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**LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS**  
**SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND INFORMATION SCIENCES**

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**3.0 CHANGE OF PROGRAM - GRADUATE STUDENT**

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Students originally accepted into a graduate program offered by Conolly College or one of the other professional schools of the University may apply for admission to the School of Business, Public Administration and Information Sciences by completing the following:

1. All students must submit a copy of their original application to the University, including transcripts of all undergraduate and graduate schools attended, letters of reference, and the results of all required entrance examinations to the Office of Academic Advisement in the School of Business.
2. All students must submit any additional information required for each graduate program offered by the School of Business as outlined in the current *Graduate University Bulletin*. Additional information may include a current resume, personal statement of educational and career goals, and the results of the GRE or GMAT examination.
3. All students must submit a personal statement as to the reasons for the change in program and a current academic transcript.
4. All international students are required to complete a minimum of one semester of course work in the original graduate program in which they were admitted as required by law before applying to the School of Business for a change in program.
5. All students must notify their current program Director, Chair or Dean in writing of their desire to transfer to one of the graduate programs in the School of Business. A copy of this notification must be submitted with the above materials.
6. Students who are not in good academic standing are not eligible to apply for a change of program.
7. Students originally accepted into one of the graduate programs offered by the School of Business wishing to transfer to a different program in the School must complete steps 2, 3, 4, and 5. The Associate Dean reserves the right to waive any or all of these steps.

8. All materials must be submitted four weeks before the start of the first semester of matriculation into the new program. Students will be notified in writing as to the status of their application within three weeks. Applications will not be reviewed until all supporting materials are received.
9. A student's request for a change of program will be reviewed by the Associate Dean and Department Chair, and a decision made based upon space availability and the overall strength of a student's academic record. Students may be asked to meet with the Associate Dean, Department Chair or both. A decision may be delayed until the results of the current semester grades are available for review. Decisions made by the Associate Dean and Department Chair are final.
10. The Admissions Office and University Registrar will be notified in writing once a decision is made.