SCHOOL OF GRADUATE STUDIES

Change of Degree/Program/Advisor
Add Certificate

Declaring a new graduate degree or program, a new major or specialization, or requesting a new advisor is NOT automatic. Your request for these changes requires the Chair's approval within the major department. This form does not apply when you conclude a program/major and wish to be admitted for another one. Seeking admission to a new graduate program after graduation or completion of course requirements requires an application through the Graduate Admissions office.

Name:		CCSU ID:
Student Email:	@my.ccsu.edu	Phone:
Student Signature:		Date:

To add a certificate to your current master's degree program: Please fill in the title of the certificate in the appropriate section below.

To change your current graduate program or advisor: Please check the section(s) below that relate to the change you are making and specify the adjustment desired. **If you are changing your degree, program, or specialization or adding a certificate, consult the graduate website** (www.ccsu.edu/grad) **to determine if additional materials are required by the new academic department.** Submit your completed request to the School of Graduate Studies, Barrows Hall, Room 120.

☐ **Add Certificate to current Master's program**
 Certificate Title: _____

☐ **Requested Degree** - check appropriate boxes for the program you would like to change to.
☐ **To:** ☐Ed.D ☐DNAP ☐MA ☐MAT ☐MBA ☐MS ☐MSN ☐Sixth Year
     ☐OCP ☐Teacher Certificate
☐ **Requested Major/Specialization**
–Title: _____

☐ **Requested Advisor** – Print name
 To: _____

Approved ☐   Not Approved ☐   Approved with Conditions ☐

Please describe the conditions applicable to this request: _____

_____

Please Print: _____ **EFFECTIVE**: _____ / _____
         Department Chair   *Semester*   *Year*

Please Sign: _____ Date: _____
         Department Chair

Approved ☐   Not Approved ☐

_____   _____
_ *School of Graduate Studies*   *Date*

Rev.10/2019