

HOW TO REQUEST A TRANSFER TO ANOTHER DEGREE PROGRAM

FOR ALL DEGREE TRANSFER REQUESTS: PLEASE COMPLETE THE ONLINE FORM "REQUEST TO CHANGE DEGREE PROGRAM" LINKED AT THE YDS REGISTRAR'S PAGE

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

The deadline for requests is November 1 of the second year of a student's program. 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).

The student must meet with:

- their faculty advisor to discuss the transfer
- the Associate Dean for Assessment and Ministerial Studies to discuss enrolling in the M.Div. portfolio 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 Registrar to review progress toward completing degree requirement and plan for progressing toward graduation
- the Academic Dean to discuss the reason for the request to transfer and to review the process

The student then submits the completed online form, together with a statement of no more than one page outlining the reasons for the request. The Academic Dean reviews the application, consults the student's transcript to make sure there are no problems (e.g., low grades, Incompletes, &c.), and if there are solid grounds for a change in degree program, authorizes the transfer.

There is a \$75 fee for all program changes.

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

Requests to transfer into an M.A.R. concentration program require the support of a faculty member in the concentration. Requests for a program change from first-year students will not be considered until the student has successfully completed a minimum of 12 credit hours. Requests must be submitted to the Office of Academic Affairs no later than the last day of registration for the student's final term.

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 proceed with the remaining steps of the process, as follows:

The student must meet with:

- their faculty advisor to discuss the transfer
- the Associate Dean for Assessment and Ministerial Studies to discuss enrolling in the M.A.R. portfolio assessment program
- the Administrative Assistant of Financial Aid to discuss financial aid, if applicable
- the Registrar to review progress toward completing degree requirement and plan for progressing toward graduation
- the Academic Dean to discuss the reason for the request to transfer and to review the process

The student then submits the completed online form, together with:

- 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. (Please request electronic submission to the Senior Administrative Assistant for Academic Affairs.)

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.

There is a \$75 fee for all program changes.

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

Requests to transfer into the M.A.R. Comprehensive program may be made at any time after a student has successfully completed 12 credit hours at YDS.

The student must meet with:

- a faculty member willing to serve as an adviser for the Comprehensive program
- their faculty advisor to discuss the transfer (the student may retain the same adviser if appropriate)
- the Associate Dean for Assessment and Ministerial Studies to discuss enrolling in the M.A.R. portfolio assessment program
- the Administrative Assistant of Financial Aid to discuss financial aid, if applicable
- the Registrar to review progress toward completing degree requirement and plan for progressing toward graduation
- the Academic Dean to discuss the reason for the request to transfer and to review the process

The student then submits the completed online form, together with a statement of no more than one page outlining the reasons for the request. The Academic Dean reviews the application, consults the student's transcript to make sure there are no problems (e.g., low grades, Incompletes, &c.), and if there are solid grounds for a change in degree program, authorizes the transfer.

There is a \$75 fee for all program changes.