

HOW TO REQUEST A TRANSFER TO ANOTHER DEGREE PROGRAM

**FOR ALL DEGREE TRANSFER REQUESTS: PLEASE OBTAIN AND
COMPLETE THE FORM AVAILABLE AT THE END OF THIS DOCUMENT**

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 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 to an M.A.R. concentration are considered in February of each academic year. 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. The request must be submitted to the Academic Dean's office no later than February 6. Requests received after February 6 will be considered in February of the following year.

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 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. Applications will be collated and sent to the faculty in the concentration for vetting. Students will be notified by the end of February.

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 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.

Yale Divinity School
REQUEST TO CHANGE DEGREE PROGRAM

SID #: _____ Name: _____

I request transfer from the

- ☐ MDIV degree
- ☐ Comprehensive MAR degree
- ☐ Concentrated MAR degree

Specify current concentration _____

into the

- ☐ MDIV degree
- ☐ Comprehensive MAR degree
- ☐ Concentrated MAR degree

Specify concentration to transfer into _____

I anticipate that my new graduation term and year will be: _____

Current faculty adviser (name): _____

New faculty adviser (name and signature): _____

I have consulted with the following offices regarding my desire to change degree programs:

- | | |
|---|--------------------------|
| <input type="checkbox"/> Faculty adviser | name and initials: _____ |
| <input type="checkbox"/> Office of Supervised Ministries (to MDiv only) | name and initials: _____ |
| <input type="checkbox"/> Office of Financial Aid | name and initials: _____ |
| <input type="checkbox"/> Office of Assessment & Ministerial Studies | name and initials: _____ |
| <input type="checkbox"/> Registrar | name and initials: _____ |
| <input type="checkbox"/> Academic Dean | name and initials: _____ |

I understand that my student account will be billed \$75 if the program changed is approved.

Signature of student

Date of request

A statement outlining the reasons for this request should be attached to this form. This form and the statement must be submitted to the Academic Dean by the deadline specified. Students wishing to transfer into one of the concentrated degree programs must also submit a statement from a full-time YDS faculty member who teaches in the concentration indicating their support for the change and their willingness to be your adviser if the program change is approved.

Approved ____ Denied ____ Date _____ Academic Dean _____
--