

Bentley University  
McCallum Graduate School of Business  
Office of Graduate Student and Academic Services, Jennison 326  
175 Forest Street, Waltham, MA 02452-4705  
Phone: 781-891-2348 Fax No.: 781-891-2472  
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## PROGRAM CHANGE APPLICATION

*This application is for the use of current graduate students who are requesting a change from the degree program to which they were admitted by the Office of Graduate Admissions. Students whose original degree accepted the CPA or evidence of passing the bar in lieu of the GMAT or GRE must submit GMAT or GRE scores for acceptance if applying to a degree that requires the GMAT or GRE.*

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home/Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Employer and Position: \_\_\_\_\_

Do you now hold a student visa? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you currently receiving a merit scholarship? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Current Degree Program: \_\_\_\_\_ New Degree Program requested: \_\_\_\_\_

If MBA, indicate concentration: \_\_\_\_\_

\*\*\*\*\* PLEASE NOTE \*\*\*\*\*

1. This application must be accompanied by:
  - (a) A brief essay stating short and long term career goals, the rationale for a program change at this time and how this change supports the stated career goals.
  - (b) A current resume.
2. A student must have a minimum GPA of 3.0 and have taken at least 9 credits to be considered for a program change.
3. No application will be reviewed until first semester grades are posted.
4. Once reviewed, students receive written notification as to the status of their request for a program change. There is no guarantee that the request for a program change will be honored.

My signature below indicates that I am requesting a change of degree program. If the request is approved, I understand that I am no longer a candidate for the degree program to which I was initially admitted. **I also understand that merit aid is specific to the program and term of admission to the Graduate School. A change in program will result in the termination of an existing merit award. Current students are not eligible to re-apply for merit aid.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

If returned via e-mail attachment, signature and date implied. If returned by drop-off, fax or mail, please sign and date.

Revised 04/10/2018