Instructions - Change of Program Request

Certificate to MS

Students admitted or currently enrolled in a Certificate of Professional Achievement (CPA) program can change from the CPA to the MS program. All CPA courses satisfy a portion of the MS program.

MS to Certificate

If an MS student decides to change programs after having completed any MS credits, it is possible to transfer selected credits from the MS program to a CPA after program approval. Please note that not all MS courses qualify for the CPA programs.

To switch programs, students need to fill and sign a Change of Program Request Form and send back to the Associate Director. Once approved, the program sends the request to the School of Professional Studies on behalf of the student. Once approved and sent to SPS, students would see the change in Student Services Online (SSOL) in three to four weeks.

Since the application requirements for the MS and CPA are the same, students can make the change at any point *before* applying for a degree conferral, or requesting a certification.

Students who decide to complete the MS and a certificate can only count each course credit for one of the programs; the MS and CPA would be a total of 48 credits: 36 for the MS plus 12 for the CPA.

To request a Change of Program, please follow the below steps

1. Download the Change of Program Request form, complete your portion and sign:
   https://afddf8e8-2dfc-4526-9ba6-
   71e1899413f3.filesusr.com/ugd/571f98_fa31f2aef481445ab2197d2d2a543438.docx?dn=Chang
   e%20of%20Program%20Request%20Form%20SUMA%20CPA%20

2. Upload signed form here: https://docs.google.com/forms/d/e/1FAIpQLSc8VeOTegIA1_DPdd-
   sgLeTZQnWoWbpf9AOnO38UxSmQn1cZw/viewform?usp=sf_link

Once the program office receives the request, they will verify and confirm which courses satisfy the new program's requirements, and submit the request to SPS Student Affairs on your behalf. You will receive an email from the program within five business days should there be any questions about your completed coursework.