

**APPLICATION TO CHANGE PROGRAM AND/OR  
ADD AN ADVANCED CREDENTIAL**

I am currently a “Classified” student or have proof that I am ready for “Classification” in the:

I am requesting a Program change to:

I would like to add the following credential to my program and have included the Advanced Credential requirements:

**(MUST TYPE)**

\_\_\_\_\_  
Last Name First Name Middle Initial Fresno State Student ID

**COMPLETION OF THIS FORM DOES NOT OFFICIALLY CHANGE YOUR DEGREE OBJECTIVE.  
THE PROGRAM WILL INFORM YOU OF YOUR NEXT STEP**

**STUDENTS DO NOT TYPE OR WRITE BELOW THIS LINE**

Circle one: Mail In Person Staff Initials and Date: \_\_\_\_\_

1.  Proof of University Applicant/ Admission Status:  Change Major

2.  GPA Min 3.0: UGRD Cumulative \_\_\_\_\_  
PBAC Cumulative \_\_\_\_\_  
FRESNO STATE PBAC \_\_\_\_\_ Last 60 \_\_\_\_\_

3.  Statement of Purpose

4.  Writing Competency:  CBEST \_\_\_\_\_ or  CSET w/writing or  UDWE or  
 Waived by Dr. Tracz or  
 Fresno State “W” course passed with a “B” or better) \_\_\_\_\_

**ADDITIONAL REQUIREMENTS FOR COUNSELING, MFCC AND REHAB STUDENTS ONLY**

5.  COUN 174 \_\_\_\_\_  COUN 176 \_\_\_\_\_  ERA 153 \_\_\_\_\_

**ADDITIONAL REQUIREMENTS FOR MA IN TEACHING STUDENTS ONLY**

6.  Reflection or one of the following; TPA, PACT, FAST, etc. scores  
7.  Teaching Cred or Private School Employee Contract-*Must be in a classroom.*  Waived by Coordinator \_\_\_\_\_

**ADDITIONAL REQUIREMENTS FOR ADVANCED CREDENTIAL/ CERTIFICATE**

1.  CBEST (All Advanced Credential Students) 3.  Certificate of Clearance (PPS only)  
2.  Valid Teaching Credential 4.  Proposed Certificate of Study-(Advanced Cert only)

**FACULTY REVIEW**

Master’s Program:  Admit  Deny  
Credential/ Certificate Program:  Admit  Deny

Reasons Denial: \_\_\_\_\_

Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES**

**JUSTIFICATION FOR CHANGE OR ADDING TO PROGRAM**

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Last Name	First Name	Middle Initial	Fresno State Student ID
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In the space provided below or an attached page, provide relevant information about yourself including goals, objectives, and experiences related to the master's degree and/or advanced credential certificate program to which you are applying. Please focus primarily on your short-term and long-term professional goals. You may attach additional pages. (1-2 pages max.)

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## CONGRATULATIONS! NOW YOU ARE READY TO:

1. Print the application and attached form
2. Include any additional documentation needed. Use this checklist for your reference:
  - ALL STUDENTS, submit Unofficial Fresno State Transcripts
  - IF NEEDED, proof of completion of admission conditions in your original program.
  - ADDING A CREDENTIAL? You must provide a copy of your CBEST and a valid Teaching Credential or Certificate of Clearance (Cert of Clearance is only allowed for students adding PPS. Other Advanced Cred programs require teaching experience.)
3. Keep a copy of all documents submitted, for your records. We will not give you copies of your application or any documents once they are submitted to ED 100.
4. Bring the completed application and additional documents to the Education Student Services Center, ED 100 prior to the application deadline date or mail to:

Kremen School of Education and Human Development  
Attn: Graduate Technician  
5005 North Maple Ave. M/S 701  
Fresno, CA. 93740-8025

**We do not give out status regarding your application in person or on the phone. You must wait for the admission decision email from Program and the University.**

*Please note:* You will be asked to do an official change to Fresno State if admitted to your new program. We will send you the link to the website where you will find the Change of Degree Objective form. You will need to follow the instructions and submit the form to the Division of Graduate Studies in the Library 4<sup>th</sup> floor.