed by the Admissions Office. Final decisions will be made around mid-to-late May for the following fall.
- You can only apply for a fall semester.
  - To attend a nursing interest meeting, please contact them at 570-389-4046.
  - You will find the nursing [pre-requisites](#) for the 18-month accelerated program online.
5. **If you are not a U.S. citizen or permanent resident**, you will also be required to submit the following, official documents:
- An Official English Language Test (TOEFL or IELTS)
  - This is required for all students whose native language is not English.
    - **TOEFL Test:** BU requires a minimum score of 500 (paper-based TOEFL), 173 (CBTOEFL), or 65 (Internet-based TOEFL). For information about the TOEFL, please visit the [TOEFL website](#) or write to TOEFL Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, U.S.A.
    - **IELTS Test:** BU requires a 6 IELTS score. See the [International English Language Testing System website](#) for test centers.
  - **Official college or university transcripts in English** and also have them evaluated by an outside evaluation service such as WES ([World Education Services](#)) or ICD ([International Consultants of Delaware](#)).
  - **Foreign Student Financial Statement**
    - All international undergraduate students are required to submit a **Certified Bank Statement in English and converted to US Dollars verifying they have a minimum of \$32,696 US.** This amount will cover the cost of two semesters at Bloomsburg University. If a sponsor is someone other than a parent, the sponsor's bank statement must meet the above requirements **and** include the name of the student being sponsored.



**SECOND DEGREE  
ADMISSION APPLICATION**

Name: \_\_\_\_\_  
Last First Middle/Maiden

Social Security Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Legal Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

Are you a U.S. citizen? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, what is your citizenship? \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Semester for which you are applying:    \_\_\_ Fall            Year \_\_\_  
  \_\_\_ Spring        Year \_\_\_  
  \_\_\_ Summer      Year \_\_\_

Housing Preference: \_\_\_\_\_ On-Campus \_\_\_\_\_ Commuter

**From the curriculum codes section of application, list the area to which you seek admission:**

Curriculum: \_\_\_\_\_ Major: \_\_\_\_\_ Code: \_\_\_\_\_

College/University you received degree from: \_\_\_\_\_

Address of college/university: \_\_\_\_\_

Degree earned: \_\_\_\_\_ GPA: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Have you ever attended Bloomsburg University? \_\_\_No\_\_\_ Yes If yes, when: \_\_\_\_\_

If you have ever been previously enrolled at Bloomsburg University, under what name would your materials be filed? \_\_\_\_\_

**Date** **Signature of Applicant**  
\_\_\_\_\_

**Date** **Signature of Department Chairperson**  
\_\_\_\_\_

*Bloomsburg University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.*



All Applicants: Affidavit

Have you ever been convicted of a felony offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain\*:

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\*A conviction is an adjudication of guilt and includes pleas of nolo contendere (no contest). Please disregard minor traffic violations, offenses committed before your 18th birthday, which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.

\*A "yes" answer will be reported to the Pennsylvania Higher Education Assistance Agency (PHEAA) if the applicant receives PHEAA aid. A "yes" answer will not necessarily bar admission to the University, but it may limit the ability to enroll in or complete certain academic majors/programs, and may affect approval to live in university-owned or university-affiliated housing.

I certify the above statements are correct and that I have answered all applicable questions. I understand that any falsification of the above information may invalidate my application. Further, my signature indicates my approval for the Admissions Office to discuss information about my application with the guidance personnel at my secondary school or college (if applicable)

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

# Curriculum Codes

College .....Program Description.....Program Code

## ZCOB.....Undergraduate College of Business

.....Bus Admin*Accounting BSBA.....	ACCTG-BSBA
.....Bus Admin*Finance BSBA.....	FINAN-BSBA
.....Bus Admin*Finance*Personal Financial Planning BSBA.....	FIFPP-BSBA
.....Bus Admin*Info & Technology Management BSBA.....	ITM-BSBA
.....Bus Admin*International Business BSBA Accounting.....	IBACC-BSBA
.....Bus Admin*International Business BSBA Economics.....	IBECO-BSBA
.....Bus Admin*International Business BSBA Finance.....	IBFIN-BSBA
.....Bus Admin*International Business BSBA Human Resource Mgmt.....	IBHR-BSBA
.....Bus Admin*International Business BSBA Information Technology.....	IBIT-BSBA
.....Bus Admin*International Business BSBA Marketing.....	IBMKT-BSBA
.....Bus Admin*International Business BSBA Policy & Globalization.....	IBPG-BSBA
.....Bus Admin*Management BSBA.....	MGMNT-BSBA
.....Bus Admin*Prof Sell & Mkt BSBA.....	PSMKT-BSBA
.....Bus Admin*Supply Chain Management .....	MTSCM-BSBA
.....Bus Admin*Marketing BSBA.....	MKTNG-BSBA
.....PTE*Business Education (teaching business subjects at K-12 levels)....	PTEBUSED

## UCOED.....Undergraduate College of Education

.....ASL/English Interpreting BS .....	ASL-BS
.....PTE*Early Childhood(PK-4) .....	PTEPK-4
.....PTE*Mid Level*Lang Arts (4-8) .....	PTEMLANG
.....PTE*Mid Level*Math (4-8) .....	PTEMLMATH
.....PTE*Mid Level*Science(4-8).....	PTEMLSCI
.....PTE*Mid Level*Soc Studies(4-8) .....	PTEMLSOCS
.....PTE*Sec Ed*Biology .....	PTESEBIO
.....PTE*Sec Ed*Citizenship (History) .....	PTESECIT
.....PTE*SecEd*EarthandSpaceScience.....	PTESEESS
.....PTE*Secondary Ed*Chemistry .....	PTESECHEM
.....PTE*Secondary Ed*Comm.....	PTESECOMM
.....PTE*Secondary Ed*English.....	PTESEENG
.....PTE*Secondary Ed*French.....	PTESEFRE
.....PTE*Secondary Ed*German.....	PTESEGER
.....PTE*Secondary Ed*Mathematics.....	PTESEMATH
.....PTE*Secondary Ed*Physics .....	PTESEPHYS
.....PTE*Secondary Ed*Spanish .....	PTESESPA
.....PTE*Spec Ed(PK-8)/EarlyChild(PK-4).....	PTESEECK4
.....PTE*Early Childhood (PK-4)/Deaf and HOH (PK-12).....	PTEPK4DHH

## UCOLA.....Undergraduate College of Liberal Arts

.....Anthropology *Applied BA .....	ANTAPP-BA
.....Anthropology *General BA .....	ANTGEN-BA
.....Anthropology * Research BA.....	ANTRES-BA
.....Art History BA.....	ARTHIST-BA
.....Art Studio BA.....	ARTSTU-BA
.....Art Studio BA*Drawing .....	ARTSTD-BA
.....Art Studio BA*Fabric Design.....	ARTSTFD-BA
.....ArtStudioBA*Graphic Design .....	ARTSTGD-BA
.....Art Studio BA*Painting .....	ARTSTP-BA
.....Art Studio BA*Photography.....	ARTSTPH-BA
.....Art Studio BA*Printmaking .....	ARTSTPR-BA
.....Art Studio BA*Sculpture .....	ARTSTS-BA
.....Comm Studies*Interpersonal Comm BA .....	COMSTIR-BA
.....Comm Studies*Leadership & Public Advocacy BA .....	COMSTLP-BA
.....Comm Studies*Organizational Comm BA .....	COMSTOC-BA
.....Criminal Justice BA.....	CRIMIUS-BA
.....Digital Rhetoric & Professional Writing Certificate.....	DRPW-CERT
.....Economics*Business BA .....	ECONBUS-BA
.....Economics*General BA .....	ECONGEN-BA
.....Economics*Political Economics BA .....	ECONPOL-BA
.....English*Creative Writing BA .....	ENGCW-BA
.....English*Digital Rhetoric & Professional Writing.....	ENGRPW-BA

## UCOLA.....Undergraduate College of Liberal Arts

.....English*Literature BA.....	ENGLIT-BA
.....History BA .....	HISTORY-BA
.....Interdisciplinary Studies BA*Advanced Studies .....	INTERASCollege
.....Languages and Cultures*Arabic BA.....	LANGCLA-BA
.....Languages and Cultures*Chinese BA .....	LANGCLC-BA
.....LanguagesandCultures*FrenchBA.....	NGCLTF-BA
.....Languages and Cultures*German BA .....	LANGCLTG-BA
.....Languages and Cultures*Russian BA.....	LANGCLTR-BA
.....Languages and Cultures*Spanish BA.....	LANGCLTS-BA
.....Languages and Cultures*Spanish Heritage Lang Learners.....	LANGCLTH-BA
.....Mass Comm*Emergent Media BA.....	MCOMMEM-BA
.....Mass Comm*Journalism BA.....	MCOMMJ-BA
.....Mass Comm*Public Relations BA.....	MCOMMPR-BA
.....Mass Comm*Telecommunications BA .....	MCOMMTC-BA
.....Music Education Cert K-12 BA.....	MUSICED-BA
.....Music Liberal Arts BA .....	MUSICLA-BA
.....Music*Audio Video Record BA.....	MUSICAV-BA
.....Philosophy BA.....	PHIL-BA
.....Political Science BA .....	POLISCI-BA
.....PolSci*LegalStudiesOptBA.....	PSLSO-BA
.....Pre-Social Work.....	PRESOCWORK
.....Psychology BA .....	PSYCH-BA
.....Sociology BA.....	SOC-BA
.....Theatre Arts*Design BA.....	THTARTD-BA
.....Theatre Arts*Integrated BA.....	THTARTI-BA
.....Theatre Arts*Performance BA.....	THTARTP-BA

UCOST.....UndergraduateCollegeofScience&Technology

.....Biology BA .....	BIO-BA
.....Biology BA*Natural History.....	BIONH-BA
.....Biology BS .....	BIO-BS
.....Biology*Environment Biology BS .....	BIOENV-BS
.....Biology*Molecular Biology BS.....	BIOMOLE-BS
.....Biology*Pre-Medical Science BS .....	BIOPMED-BS
.....Chemistry BA .....	CHEM-BA
.....Chemistry BS .....	CHEM-BS
.....Chemistry*Biochemistry BS .....	CHEMBIO-BS
.....Chemistry*Nanotechnology BS.....	CHEMNAN-BS
.....Digital Forensics BS.....	DIGFOR-BS
.....Digital Forensics Certificate.....	DIGFR-CERT
.....Computer Science BS .....	COMPSCI-BS
.....Electrical Engineering Technology BS .....	EETECH-BS
.....Environ., Geograph. & Geolog.*Professional Geology BS .....	EGGSPG-BS
.....Environ., Geograph. & Geolog.*Environmental Geosci BS.....	EGGSENVGEO-BS
.....Environ., Geograph. & Geolog.*Geography & Planning BS .....	EGGSGEOPLAN-BS
.....Exercise Science BS.....	EXSCI-BS
.....Health Physics BS.....	HLTHPHY-BS
.....Health Sciences*General BS .....	HSGEN-BS
.....Health Sciences*Medical Lab Science BS.....	HSMLS-BS
.....HealthSci*Pre-PhysicianAssistant BS.....	HSPPA-BS
.....Health Sci*Pre-Physical Therapy BS.....	HSPPT-BS
.....Mathematics BA .....	MATH-BA
.....Mathematics BA *Data Science.....	MATHDS-BA
.....Mathematics Statistics BA.....	MATHSTA-BA
.....Mathematics BS .....	MATH-BS
.....Medical Genomics & Counseling Certificate.....	MEDGC-CERT
.....Medical Imaging BS.....	MEDIM-BS
.....Nursing BSN.....	NURS-BSN
.....Physics BA.....	PHYSICS-BA
.....Physics BS .....	PHYSICS-BS
.....Pre-Medical Sci Certificate.....	PREMD-CERT
.....Speech Path & Audiology BS.....	SPPATH-BS
.....Technical Leadership BAS.....	TECHLEA-BAS