



Request for Change of I tcf wcvg'Rt qi tco 'Eqpepvt cvkqp

Instructions for Completing Request for Change of I tcf wcvg'Rt qi tco 'Eqpepvt cvkqp

Form must be typed.

Please attach an unofficial copy of your transcripts to this form before submitting it to the Academic Department for approval and required signatures. The Academic Department will fill out the remaining portion of this form and return it to the Division of Graduate Studies for processing.

Changing a course of graduate study is a serious decision that should be given thoughtful consideration. If you wish to change your graduate program, you must meet the eligibility requirements and follow the procedures as described.

Only current graduate students who have a cumulative 3.0 grade point average in all course work taken while in post-baccalaureate standing at SF State are eligible to change from one graduate degree program to another. Students who have been absent from the University for two or more consecutive semesters must re-apply online through CSU Mentor.

The new department completes the department recommendation section of the form and submits it to the Division of Graduate Studies to determine if the student is in good standing (3.0 GPA) and to give final approval or denial. The student must be officially admitted to the new department before beginning courses toward the new degree.

The University and department hold the right to refuse change of program requests and admission to a program based on programmatic, resource and faculty/student academic needs.

* 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

Form begins on Page 2

PLEASE NOTE: in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

SAN FRANCISCO STATE UNIVERSITY
REQUEST FOR CHANGE OF GRADUATE PROGRAM CONCENTRATION
(Continuing Graduate Students Use Only)

Name _____ Student ID _____
Last First
Address _____ Phone No. (____) _____
Number and Street
City State Zip E-Mail: _____

CURRENT Program:

Major: _____ Concentration: _____ Major Code: _____

NEW Program

Major: _____ Concentration: _____ Major Code: _____

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

If your Request for Change of Graduate Program Concentration action is approved, your current degree objective will be changed to your new objective and it is your responsibility to submit a new Advancement to Candidacy (ATC) form for the newly approved concentration. **Students seeking to change to a graduate degree program in a different academic department must formally apply to the University and complete any departmental requirements.**

I understand these restrictions. SIGNATURE: _____ Date: _____

DEPARTMENT Recommendation:

EFFECTIVE Semester: _____

- ACCEPTED, with CONDITIONS (Recommended and listed below):
 DENIED

SIGNATURE: _____
Department Chair (or Designee) Type or Print Last Name Email

Department MUST submit to Division of Graduate Studies - ADM 250

Division of GRADUATE STUDIES:

SFSU Cumulative GPA: _____ Continuing Student: No Yes Admin/Finan HOLDS: No Yes

Comments: _____

ACTION RECORDED: Entered in CS and Grad Database Denied

Signature: _____ Date: _____
Dean or Graduate Studies Designee

Procedures for Change of Graduate Program Concentration and/or Add or Change a Credential Program

Eligibility Requirements

- This form may be used only by graduate level students currently enrolled in the University in good academic standing who wish to change from one concentration to another in the same academic department or to add/ or change to a new credential program.
- Students should contact the NEW department to ascertain if supplementary materials are required.

Procedures

1. The student fills out the “Request for Change of Master’s Degree” or “Request for Credential Change Only” 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 one semester of graduate studies at SFSU and want to change their concentration or add/or change credential programs can do so after the fifth week of instruction.
3. The student submits the form to the Academic Department, along with any supplemental application materials required by that department.
4. The Academic Department completes the Department portion of the form and submits it to the Division of Graduate Studies at ADM 250 for official action.
5. The Division of Graduate Studies checks the student’s academic standing and any Registrar’s or Financial holds. If the student is in good standing and does not have any holds, 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.