



Petition to Change/Add Graduate Degree Objective

INSTRUCTIONS:

Continuing unconditional graduate students must file this petition when:

- Changing from one major field to another for the master's degree (State to State or Self-Support to Self-Support)
- Changing from a certificate/credential objective to a master's degree objective (to a state side approved program)
- Adding a master's degree to a credential program on the state side
- Changing Educational Leadership Doctoral Program (Ed.D.) Option
- Please note that students in a state-support master's program who want to request to change to a CPGE self-support master's program and vice versa must submit a new graduate admissions application through Cal State Apply (for a future term). Only students going from a state-support to another state-support and from a self-support to another self-support master's program may use the petition to change/add graduate degree objective.
- This form should be submitted by student at least one semester prior to the effective term request.

Student Information:

First Name: _____ Middle Name: _____ Last Name: _____
 Bronco ID: _____ CPP e-mail: _____@cpp.edu Phone: _____

Current Master's Program//Credential/Certificate: _____ Grad Option: _____
 Graduate Cal Poly GPA: _____ Are you an International Student (holding F-1 Visa)?
 N Yes (If yes, you must consult with your International Advisor)

Please Check One:

- Request for change of master's degree program (*student must consult with new graduate coordinator to determine if additional documentation or an admission application is required*).
- Request for acceptance into a master's degree program in addition to the credential program
- Request for acceptance into a master's degree program and drop the credential program
- Request for graduate program option change

Semester Requested: Fall Spring Year: _____

New Master's Program/Credential: _____ Grad Option: _____
 Reason for Request: _____

Note:

- *Student in conditional status cannot use this petition, **they must apply through Cal State Apply.**
- Student cannot work on two master's programs concurrently
- Changing degree objective from credential to master or vice versa may impact your financial aid eligibility AND tuition & fees assessment. Please consult with the Office of Financial Aid and Scholarships AND the Student Accounting and Cashiering Services for more information.

Please check the box below if you are a Financial Aid recipient.

I acknowledge that I have consulted with the Office of Financial Aid and Scholarships on my financial aid eligibility.

Student Signature: _____ Date: _____

Student must obtain approvals from the Graduate Coordinator(s), Department Chair, and the new College Dean

DEPARTMENT & COLLEGE REVIEW	
Current Graduate Coordinator/Credential Advisor Status: <input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional* (<i>student must apply through Cal State Apply if in conditional status</i>) <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature: _____ Date: _____	
New Graduate Coordinator <input type="checkbox"/> Approve <input type="checkbox"/> Deny Status: <input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional Status: Effective Term: _____ Signature: _____ Date: _____	
New Department Chair <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature: _____ Date: _____	
New College Dean (email the final approved petition to Graduate Studies at gradstudies@cpp.edu) <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature: _____ Date: _____	
Graduate Studies Office <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature: _____ Date: _____	
FOR REGISTRAR'S OFFICE USE ONLY	
Processed by: (Initial & Date) _____	