

**DEPARTMENT OF COUNSELING
APPLICATION FOR ADDITION OR DELETION OF EMPHASIS**

EMPHASIS

Name _____ **Email** _____
(Last name) (First name)

Address _____
(Street) (City) (State) (Zip Code)

Phone _____ **Student ID #** _____ **Entry Year** _____

My **current** degree objective is: _____

My **current** specialization is: _____

A. ADDING AN EMPHASIS:

I request to ADD an EMPHASIS: _____

1. Attach an unofficial copy of your transcript.
2. Attach a statement discussing your reasons for changing to this emphasis, and sign below.
3. If you are adding School Counseling as an emphasis, you must also complete part C of this form.
4. Discuss your change with your adviser, and ask him/her to sign below.
5. **Return the completed and signed form and ALL REQUIRED ATTACHMENTS to the department office by February 1st.**

B. DROPPING AN EMPHASIS: (Emphases may be dropped at any time. No additional documents required unless you are dropping School Counseling. If you are dropping School Counseling, you must also complete part C of this form.)

I would like to DROP: _____

C. IF YOU ARE ADDING OR DROPPING SCHOOL COUNSELING AS AN EMPHASIS THEN YOU MUST:

- 1) Complete the "Change of Graduate Program" (download from <http://www.sfsu.edu/~gradstdy/change-program.htm>). If adding or dropping School, you must complete this form in order to add or remove the PPS Credential with the Graduate Studies office.

Failure to follow the above steps and include all appropriate documents will jeopardize your application.

Notes:

1. Please review your Student Advising Handbook for details on the differences between a specialization and an emphasis.
2. The Selections Committee will review all requests in the spring 2012 semester. A decision will not be made until early April (unless you are dropping an emphasis). A copy of this form indicating the final decision will be mailed to you.
3. You are **STILL** conditionally classified until your ATC/GAP is filed. ATC/GAPs are filed for your specialization only. Do not complete a ATC/GAP for your emphasis.

I have carefully read and understand the above procedures.

Signature of **Student** Date

I have spoken to my advisee and I approve this application.

Signature of **Adviser** Date

I have reviewed this request. Approve Deny

Signature of **Coordinator** Date

I have reviewed this request. Approve Deny

Signature of **Chair** Date

File by February 1, 2012