

Criteria

“Add or Change Graduate Degree *or* Certificate of Advanced Study Objective”

If you are applying to and wanting to add a credential program:

- **Do not** complete this form.
- Please contact the appropriate credential office.

If you intend to change your degree objective from a graduate degree to a 2nd bachelor’s degree, a 2nd major, or a certificate (other than an advanced certificate):

- **Do not** complete this form.
- Go to the Admissions & Records Office, Student Services Windows to request a Change of Major Request form.

If you are a new applicant to the university this semester and *it is before the 4th week* of the semester:

- **Do not** complete this form.
- You must declare or clarify your degree objective in the Graduate Admissions Office, Joyal Administration Building, Room 121.
- International students must declare or clarify their degree objective in the International Admissions Office, Joyal Administration Building, Room 256.

If you are a new applicant to the university this semester and *it is after the 4th week* of the semester:

- **Do** complete this form.

If you are currently enrolled:

- **Do** complete this form.

If you were in attendance last semester:

- **Do** complete this form.

If you have been out of attendance for only one semester as a postbaccalaureate student:

- **Do** complete this form.

If you wish to pursue or add a graduate degree or a Certificate of Advanced Study to your current graduate program, and answered “yes” to the four questions above:

- **Do** complete this form.

Instructions

“Add or Change Graduate Degree *or* Certificate of Advanced Study Objective”

Note to the student:

All requests to add or change graduate degree *or* a certificate of advanced study objective must be handled in the same manner as any new application to the program concerned. The application on the back of this form will initiate a process that makes you a candidate for admission to the new program objective being named.

The Division of Research and Graduate Studies will forward your application and all relevant paperwork and test scores, if required, to the graduate program coordinator for your requested proposed program degree objective, for the program faculty's consideration and formal recommendation. *We will send you official notification of their decision.*

Instructions:

1. Complete all information requested on this form.
2. If required, graduate degree or advanced certificate students *must* have on file with the university “official” GRE, MAT, or GMAT tests scores.
3. If BA/BS degree was received from an institution other than Fresno State, you *must* provide a copy of your transcript with the degree posted.
4. **For students seeking a second graduate degree**, submit the completed form to the receptionist in the Division of Research and Graduate Studies, Frank W. Thomas Building, Room 130, and secure an appointment with a Graduate Degree Specialist. A specialist will review your application for any potential problems regarding second graduate degree coursework before you pay the requisite fee.
5. Take the completed Special Services Fee portion of the form to the Cashier's Window in the South Lobby of the Joyal Administration Building and pay the \$5.00 fee. The Cashier will receipt your form and supply you with a fee receipt.
6. Return your form and register receipt to the receptionist in the Division of Research and Graduate Studies, Frank W. Thomas Building, Room 130. The receptionist will retain the original receipt to be kept on file.

To complete this form, you must have a 2.5 cumulative undergraduate GPA, or a 2.5 GPA on the last 60 units (including postbaccalaureate work) and, if required, GRE, MAT, or GMAT test

Add or Change Graduate Degree or Certificate of Advanced Study Objective

Type or print in ink.

NAME _____ ID# _____
Last First Middle

ADDRESS _____ PHONE _____
Street City State Zip

RECEIVED: BA _____ BS _____ MAJOR _____ *INSTITUTION _____ YEAR _____

CURRENT PROGRAM: _____

PROPOSED DEGREE OBJECTIVE (Name of the new degree designation, program, and option [if applicable] you wish to):

- Add (to current program) **OR** Change to (abandon current program)
- MA in _____
Degree Title Option (if applicable)
- MS in _____
Degree Title Option (if applicable)
- Other _____ (Circle one: EdS, MBA, MBt, MFA, MPA, MPH, MPT, MSW)
Degree Title Option (if applicable)
- Advanced Certificate (Circle one: Biotechnology, Community and Regional Planning, Composition, Dietetics, Educational Technology, Geographic Information Systems, Psychiatric Mental Health Nurse Practitioner, Teaching American History, Teaching English to Speakers of Other Languages)

IF REQUIRED, ADMISSIONS TEST COMPLETED (check one):

GRE _____
Date Score GMAT _____
Date Score MAT _____
Date Score

STATEMENT OF PURPOSE: Explain briefly your reasons for seeking to pursue a new or additional postbaccalaureate graduate degree or advanced certificate program. Include any information concerning your preparation that is pertinent to the objective specified. If necessary, attach an additional sheet, and any resume and/or letters required by your department.

FINANCIAL AID: Has the Financial Aid office informed you to change/correct your degree objective? Yes No

SIGNED STATEMENT: I hereby make application for admission to the new or additional graduate degree or advanced certificate program objective noted above.

_____ Student's Signature _____ Date _____

**Division of Research and Graduate Studies
Special Services Fee**

Please follow the instructions below to obtain the service you require:

1) Complete the *Service Requested* portion of this form. 2) Take your completed form to the Cashier’s Window in the south lobby of the Joyal Administration Building. 3) Make payment. The Cashier will receipt the form and return it to you with a register receipt. 4) Return the register receipt to the Division of Research and Graduate Studies office to obtain the service requested. This receipted form will serve as your own proof of payment.

| SERVICE REQUESTED | | | |
|--|------------------|-----------------------|---------------|
| | Cost Per Copy | # of Copies Needed | Total Cost |
| <input type="checkbox"/> Enrollment verification (thesis/project zero-unit/continuation only; all other cases are verified by the Registrar) | \$5 | _____ | \$_____ |
| <input type="checkbox"/> Certification of student’s completion of requirements for the master’s degree to be granted. | \$5 | _____ | \$_____ |
| <input type="checkbox"/> Certification of student’s completion of requirements for the doctoral degree to be granted. | \$5 | _____ | \$_____ |
| <input type="checkbox"/> Duplication of foreign documents (per page). | \$5 | _____ | \$_____ |
| <input type="checkbox"/> Duplication of lost documents or for a second copy of any document previously provided. | \$5 | _____ | \$_____ |
| <input type="checkbox"/> Add or Change of Graduate Degree or Certificate of Advanced Study Objective | \$5 | ____N/A_____ | \$_____ |
| | | Total Fee | \$_____ |

Student Name: _____

Student ID #: _____ Date: _____

Address: _____
Street City State Zip

Phone: _____ Email: _____

CASHIER’S USE ONLY

Item Code #1280

| | | | | |
|---------------------|----------------------------|----------------------|-------------------------|------------------------|
| Special Service Fee | <u>Account #</u> 501906 | <u>Fund</u> 48527 | <u>Org. ID</u> 36320 | <u>Program</u> 0000 |
|---------------------|----------------------------|----------------------|-------------------------|------------------------|