University policy states that students should be able to complete their degree within 10 semesters or 130 credits (whichever comes first, excluding AP/IB credits), and that students must declare a double major/degree no later than one full academic year before the expected date of graduation. The College enforces both of these policies for students who want to add a second major or degree in BSOS, given the demand for upper-level BSOS courses and the need to ensure access to courses for all students. Students seeking to add major/degree outside BSOS should check with the college that sponsors that department.

Prior to obtaining this form, you should have completed the Major Change Process

- Meet with a departmental advisor or attend a department workshop to learn about requirements. Develop a Graduation Plan. To attend a workshop please go to: http://www.bsos.umd.edu/for-students/advising/majors.aspx.

You should have the following documents to bring with you to your appointment with a BSOS Advisor:
- Major Change/Addition form (signed by department advisor and student)
- Graduation plan

Step 1: Meet with BSOS Advisor

- Make an appointment with a BSOS advisor to review your graduation plan. Bring your Major Change/Addition form and your Graduation plan with you to the appointment.
- The advisor will determine if an appeal is necessary.

After this step, you should have the following documents attached to this form:
- Major Change/Addition form (signed by department advisor and student)
- Graduation plan (approved by advisor)
- Appeal for Exception to Degree Completion Policy for Double Major and Double Degrees (signed by BSOS Advisor)

Step 2: Prepare Personal Statement

- Prepare a personal statement that explains why you would like to add the second major in BSOS
- Your personal statement should address the following:
  - Educational benefit you will attain from enrolling in both majors
  - Future goals you plan to pursue having completed both majors

After this step, you should have the following documents attached to this form:
- Major Change/Addition form (signed by department advisor and student)
- Graduation plan (approved by advisor)
- Appeal for Exception to Degree Completion Policy for Double Major and Double Degrees (signed by BSOS Advisor)
- Personal statement

Step 3: Request Support from Director of Undergraduate Studies

- Make an appointment with the Director of Undergraduate Studies for the major you would like to add. Please note that some Directors will want to meet with you, and others may want you to drop off the paperwork and pick it up later.
- The Director will indicate on this form whether he/she supports your request and return the form to you.

After this step, you should have the following documents attached to this form:
- Major Change/Addition form (signed by department advisor and student)
- Graduation plan (approved by advisor)
- Appeal for Exception to Degree Completion Policy for Double Major and Double Degrees (signed by BSOS Advisor and Director of Undergraduate Studies)
- Personal statement
Step 4: Submit Materials to BSOS for Final Approval

- If approved by the Director of Undergraduate Studies, you may submit your paperwork to the BSOS Advising Center, 2148 Tydings Hall.
- Your request will be forwarded to the Assistant Dean for final review and approval. Decisions will be communicated to students via e-mail.
- You must have all forms complete, attached, and signed, in order for your appeal to continue in the process.

You should have the following documents attached to this form to submit:
- Major Change/Addition form (signed by department advisor and student)
- Graduation plan (approved by advisor)
- Appeal for Exception to Degree Completion Policy for Double Major and Double Degrees (signed by BSOS Advisor and Director of Undergraduate Studies)
- Personal statement

Student Signature

I certify that the information in my appeal documents is complete and correct. If it is not, I understand that denial of my appeal and referral to the Office of Student Conduct may result. I understand that if my appeal is granted, I will not be granted any further exceptions.

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<th>Student Signature:</th>
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FOR OFFICE USE ONLY

<table>
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<tr>
<th>Date</th>
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Credits:
Semesters:
SIS:
Notes: