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## **SECOND DEGREE ADMISSION POLICY**

An individual applying for admission to Bloomsburg University to obtain a second degree, must have completed the first bachelor's 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/winter 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(s) 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
  - 172 Arts & Administration Building
  - 400 East Second Street
  - Bloomsburg, PA 17815
  - Official college transcripts may be sent electronically through services like e-script, Parchment/Naviance or the National Clearinghouse. If using the Clearinghouse, you can use [buadmiss@bloomu.edu](mailto:buadmiss@bloomu.edu) as the recipient.
  
2. Wait approximately two weeks from the time that you have requested the official transcript from the college in which you earned your first degree, then email [kbulla@bloomu.edu](mailto:kbulla@bloomu.edu) to confirm that the transcript has been received.
  - 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 Office of Admissions along with your \$35.00 application fee.
  - The department chairperson must approve the application with their signature for admission. If a signature is not obtained, we cannot admit a student. You must call and arrange for an appointment (may be virtual) with the chairperson from the department in which you wish to earn your second degree (you can find department [contacts here](#)).
  - The purpose of the meeting is to review with the chairperson your official transcript from your 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 or email.
  
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 Office of Admissions.
  - Application deadline is November 15<sup>th</sup> for a spring semester, and March 1<sup>st</sup> for a fall semester.
  - Final decisions will be made around early January (spring semester) and mid-to-late May for the following fall.
  - This is not an accelerated option.
  - To attend a nursing interest meeting, please contact them at 570-389-4046/4426.

### International Students

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, IELTS or DUOLINGO )
  - 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.
    - **DUOLINGO Test:** BU requires a minimum score of a 90 for consideration. Learn more at <https://englishtest.duolingo.com/en>.
  - **Official college or university transcripts in English** and also have them evaluated by an accredited, outside evaluation service. You can find a list of accredited organizations at [NACES](#) (National Association of Credential Evaluation Services).
  - **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 \$36,990 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 UNDERGRADUATE  
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

\*You must be enrolled for full-time status (a minimum of 12 credits) to live on campus.

**From the curriculum codes section of the 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 Department Chairperson**

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*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.*



**Application Disclaimer Regarding Criminal Background Checks**

Bloomsburg University of Pennsylvania does not ask for criminal history information on its application for admission.

Please note, however, that certain criminal conduct may prohibit you from obtaining campus housing. If you apply for university housing, questions about specific conduct will be asked and the resulting information used in determining your eligibility because of applicable statutes, regulations, and university policies. Applicants who are currently incarcerated are not eligible for state financial aid.

Additionally, some criminal and non-criminal conduct may render you ineligible for professional licensure, and/or prohibit you from becoming employed in certain professional fields.

**If you have any questions, you should contact the Admissions Office at [buadmiss@bloomu.edu](mailto:buadmiss@bloomu.edu) or 570-389-4316.**

\_\_\_\_\_ (Initial) I acknowledge receipt of the Application Disclaimer Regarding Criminal Background Checks (**required**).



CONSENT FOR THE COLLECTION AND PROCESSING OF SENSITIVE OR PERSONAL DATA  
FROM THE EUROPEAN UNION FOR ADMISSION AND ENROLLMENT PURPOSES

- 1) Pursuant to the European Union General Data Protection Regulation (EU GDPR), the Pennsylvania State System of Higher Education and its member universities, including Bloomsburg University of Pennsylvania, in its capacity as a data controller under the EU GDPR, must obtain explicit, affirmative consent before it can collect or process any sensitive or personal data for a lawful basis including for admission and enrollment purposes.
- 2) Sensitive data includes data revealing racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic or biometric data; health data; or data concerning a person's sex life or sexual orientation.
- 3) Any sensitive or personal data that is collected will be for the sole purpose of application for admission to the University that is sent from the EU and is necessary for that purpose or for any purpose permitting the use of sensitive or personal data under applicable law or to meet other compliance obligations of the University.
- 4) I understand that any sensitive or personal data that is collected will also be used to report serious illness, injury, or other health or emergency situations involving me, as well as to address or report discrimination, harassment, sexual or gender-based misconduct and criminal behavior which may be committed by or against me or otherwise involve me, on or off campus, to appropriate authorities including staff, faculty, and administrators of the University or appropriate legal or governmental authorities under applicable policies of the Pennsylvania State System of Higher Education or the University (including but not limited to applicable codes of conduct) and applicable laws (including but not limited to Title IX and the Clery Act).
- 5) I understand that refusal to consent to the use of sensitive or personal data, and the transfer of sensitive or personal data overseas, for the purpose outlined in this notice may make it impossible for the University to carry out necessary activities, and may preclude the University's ability to provide requested services.
- 6) I understand I have the right to withdraw consent to the collection and processing of sensitive or personal data and to do so, I must contact [kbulla@bloomu.edu](mailto:kbulla@bloomu.edu) . I also understand that the complete deletion of data will not be feasible in all situations to ensure the University's ability to comply with regulatory requirements.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# Curriculum Codes

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

## ZCOB.....Zeigler College of Business (Undergraduate)

.....Bus Admin*Accounting BSBA .....	ACCTG-BSBA
.....Bus Admin*Finance BSBA .....	FINAN-BSBA
.....Bus Admin*Finance*Personal Financial Planning BSBA.....	FIFPP-BSBA
.....Bus Admin*Information Tech & Analytics BSBA .....	ITA-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 .....	IBP&G-BSBA
.....Bus Admin*Management BSBA.....	MGMNT-BSBA
.....Bus Admin*Prof Sell &Mkt BSBA.....	PROSL-BSBA
.....Bus Admin*Supply Chain Management .....	MTSCM-BSBA
.....Bus Admin*Marketing BSBA.....	MKTNG-BSBA
.....PTE*Business Education(teaching businesssubjectsatK-12levels).....	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) .....	PTEMLLANG
.....PTE*Mid Level*Math (4-8).....	PTEMLMATH
.....PTE*Mid Level*Science(4-8).....	PTEMLSCI
.....PTE*Mid Level*Soc Studies(4-8) .....	PTEMLSOCST
.....PTE*Sec Ed*Biology .....	PTESEBIO
.....PTE*Sec Ed*Citizenship (History).....	PTESECIT
.....PTE*SecEd*Earth and Space Science .....	PTESEESS
.....PTE*Secondary Ed*Chemistry .....	PTESECHEM
.....PTE*Secondary Ed*English .....	PTESEENG
.....PTE*Secondary Ed*Mathematics.....	PTESEMATH
.....PTE*Secondary Ed*Physics.....	PTESEPHYS
.....PTE*Secondary Ed*Spanish .....	PTESESPA
.....PTE*Spec Ed(PK-12)/Early Child(PK-4).....	PTESECK4
.....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
.....Art Studio BA*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.....	CRIMJUS-BA
.....Economics*Business BA .....	ECONBUS-BA
.....Economics*General BA.....	ECONGEN-BA
.....Economics*Political Economics BA .....	ECONPOL-BA
.....English*Creative Writing BA .....	ENG CW-BA
.....English*Digital Rhetoric & Professional Writing .....	ENGDRPW-BA
.....English*Literature BA .....	ENGLIT-BA
.....Health Communication Certificate .....	HLCOM-CERT
.....History BA.....	HISTORY-BA
.....Interdisciplinary Studies BA.....	INTER

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

.....Languages and Cultures*Arabic BA .....	LANGCLA-BA
.....Languages and Cultures*Chinese BA.....	LANGCLT-BA
.....Languages and Cultures*French BA .....	LANGCLTF-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
.....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.....Undergraduate College of Science & 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 & Cybersecurity BS.....	DIGFORC-BS
.....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 Sciences*General BS.....	HSGEN-BS
.....Health Sciences*Medical Lab Science BS.....	HSMLS-BS
.....Health Sci*Pre-Physician Assistant 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
.....Nursing.....	NURS-BSN
(this is not an accelerated option as that program has been discontinued)	
.....Nursing Licensed RN BSN (you must have an associate degree in nursing from a PA community college to be eligible to apply and pass the NCLEX)...RN-BSN	
.....Medical Imaging BS .....	MEDIM-BS
(must have clinicals completed & a rad-tech associate degree from an accredited program to be reviewed)	
.....Physics BA.....	PHYSICS-BA
.....Physics BS .....	PHYSICS-BS
.....Radiation Science BS (this is not medical imaging).....	RADSCI-BS
.....Speech Path & Audiology BS .....	SPPATH-BS
.....Technical Leadership BAS .....	TECHLEA-BAS

