

Procedures for Change of Credential

Eligibility Requirements

- This form may be used only by College of Education students currently enrolled with good academic standing in the University who wish to be considered for acceptance into a credential program or to change status from an existing 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 Credential 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 study at SFSU and want to submit a Request for Change of Credential 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.