

REQUEST FOR CHANGE OF GRADUATE PROGRAM

This form should be used for changing the degree from MBA to MCF

Section 1: Student Information

Student Name: _____ Student Number: _____

Address: _____

_____ Telephone Number: _____

Student's Signature: _____ Date: _____

Section 2: Academic Information

Current program: _____ Program to which I apply : _____

Current academic status:.....CGPA:Official transcript from current Graduate Program (to be attached)

Reason for request (additional information may be attached) :

.....
.....

Documents to be submitted with the form: **a.** 2 Essays (#1. Why do you wish to pursue a MSCF degree? What are you expecting from the program? In your response, describe your motivation, expectations, career goals and interest in corporate finance ;#2 What value will you bring to the MSCF program? Describe what contribution you believe you can make to the program, SBA and University.); **b.** unofficial copy of License/Maitrise or Bachelor's Degree; and, **c.** one letter of recommendation

Specify the semester the change will be apply: Fall / ___/ Spring / ___/

I understand that if my request is not approved, I will remain a current student in my present program working toward my current degree

Section 3: School Committee

Current Program Coordinator's Recommendation: Approve / Do not approve (circle one)

Reason:

Advisor's Signature: _____ Date: _____

New Program's Graduate Committee's Decision: Approve / Do not approve (circle one)

Reason:

Receiving Dean's Decision: Approve / Do not approve (circle one)

Signature: _____ Date: _____

Referring Dean's Signature: _____ Date: _____

6. Enrollment Services

Date Received: _____ Date Processed: _____ By: _____

Original to be kept at Enrollment. Copies of decision to be sent to student