

**SAN FRANCISCO STATE UNIVERSITY**  
**REQUEST FOR CREDENTIAL 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 Program:**  **Credential** Name of Credential \_\_\_\_\_ Credential code \_\_\_\_\_

**NEW Program:**  **NEW Credential** Name of NEW Credential \_\_\_\_\_ Credential code \_\_\_\_\_

Current SFSU Post-Baccalaureate 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. If you want to add a Master's Degree to your Credential, you must apply to the University through CSU Mentor and fill out any required department application.**

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

**DEPARTMENT Recommendation:**

EFFECTIVE Semester: \_\_\_\_\_

ACCEPTED to NEW CREDENTIAL program

DENIED

Comments: \_\_\_\_\_

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

**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 TAKEN:**  Admitted  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, Graduate Studies

**ACTION RECORDED:**  Entered in SIMs and Grad Database  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Studies Staff

## Procedures for Change of Program for Credential Students Only

### Eligibility Requirements

- This form may be used only by Credential and Graduate students currently enrolled in the University in good academic standing who wish 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 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 post-baccalaureate study at SFSU and want to submit a “Request Credential Change Only” form can do so after the fifth week of instruction.
3. The student submits the form to the NEW Academic Department, along with any supplemental application materials required by that department.
4. The NEW Academic Department completes the Department part 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 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.