

METHODIST THEOLOGICAL SCHOOL

IN OHIO

CHANGE OF DEGREE OR PROGRAM

If you are changing your degree or certificate program, you will need to complete this form.

- If you are entering the **Master of Divinity** Program, in addition to completing this form, you must obtain one reference letter from a church or judicatory official. **This letter should be sent to the Admissions Office. The Director of Admissions must sign off on this form.**
- If you are entering the **Master of Arts in Counseling Ministries** Program, please note that an interview with the MACM Program Director is required for admission into the MACM Program. **The Admissions Office will help you schedule this interview. The MACM Program Director must sign off on this form.**
- Return the form, with appropriate signatures, to the Registrar for final processing with the Dean's Office.
- Changing programs can sometimes have an impact on financial aid eligibility and student accounts. Therefore, the Director of Financial Aid and the Business Office are notified. If you have questions, please check with the appropriate office.

Date _____

Name _____

Current Program _____

Program to be added _____ Track? _____ Program to be dropped _____

Anticipated graduation date _____ If dual degree, finish together or separate? _____

Effective Semester _____

Reason/rationale for changing programs (please use other side if necessary):

The following signatures are necessary to complete this form:

Student _____

Advisor _____

Director of Admissions _____
(if adding MDIV or MACM Degree)

MACM Program Director _____
(if adding MACM Degree)

Dean _____

Please return the completed form to the Office of the Registrar.

***** OFFICE USE ONLY *****

Notified: Business Office Financial Aid Development

Registrar's Office
Updated 6-2-10