



Office of Community Life
 4500 Massachusetts Avenue, NW • Washington, DC 20016
 PHONE 202-885-8694
 EMAIL communitylife@wesleyseminary.edu

DEGREE CHANGE REQUEST

Instructions:

1. Complete this form and return it to the Office of Community Life. The office will contact you to schedule a meeting with the Associate Dean of Community Life. The request will not be processed until this meeting has occurred.
2. The form will be reviewed, and a degree change may be granted or denied. This information, along with a degree evaluation, will be communicated to the student. If a degree change is granted, the student must complete a new degree plan worksheet.
3. A change in degree programs may affect financial aid and scholarships. If you receive financial aid, please contact Mary Vibert (mvibert@wesleyseminary.edu) before submitting this form.

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Last Name

First Name

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Date of Birth (mm/dd/yyyy)

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Wesley ID #

Current Degree

Program: MA MTS M.Div MA/M.Div. MA/MTS MTS/M.Div.

Desired Degree

Program: MA MTS M.Div MA/M.Div. MA/MTS MTS/M.Div.

Reason for Degree Change: _____

I have met with my current faculty advisor whose signature below confirms that meeting occurred. I understand that I will be assigned a new advisor if this request is granted. Additionally, if the degree change is granted, I will submit a new degree plan worksheet before the next registration period.

Student Signature **Date**

Faculty Advisor Signature **Date**

THIS SECTION FOR COMMUNITY LIFE OFFICE ONLY

____ Approved
 ____ Denied due to: _____

Dean Signature **Date**

INTERNATIONAL STUDENTS: You are required to have a conference with the Director of International Student Services prior to requesting a degree change.

Director of International Student Services **Date**

OFFICE USE ONLY: Date received _____ Date Processed _____

- Memo to Student Copy to Financial Aid Copy to Director of Int'l Student Services (for F-1 students only)