

PROCEDURES FOR CHANGING DEGREE PROGRAMS

I. Master of Arts (M.A.) to Master of Divinity (M.Div.)

Students who wish to change their degree from M.A. to M.Div. should do the following:

1. Meet with the faculty advisor to discuss the student's wish to change degree.
2. Obtain a "Change of Degree" application form from the Registrar. Complete an application form that *includes a rationale for the change*. The application should be submitted to the Academic Dean. The Academic Dean will review the application, degree audit, time-to-degree, assessment portfolio and advise on fulfilling M.Div requirements sequentially. The application form will serve as a checklist to insure that all steps are taken.

Once the Academic Dean approves the change is, the student should do the following:

3. If the student is receiving any form of institutional (scholarship, grant or loan) or federal financial aid, meet with the Associate Dean for Admissions and Financial Aid to discuss impact of the degree change on the financial aid package.
4. If in on-campus housing, meet with the Director of Housing and Campus Services to discuss extension of housing.
5. Meet with Senior Director of Integrative and Field-Based Education to discuss field education placement.
6. Submit the completed application to the Registrar who will make the change in the system. The Registrar will inform the advisor and the academic office staff of the degree change.

There is a \$50 change of degree application fee. A student cannot change more than once during their academic program.

II. Master of Divinity to Master of Arts

Students who wish to change their degree from M.Div. to M.A. should do the following:

1. Meet with the faculty advisor to discuss the student's wish to change degree.
2. Obtain a "Change of Degree" application form from the Registrar. Complete an application form that *includes a rationale for the change and a specification of one's program focus; also, submit a writing sample*. The application should be submitted to the Academic Dean. The Academic Dean will review the application, degree audit, time-to-degree and advise on fulfilling MA requirements. The application form will serve as a checklist to insure that all steps are taken.

Once the Academic Dean approves the change, the student should do the following:

3. If the student is receiving any form of institutional (scholarship, grant or loan) or federal financial aid, meet with the Assoc. Dean for Admissions and Financial Aid to discuss impact of the degree change on the financial aid package.
4. Submit the completed application to the Registrar who will make the change in the system. The Registrar will inform the advisor and the academic office staff of the degree change.

There is a \$50 change of degree application fee. A student cannot change more than once during their academic program.

Approved, Academic Affairs Committee
4/10/2013