TENNESSEE STATE UNIVERSITY

SCHOOL OF GRADUATE & PROFESSIONAL STUDIES
Change of Program or Personnel: TO ADD A GRADUATE CERTIFICATE AS SECONDARY TO M.P.A.
Complete only the RED items and return to your advisor

Name: _____   **Date:** _____
Address: _____   **T# :** _____
City/State/Zip _____ **Term:** _____

Directions: **Complete all items labeled in RED text. This form is to be used for adding a graduate certificate offered by the Dept. of Public Administration as secondary to the MPA degree, which is retained as the primary program. It should be completed only by students who have already been admitted to the MPA degree and submitted to their advisor or the chair of the department.** *If you are admitted to a certificate and are seeking instead to add the MPA degree as your primary program, you must apply to the MPA degree in the normal way through the Graduate School application process. Contact the department chair of Public Administration for more information.*

I. CHANGE NON-DEGREE STATUS

Non-degree request to degree must be accompanied by acceptable test scores

Graduate Record Examination (GRE):	Date Taken ____	V ____	Q ____	S _____
Miller Analogies Test (MAT):	Date Taken ____	Score ____		
Graduate Management Admission Test (GMAT):	Date Taken ____	Score ____		
Fundamentals of Engineering Test (FE):	Date Taken ____	Score ____		

II. CHANGE MAJOR and/or CONCENTRATION

Only for adding a graduate certificate offered by the Dept. of Public Administration
as a secondary program TO the MPA degree (primary program)

DEGREE SEEKING:

Change Major and/or Concentration FROM

Change Major and/or Concentration TO:

Review the available certificates and their coursework using links at http://www.tnstate.edu/cpsua/degrees/index.aspx/#certificates

III.   CHANGE COURSES

ADD:	COURSE ID	DESCRIPTION	COURSE ID	DESCRIPTION
			_____	_____
				_____
DELETE:	COURSE ID	DESCRIPTION	COURSE ID	DESCRIPTION
			_____	_____
				_____

IV.   CHANGE ADVISEMENT/COMMITTEE PERSONNEL

PLEASE CHANGE MY **MAJOR ADVISOR** FROM _____
PLEASE CHANGE MY **MAJOR ADVISOR** TO _____

PLEASE CHANGE MY **CHAIR PERSON** FROM _____
PLEASE CHANGE MY **CHAIR PERSON** TO _____

PLEASE CHANGE MY **COMMITTEE PERSON** FROM _____
PLEASE CHANGE MY **COMMITTEE PERSON** TO _____

_____   _____
Student's Signature   **Date**

Recommended by:	Approved by:

_____   _____   _____   _____
Advisor   **Date**   **Dean of Graduate School**   **Date**

_____   _____
Dept. Head   **Date**

_____   _____
Dean of College/School   **Date**

REV: MAY-2020