

CLASSIFICATION APPLICATION
California State University, Sacramento

Student I.D #: _____ - _____ - _____

Day Phone No. _____

Applicable Semester: _____

*Master's Program Objective: _____

Please PRINT name and address below:

Concentration (if applicable): _____

*If approved, your records will reflect the above program. If your intention is to add the above program and receive two separate Master's degrees, please complete the Petition for Multiple Degree Objectives. **Do not complete this classification application.**

1. Current records indicate you are enrolled at CSUS as: (Check one and indicate program)

- | | |
|--|---|
| <input type="checkbox"/> Unclassified/Credential | <input type="checkbox"/> Classified _____ |
| <input type="checkbox"/> Second Bachelor _____ | <input type="checkbox"/> Cond. Classif. _____ |

2. Undergraduate degree: _____
(i.e. BA/BS Major/minor) (Date Degree Conferred)

(Institution and Location)

3. If required by Department, attach statement of purpose and letters of recommendation.

4. If applicable, indicate test name and date for GRE, GMAT or CBEST. _____

5. Student's Signature: _____ **Date:** _____

DEPARTMENT RECOMMENDATION:

- | | | | |
|--|----------------------------------|--|---|
| <input type="checkbox"/> Fully Classified | <input type="checkbox"/> Pre-MBA | <input type="checkbox"/> Certificate only (PMBA) | <input type="checkbox"/> Pre-Computer Science |
| <input type="checkbox"/> Conditionally Classified. Conditions: _____ | | | |
| <input type="checkbox"/> Denial. Reasons: _____ | | | |
| _____
Graduate Coordinator | _____
Date | Prof. _____ | assigned as Faculty Advisor |

FOR OFFICE OF GRADUATE STUDIES USE ONLY

Approved as Recom. for:

- | | | | | |
|--|---|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Classified (GM) | <input type="checkbox"/> Cond. Classif. (GCC) | <input type="checkbox"/> Pre-Prog. (GCC) | <input type="checkbox"/> Cert (GND) | <input type="checkbox"/> Denied (D) |
|--|---|--|-------------------------------------|-------------------------------------|

<input type="checkbox"/> WPE needed
<input type="checkbox"/> WPE o.k.

College _____ Degree _____ Major _____

Associate Dean, Office of Graduate Studies

CLASSIFICATION APPLICATION INSTRUCTIONS

If you plan to enroll in two degree programs at the same time and you will be receiving two Master's degrees, do not complete this form. You must complete the Petition for Multiple Degree Objectives.

General Information:

➤ In order for your record to reflect the correct program and for you to receive the correct registration priority, the classification application must be received in the Office of Graduate Studies by the following dates:

- Fall deadline: June 1 ➤ Spring deadline: November 1

We will accept classification applications after the above dates; however, you will receive a later registration date if, for instance, the change is from unclassified to classified.

➤ Please attach transcripts from the last 60 semester units (90 quarter units) of coursework completed. Department's should have access to CSUS transcripts. If the Department to which you are applying does not already have copies of transcripts from other universities you may have attended, you will need to provide them. You may request a set of unofficial copies of "transferred work" transcripts at the Admission and Records Counter in Lassen Hall for \$10. Or, you may request transcripts directly from the other institutions you have attended.

➤ Deliver the completed Classification application and attachments directly to the office of the Department to which you are seeking classification.

➤ When the Department makes a recommendation and the Associate Dean of the Office of Graduate Studies approves it, you will be sent a copy of the Classification application for your records.

Completing the application:

1. Check the box that reflects your current records at CSUS. If you are currently in a degree program, list the program.
2. List your undergraduate degree and date of conferral. List the name of the institution where you earned the degree and the location (city/state).
3. Contact the Department to which you are applying for information regarding any required documents you may need (i.e. departmental application, statement of purpose or letters of recommendation).
4. If applicable, indicate test name and date of exam. If you have the score report you may attach a copy for department information.
5. Sign and date the application.