

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.

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 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 24 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 18 credits in as few as two semesters.

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. 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 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 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). Graduate Certificates are not open to students in full-time programs.

Students currently enrolled in a part-time degree program cannot add the Leadership Development Program (LDP). The Leadership Development Program (LDP) is a cohort 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.

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

Note: Financial aid recipients must notify the Financial Aid office when changing or adding a degree or certificate program. Those in F-1 status must notify the International Services office 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.

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 18 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 a second PT MS degree, can use up to 12 credits of their MS program towards the new PT MS degree, and will need to complete a minimum of 24 new credits. The number of overlapping courses taken during the first PT MS may restrict which additional part-time MS program students can apply to.

Admissions requirements for the additional degree:

- Completion of new 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 additional part-time degree credits until they have graduated with their first part-time 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).