REQUEST TO ADD CREDENTIAL OR MASTER’S DEGREE
(College of Education Continuing Graduate Students Use Only)

Name _______________________________________________  Student ID No. ______________________________

Address ______________________________________________  Phone No. (_______) ______________________________

City ______________________  State ______  Zip _______________  E-Mail: ______________________________

CURRENT Program:  

☐ Credential  Name of credential ___________________________  Credential code _________

☐ Master’s  Name of program ____________________________________________________________

NEW Program:

☐ Add  □ Remove  ☐ Credential  Name of credential ___________________________  Credential code _________

☐ Add  □ Remove  ☐ Master’s  Name of program ____________________________________________________

Current SFSU Graduate Cumulative GPA: ____________  Attach unofficial SFSU transcript: https://www.sfsu.edu/online/login.htm

If you are enrolled in both a credential and a master’s degree program, and you complete your credential and leave the university for two consecutive semesters, you will need to re-apply to the master’s program. Coursework taken for one master’s degree cannot be used toward a second master’s degree. Credential courses and master’s degree courses may be double-counted if allowed by the department. Check with the department for policy.

I understand these restrictions.  SIGNATURE: ______________________________ Date: ____________

DEPARTMENT Recommendation:

EFFECTIVE Semester: ______________

☐ ACCEPTED to CLASSIFIED standing  ☐ ACCEPTED to CREDENTIAL program  ☐ DENIED

☐ ACCEPTED, with CONDITIONS (stated below):

________________________________________________________________________________________

SIGNATURE: ____________________________________________ Date: __________

Department Chair (or Designee)  Type or Print last Name

Department MUST submit to Division of Graduate Studies - ADM 254

Division of GRADUATE STUDIES:

SFSU Cumulative GPA: ____________  First Semester ☐ or Continuing Student: ☐  Admin/Finan HOLDS: ____________

Units of completed coursework. ______

Comments: ________________________________________________________________________________

ACTION RECORDED:  ☐ Entered in SIMS  ☐ Denied – no change recorded

Signature: ____________________________________________ Date: ____________________________

Distribution:  Department  Scan  Student  05/07
Procedures for Change of Graduate Program

Eligibility Requirements

- This form may be used only by College of Education graduate level (master’s or credential) students currently enrolled with good academic standing in the University who wish to be considered for acceptance into a graduate degree program or a credential program or to change status from an existing degree or credential to a new one.
- Students should contact the major department to ascertain if supplementary materials are required.

Procedures

1. The student fills out the “Request for Change of Graduate Program” form.
2. Continuing Students:
   Attach an unofficial SFSU transcript, printable from the web:
   https://www.sfsu.edu/online/login.htm
   First Semester Students:
   Students who have not completed at least one semester of graduate studies at SFSU and want to submit a Request for Change of Graduate Program/Major can do so after the fifth week of instruction.
3. The student submits the form to the appropriate Academic Department, along with any supplemental application materials required by that department.
4. The Academic Department completes the Department part of the form and submits it to the Division of Graduate Studies at ADM 254 for official action.
5. The Division of Graduate Studies checks the student’s academic standing. If the student is in good standing, the change will be approved and recorded. If not, the request will be denied. Copies of the form will be sent to both the student and the department, indicating what action has been taken.

THE CHANGE IN PROGRAM WILL NOT BE IN EFFECT UNTIL APPROVED BY THE DIVISION OF GRADUATE STUDIES.