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, 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, Frank W. Thomas Building, room 132, 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 Graduate Studies, Frank W. Thomas Building, room 132. 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) __________


IF REQUIRED, ADMISSIONS TEST COMPLETED (check one):

☐ GRE ____________ Score ____________ ☐ GMAT ____________ Score ____________ ☐ MAT ____________ 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.

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<th>Cost Per Copy</th>
<th># of Copies Needed</th>
<th>Total Cost</th>
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<td>Certification of student’s completion of requirements for the master’s degree to be granted.</td>
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<td>Certification of student’s completion of requirements for the doctoral degree to be granted.</td>
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<td>Duplication of foreign documents (per page)</td>
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<td>Duplication of lost documents or for a second copy of any document previously provided.</td>
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<td>Change of Graduate Degree or Certificate Of Advanced Study</td>
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<td></td>
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Total Fee $_____

Student Name: ________________________________ Date: ____________________

Student ID #: ________________________________ Address: ________________________________

Street City State Zip

Phone: ________________________________ Email: ________________________________

CASHIER’S USE ONLY

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<th>Org. ID</th>
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09/28/11 RE