

SAN FRANCISCO STATE UNIVERSITY
REQUEST FOR CHANGE OF MASTER'S DEGREE ONLY
(Continuing Graduate Student's Use Only)

Name _____ Student ID No. _____
Last First

Address _____ Phone No. (____) _____
Number and Street

City _____ State _____ Zip _____ E-Mail: _____

CURRENT Program:

EMBA MA MBA MFA MM MPA MPH MS MSBA MSPT MSW DPT DPTSc
 Unclassified

Major: _____ Concentration: _____
Credential: _____

NEW Program

EMBA MA MBA MFA MM MPA MPH MS MSBA MSPT MSW DPT DPTSc

Major: _____ Concentration: _____

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

Students may not pursue two master's degrees at the same time. Students must complete one degree before beginning work on a second degree. If this action is approved, your current degree objective will be changed to your new objective and the course work you have already completed cannot be counted towards another degree at a later date. No more than 12 units of already completed courses can be counted toward your new degree objective.

I understand these restrictions. SIGNATURE: _____ Date: _____

DEPARTMENT Recommendation:

EFFECTIVE Semester: _____

ACCEPTED to CLASSIFIED standing 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: _____ Continuing Student: No Yes Admin/Finan HOLDS: No Yes

Comments: _____

Exceeds 12 units of completed coursework.

ACTION RECORDED: Entered in SIMS Denied – no change recorded No change necessary

Signature: _____ Date: _____

Distribution: Department _____ Seen _____ Student _____

Procedures for Change of Master's Degree

Eligibility Requirements

- This form may be used only by graduate level students currently enrolled with good academic standing in the University who wish to be considered for acceptance into a graduate degree program or to change status from an existing degree 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 Master's Degree 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 submit a Request for Change of Master's Degree 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 portion 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.