**Bellows College: Guidelines for Changing Master’s Degree Programs**

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**1. Introduction**

Bellows College is committed to fostering academic growth and ensuring that students pursue programs aligning with their aspirations and career goals. This document outlines the policies, procedures, and best practices for students who wish to change their master’s degree program. Understanding and adhering to these guidelines will ensure a smooth transition.

**2. Eligibility Requirements**

Before requesting a change, students must meet the following criteria:

* Maintain a minimum cumulative GPA of 3.0.
* Be enrolled in good academic standing without disciplinary issues.
* Have completed at least one term in the current program.
* Demonstrate alignment of the new program with long-term academic and professional goals.

Students in their final semester are typically ineligible for program changes unless exceptional circumstances apply.

**3. Key Considerations Before Changing Programs**

1. **Career Goals**: Ensure the new program aligns with your intended career path.
2. **Course Transferability**: Understand how completed credits will transfer to the new program.
3. **Program Requirements**: Research prerequisites and graduation requirements for the desired program.
4. **Timing**: Consider how a program change will affect your anticipated graduation date.
5. **Financial Aid**: Review potential impacts on scholarships, grants, or loans.

**4. Steps to Request a Change**

1. **Initial Self-Assessment**:
   * Reflect on your reasons for wanting to switch programs.
   * Research the curriculum and outcomes of the desired program.
2. **Consultation with Advisors**:
   * Schedule a meeting with your academic advisor to discuss options.
   * Meet with an advisor from the desired program for guidance.
3. **Submit a Request**:
   * Complete the Program Change Request Form (available on the student portal).
   * Attach all required documentation (see Section 8).
4. **Review and Decision**:
   * The Graduate Admissions Committee will review your request.
   * Decisions are typically communicated within 4-6 weeks.
5. **Transition Planning**:
   * If approved, work with advisors to transition coursework and update your academic plan.

**5. Academic and Financial Implications**

1. **Credit Transfer**:
   * Not all credits may transfer. Consult with the registrar for specifics.
2. **Financial Aid**:
   * Review potential changes to eligibility.
   * Notify the Financial Aid Office to update your records.
3. **Graduation Timeline**:
   * A program change may extend your time to graduation. Discuss with your advisor.
4. **Cost**:
   * Additional courses may increase tuition costs.

**6. Role of Advisors and Faculty**

* **Current Advisor**: Provide insights into the implications of leaving your current program.
* **New Program Advisor**: Help clarify expectations and curriculum requirements.
* **Faculty Members**: Offer letters of support if needed.

**7. Application Timeline and Deadlines**

* Fall Semester Changes: Submit by April 15.
* Spring Semester Changes: Submit by October 15.
* Summer Semester Changes: Submit by February 15.

Late submissions may not be reviewed until the next application cycle.

**8. Required Documentation**

1. Completed Program Change Request Form.
2. Statement of Purpose detailing reasons for the change.
3. Updated Resume or CV.
4. Transcripts from your current program.
5. Letters of recommendation (if applicable).

**9. Frequently Asked Questions (FAQs)**

**Q: Can I change programs more than once?**  
A: Program changes are generally limited to one per student to maintain academic continuity.

**Q: What if my GPA is below the minimum requirement?**  
A: Students may petition the Graduate Admissions Committee with a detailed explanation and a plan for improvement.

**Q: Will my financial aid automatically adjust?**  
A: No, you must notify the Financial Aid Office to reassess your package.

**10. Contact Information for Support**

* **Graduate Studies Office**: gradstudies@bellowscollege.edu | (123) 456-7890
* **Financial Aid Office**: finaid@bellowscollege.edu | (123) 456-7891
* **Registrar’s Office**: registrar@bellowscollege.edu | (123) 456-7892

**11. Appendices**

* Appendix A: Program Change Request Form (Sample)
* Appendix B: Academic Calendar
* Appendix C: List of Master’s Programs Offered