

CHANGING DEGREE PROGRAM

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Degree and certificate seeking students in the Carey Business School who wish to change enrollment to another degree or certificate program within the school should contact their Academic Advisor to discuss the process. A new application may be required for applicants seeking to enroll in a new degree program. Students may only request to change enrollment to a different program during the open admission cycle for that program. Students are not automatically admitted to the desired program; their requests will be reviewed by an admissions committee. The student will be notified of the committee's decision by their Academic Advisor.

Note: Financial aid recipients must notify the Financial Aid office when changing or adding a degree or certificate program. Students in F-1 status must notify the Office of International Services for a new I-20 to reflect the change in program. Students using VA benefits must notify the VA Certifying Official in the Registrar's Office when changing or adding a degree or certificate.

Second Degree Option

Current Carey Business School students may pursue a second degree in a number of academic programs. Current Master of Science (MS) students at Carey who wish to obtain a second MS degree at Carey must complete a minimum of 24 credits in as few as two semesters. Current MS students who wish to obtain an MBA degree as the Second Degree Option must complete a minimum of 36 credits in as few as three semesters. Current MBA students who wish to obtain a Master of Science degree must complete a minimum of 18 credits in as few as two semesters.

Admissions requirements for the second degree:

- Completion of Second Degree Option application (application fee is waived)
- New personal essay (maximum 500 words)
- 1 letter of recommendation
- Updated resume
- Carey Business School transcript
- Program plan completed with the academic advisor of the desired second degree program
- Admissions interview requirement is waived for current Carey students

Students cannot begin work on their second degree credits until they have graduated with their first degree. Students cannot earn a second degree in an area of concentration for their first degree.

Note: Any current student who was conditionally admitted to Carey must complete their conditional requirements as noted in their admission letter (such as submission of final transcripts with degree conferred or credential evaluation showing equivalency of a U.S. bachelor's degree).

Adding a Certificate

Students who are currently enrolled in a degree program at the Carey Business School and wish to add a certificate must submit a written

request to the Office of Admissions. Please view the **Graduate Programs** section to determine specific requirements. Full-time students must submit the application to add a certificate during the first semester of enrollment in the Carey Business School degree program. Students in part-time programs must submit within the first year of study (no more than one academic year or 3 semesters after their start date).

MS in Finance and MBA students may add either the Graduate Certificate in Financial Management or the Graduate Certificate in Investments, but not both.

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