



## **REQUEST TO ADD OR CHANGE CREDENTIAL**

### **Instructions for Completing Request for Change Credential Only**

Form must be typed.

Please attach an unofficial copy of your transcripts to this form before submitting it to the Academic Department for a required signature. 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 of the new program.

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 instructions.

### **Form begins on Page 2**

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**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 CREDENTIAL ADD OR CHANGE ONLY**  
(Credential and Graduate Continuing Student Use Only)

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

Current SFSU Post-Baccalaureate Cumulative GPA: \_\_\_\_\_ Attach unofficial SFSU transcript: <https://www.sfsu.edu/online/login.htm>

**I do not plan on completing my current credential program and acknowledge that I must reapply to the university and credential program to complete the original admitted credential program. If you want to add a Master's Degree to your Credential, you must formally apply to the University and complete any departmental requirements.**

**I understand these restrictions.** SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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**DEPARTMENT Recommendation:**

**CURRENT Credential/Master's Program:**

Name of Credential \_\_\_\_\_ 3 Digit Credential Code \_\_\_\_\_ Major/Plan Code \_\_\_\_\_

**NEW or ADDED Credential Program:**

Name of NEW Credential \_\_\_\_\_ 3 Digit Credential Code \_\_\_\_\_ Major/Plan Code \_\_\_\_\_

**EFFECTIVE Date:** \_\_\_\_\_

ACCEPTED to NEW CREDENTIAL program  DENIED

**CREDENTIAL STATUS:**

- 4 – Holds preliminary or level I teaching credential and enrolled to complete professional clear or level II credential requirements.  
 5 – Admitted and enrolled in a credential program.  
 6 – Admitted to more than one credential program.  
 8 – Admitted and enrolled in internship.  
 V – Holds valid 1<sup>st</sup> credential, admitted to 2<sup>nd</sup> credential program.

**Include in ERSS Report:**  Yes  No

Additional Subpanel Data: \_\_\_\_\_

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

**Reviewed and approved by Credential Office BH 244: (Single, Multiple subjects, Special Education + Communicative Disorder only)**

SIGNATURE: \_\_\_\_\_  
Credential Admissions Specialist Type or Print Last Name Email

**Department MUST submit to Division of Graduate Studies - ADM 250**

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**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.