

PROGRAM CHANGES OR ADDITIONS

Adding a Program of Study

Current graduate students interested in pursuing a second graduate credential may submit a request (<https://www.bentley.edu/offices/academic-services/graduate-students/forms/#addchangeaprogramofstudy>) to the Office of Graduate Academic Advising and Engagement.

When considering adding a program of study, please note:

- Students who wish to pursue an MBA and MS degree may be eligible to share up to four courses (12 credits) between programs taken within the past five years.
- The sharing of up to 12 credits is an option **only** between the MBA and one MS degree. There is no sharing for those wishing to pursue two MS degrees.
- None of the permissible 12 credits shared between an MBA and a 2nd MS degree may be shared with a concurrent certificate. That constitutes triple sharing of credits and is not permitted.
- Students who start a graduate degree as part of a Bentley University advance standing program (which allows sharing of up to four graduate courses between the undergraduate and the graduate degree) are eligible to add a program of study through Graduate Student Academic Services, but cannot share courses between the two graduate degrees. Students who wish to pursue merit aid must apply through the Office of Graduate Admission for the second graduate degree. Sharing of courses between the two graduate degrees is not allowed.
- Students whose original degree accepted the CPA or evidence of passing the bar in lieu of the GMAT/GRE must submit GMAT/GRE scores for acceptance if applying to a degree that requires the GMAT/GRE.
- There is no guarantee that the request for the second degree will be approved. Students must meet the admission requirements for the additional degree.
- Dual degree students may take a total of three Field-Based Learning courses, although only one field-based course can be shared across MS and MBA degrees.

Secondary MS Degree

- Students wishing to pursue a second MS degree must apply through the Office of Graduate Admission for the second MS degree; a second MS degree shares no courses and requires a new and full application and full admission review.
- As no courses are shared, students can take additional Field-Based Learning course/s based on the stated policy in this catalogue. International students must consult with the Center for International Students and Scholars to ensure eligibility based on documentation requirement review and timing should they be interested in this option.
- Under special circumstances, students may be able to use courses that were unused in the first degree if the courses were taken and passed within the five-year time limit for course applicability toward a second degree. Students should consult with the Office of Graduate Academic Advising and Engagement, as any previous courses must be completed within five years of the final semester of the second degree.

- Should a required course from a previous MS degree be required of the second MS degree, the second MS degree program director will be responsible for providing a suitable substitution course.

Changing a Program of Study

Students who wish to pursue a program change may submit a request (<https://www.bentley.edu/offices/academic-services/graduate-students/forms/#addchangeaprogramofstudy>) to the Office of Graduate Academic Advising and Engagement.

When considering changing a program of study, please note:

- Any merit aid awarded upon admission to the original degree program may not apply to the new degree.
- There is no guarantee that the request for a program change will be approved.
- Students are discouraged from requesting a change of program in their final term.