

Procedures for Change of Master's Degree

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 status from an existing degree to a new degree or add/remove a Credential from their Master's degree.
- 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" 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 NEW Academic Department, along with any supplemental application materials required by that department.
4. The NEW 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 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.