

CHANGING DEGREE PROGRAM

Changing or Adding a Degree Program

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 is 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 – requests will be reviewed by the Admissions Committee for the program of interest.

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 Veterans Affairs (<https://seam.jhu.edu/veterans-affairs/>) at the Office of Student Enrollment and Accounts Management (SEAM) when changing or adding a degree or certificate.

Second Degree Option

Current full-time Carey Business School students may pursue a second degree in a number of academic programs. Current full-time Master of Science (MS) students at Carey who wish to obtain a second full-time MS degree at Carey must complete a minimum of 18 credits in as few as two semesters. Current full-time 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 full-time MBA students who wish to obtain a Full-Time Master of Science degree must complete a minimum of 12 credits in as few as two semesters. For a full list of program options, see the second degree page (<https://carey.jhu.edu/programs/second-degree-option/>).

Note for international students: The Second Degree Option MS to MBA is offered through the part-time/online Flexible MBA program. As a part-time/online program, Flexible MBA cannot sponsor international students on an F-1 visa and, therefore, current F-1 students cannot pursue the Second Degree Option MS to MBA. Current F-1 students may pursue the MS to MS Second Degree Option or the MBA to MS Second Degree Option.

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

Students cannot begin work on their second degree credits until they have graduated with their first degree.

Note: Any current student who was admitted to Carey with requirements must complete their 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 Part-Time Programs

Students who are currently enrolled in a part-time degree program at the Carey Business School and wish to add a certificate must submit an online application to the Office of Admissions. Students are only allowed to enroll in one Graduate Certificate program at a time. Students in part-time degree programs must be admitted to a graduate certificate prior to the final semester of their degree program. No graduate certificate can be added to a student record in the same semester they graduate from a degree.

Students currently enrolled in a part-time degree program cannot add the Leadership Development Program (LDP). The Leadership Development Program (LDP) is a cohorted certificate program with a fall semester start that includes courses already among the required courses in Flexible MBA and Carey's part-time MS programs. Students completing the Leadership Development Program can apply to Flexible MBA or a part-time MS program and transfer their LDP courses to that degree program upon admission.

Current Part-Time MS students may not add a Graduate Certificate program that derives from their own MS degree (example: PT MS Finance students cannot add Graduate Certificate in Financial Management). Flexible MBA students may add either the Graduate Certificate in Financial Management or the Graduate Certificate in Investments, but not both.

Full-Time Programs

Full-time MBA students can use a portion of their elective credits to earn a Graduate Certificate in the second year of their program. Students must declare their intention to earn the certificate prior to Spring I of their first year, and complete all requirements for the certificate before graduation. Certain Graduate Certificates may have policies regarding MBA courses counting towards those Graduate Certificates; students should consult with their academic advisor to clarify these policies.

Full-time MBA students will not pay any additional tuition if they earn a Graduate Certificate within their 54 MBA degree credits. However, full-time MBA students earning Graduate Certificates will be charged a per-credit tuition rate at the rate of the Flexible MBA for any credits they take beyond those required for their MBA program.

Dual degree MBA students are not eligible for a Graduate Certificate. Full-time MBA students are not eligible for the Leadership Development Program (LDP) Certificate.

Current **full-time MS** students are not eligible to add a Graduate Certificate. The only exception is the 15-month full-time MS Finance program, where a limited number of students may add the AI for Business Graduate Certificate.

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 Veterans Affairs (<https://seam.jhu.edu/veterans-affairs/>) at the Office of Student Enrollment and Accounts Management (SEAM) when changing or adding a degree or certificate.

Additional Degree (Part-Time Students)

Part-time Carey Business School students may pursue an additional degree in another part-time program, after graduating from their first part-time degree.

Flex MBA to PT MS: Current graduating Flex MBA students who wish to earn an additional degree in a part-time Master's of Science (MS) program can use up to 18 credits from their MBA program towards their new MS degree, and will need to complete a minimum of 12 new credits. The number of overlapping courses taken during the Flex MBA may restrict which part-time MS program students can apply to.

PT MS to Flex MBA: Current graduating part-time MS students who wish to earn the Flex MBA can use up to 18 credits of their MS program towards the new degree, and will need to complete a minimum of 36 new credits.

PT MS to PT MS: Graduating part-time MS students who wish to earn another part-time MS degree can use up to 12 credits of their MS program towards the new part-time MS degree, and will need to complete a minimum of 18 new credits. The number of overlapping courses taken during the first part-time MS may restrict the additional part-time MS programs to which students can apply.

Admissions requirements for the additional degree:

- Completion of new application (application fee is waived)
- Updated resume
- Carey Business School transcript

Students cannot begin work on their additional part-time degree credits until they have graduated with their first part-time degree.

Note: Any current student who was admitted to Carey with requirements must complete their 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).