

# HOW TO REQUEST A TRANSFER TO ANOTHER DEGREE PROGRAM

## TO TRANSFER TO THE M.DIV. PROGRAM:

The student must meet with:

- their faculty advisor to discuss the transfer
- the Assistant Dean for Assessment and Ministerial Studies to discuss enrolling in the M.Div. assessment program
- the Director of Supervised Ministries to discuss Supervised ministries requirements
- the Administrative Assistant of Financial Aid to discuss financial aid, if applicable
- the Academic Dean to discuss the reason for the request to transfer and to review the process

The student then files an official request via e-mail to the Academic Dean. Requests to transfer into the M.Div. Program can be made any time. The Academic Dean checks the student's transcript to make sure there are no problems (e.g., low grades, Incompletes, &c.), and if all is well, authorizes the transfer.

The student should then meet with the Registrar to review the remaining degree requirements.

There is a \$75 fee for all program changes. Requests for a program change from first-year students will not be considered until the student has completed a full semester of coursework (a minimum of 12 credit hours).

## TO TRANSFER TO THE M.A.R. CONCENTRATION PROGRAM:

The student must meet with a faculty member in the area of concentration to discuss the transfer, the student's interests, grades, anticipated coursework, etc. If the faculty member supports the request and is willing to serve as the student's adviser, the student may then file a request to transfer to an M.A.R. concentration.

Requests to transfer to an M.A.R. concentration are considered in February of each academic year. The request must be submitted to the Academic Dean's office via e-mail no later than February 6, 2017. Requests received after February 6, 2017 will be considered in February 2018.

Requests must include:

- A statement of no more than 1 page explaining why the student wishes to transfer.
- A statement of support from a full-time Yale Divinity School faculty member who

teaches in the concentration. This statement of support should also include the faculty member's agreement to serve as your faculty adviser if the request to transfer is approved.

The Academic Dean checks the student's transcript to make sure there are no problems (low grades, Incompletes, etc.) and includes relevant information with the transfer request. Applications will be collated and sent to the faculty in the concentration for vetting.. Students will be notified by February 24, 2017.

There is a \$75 fee for all program changes. Requests for a program change from first-year students will not be considered until the student has completed a full semester of coursework (a minimum of 12 credit hours).

#### TO TRANSFER TO THE M.A.R. COMPREHENSIVE PROGRAM:

The student must meet with a faculty member willing to serve as an adviser for the Comprehensive program.

The student meets with the Academic Dean to discuss the reasons for the request to transfer and to review the process. The student then files an official request via e-mail to the Academic Dean. Requests to transfer into the M.A.R. Comprehensive program can be made any time. The Academic Dean checks the student's transcript to make sure there are no problems (low grades, Incompletes, etc.), and if all is well, authorizes the transfer.

The student should then meet with the Registrar to review remaining degree requirements.

There is a \$75 fee for all program changes. Requests for a program change from first-year students will not be considered until the student has completed a full semester of coursework (a minimum of 12 credit hours).