



Office of Community Life  
 4500 Massachusetts Avenue, NW • Washington, DC 20016  
 PHONE 202-885-8694  
 EMAIL [communitylife@wesleyseminary.edu](mailto: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 Campus 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 Mr. Dane Smith [\\_\(dasmith@wesleyseminary.edu\)](mailto:dasmith@wesleyseminary.edu) before submitting this form.

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**Last Name**

**First Name**

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**Date of Birth** (mm/dd/yyyy)

**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)