

**DEPARTMENT OF VETERANS SERVICES
 VETERANS EDUCATION, TRAINING AND EMPLOYMENT
 ATTN: STATE APPROVING AGENCY
 900 E. MAIN STREET, 6TH FLOOR WEST WING
 RICHMOND, VIRGINIA 23219**

REQUEST FOR APPROVAL OF DUAL OBJECTIVES

A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate.

A combination of two approved degree programs at the same school does not need additional approval; additional approval will be necessary in any other circumstance. For approval of a dual objective, please submit the information below as well as meet the specified criteria.

Date of Request:	Facility Code:	
Facility Name:		
Address:		
City:	State:	Zip Code:
Contact Person:	Email :	
Phone Number:	Fax Number:	

REQUIREMENTS

- Name and last four digits of the claim number of the VA student for whom the approval of the dual objective is requested.
- The exact title of the two programs for which dual objective approval is requested, to include the program curriculum and course descriptions of both programs.
- An exact description of the single career field to which both programs relate. The source or authority (major professor, department chair) declaring these two programs as relating to this single career field.
- Total credit hours already earned toward current program.
- Total additional credit hours needed to complete the dual objective as certified by school registrar.
- Total credit hours and unit subjects required for the dual objective.
- When applicable, the elective courses in the initial objective should be used to satisfy the courses required to attain the dual objective.
- GPA should meet the school's requirement for satisfactory progress.
- All such requests must be submitted to the SAA prior to the VA student's entrance into dual objective study.
- The request for approval must be received by the SAA prior to the earning of 90 credit hours in a baccalaureate degree program or the earning of 37 hours in an associate degree program.
- For graduate students, the school must submit its dual objective request during the second term (semester/quarter) of the student's enrollment in graduate school.
- All requests for approval of dual objectives must be signed by:
 School certifying official **and** Chairperson or Dean of the department, school, or college involved in granting the dual degree or major.

DUAL OBJECTIVE REQUEST FOR STUDENT RECEIVING VA BENEFITS

All requests must be submitted to SAA prior to the VA student's entrance into dual objective and prior to earning 90 hours in a bachelor degree and 37 in an associate degree.

Student Name:

VA Claim Number(*last 4 digits only*):

Name of dual degree or major (e.g., AS Business Management/Certificate Accounting) :

Are the Program curriculums and course descriptions attached? Yes No

Single career field to which this dual degree/major leads:

Total hours for the first degree:

Additional credit hours needed to achieve dual objective:

Total credit hours needed to achieve dual objective:

APPROVAL RECOMMENDED BY

Dept. Chair or Dean (*type name*): _____

Signature

Date

Student GPA: _____ As of this date student has earned _____ credits.

I understand that Chapter 35 beneficiaries are not eligible for dual degree/objectives.

School Certifying Official (*type name*): _____

Signature

Date

Please forward to:

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