

## 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 2<sup>nd</sup> bachelor’s degree, a 2<sup>nd</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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, 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 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 Graduate Studies, Henry Madden Library (Harold Haak Administrative Center, 4<sup>th</sup> Floor), and secure an appointment with a graduate evaluator. An evaluator 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 Graduate Studies, Henry Madden Library (Harold Haak Administrative Center, 4<sup>th</sup> Floor). 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 **OR**  Change to
- 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: Adult-Gero Clinical Nurse Specialist, Biotechnology, Composition, Criminal Justice Counseling Specialist, Dietetics, Educational Technology, Geographic Information Systems, Homeland Security, Pediatric Clinical Nurse Specialist, 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 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 Graduate 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"/>	Change of Graduate Degree or Certificate Of Advanced Study	\$5	N/A	\$ _____
			Total Fee	\$ _____
<p>Student Name: _____</p> <p>Student ID #: _____ Date: _____</p> <p>Address: _____</p> <p style="text-align: center;">Street                                  City                                  State                                  Zip</p> <p>Phone: _____ Email: _____</p>				
CASHIER'S USE ONLY				
Item Code #1280				
Special Service Fee	Account # 501906	Fund 48527	Org. ID 36320	Program 0000