

# 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:**

1. \*Student in conditional status cannot use this petition, **they must apply through Cal State Apply.**
2. Student cannot work on two master's programs concurrently
3. 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	
<b>Current Graduate Coordinator/Credential Advisor</b> 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: _____	
<b>New Graduate Coordinator</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny Status: <input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional <b>Status:</b> Effective Term: _____ Signature: _____ Date: _____	
<b>New Department Chair</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature: _____ Date: _____	
<b>New College Dean (email the final approved petition to Graduate Studies at gradstudies@cpp.edu)</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature: _____ Date: _____	
<b>Graduate Studies Office</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny Signature: _____ Date: _____	
FOR REGISTRAR'S OFFICE USE ONLY	
Processed by: (Initial & Date) _____	