



Registrar Office Use Only:
 Data Entry: _____
 Academic Plan: _____
 Start Semester (Current): _____
 Eff. Start Semester (New) _____

CHANGE OF PROGRAM/EMPHASIS FORM

The change will become effective the fall or spring semester following Step 4c (see below).

Name: (Last) _____ (First) _____ (Middle) _____

Student's Academic Advisor: _____ Student ID: _____

Financial Aid (Scholarship/Loan): Yes _____ No _____ J1/F1 VISA: Yes _____ No _____

Step 1: CHANGE FROM (Choose One)	CHANGE TO: (Choose One)
<input type="checkbox"/> M.Div. – Pastoral Ministry <input type="checkbox"/> M.Div. – General <input type="checkbox"/> M.Div. – Counseling <input type="checkbox"/> M.Div. – Urban Mission	<input type="checkbox"/> M.Div. – Pastoral Ministry <input type="checkbox"/> M.Div. – Gen'l Ministries, General <input type="checkbox"/> M.Div. – Gen'l Ministries, Counseling <input type="checkbox"/> M.Div. – Gen'l Ministries, Urban Mission
<input type="checkbox"/> M.A.R. – Biblical Studies <input type="checkbox"/> M.A.R. – Theological Studies <input type="checkbox"/> M.A.R. – Urban Mission <input type="checkbox"/> M.A.R. – General	<input type="checkbox"/> M.A.R. – Biblical Studies <input type="checkbox"/> M.A.R. – Theological Studies <input type="checkbox"/> M.A.R. – Urban Mission <input type="checkbox"/> M.A.R. – General
<input type="checkbox"/> M.A. – Biblical Counseling <input type="checkbox"/> M.A. – Urban Mission	<input type="checkbox"/> M.A. – Biblical Counseling <input type="checkbox"/> M.A. – Urban Mission
<input type="checkbox"/> Cert. (either Biblical or Urban Studies)	<input type="checkbox"/> Cert. (either Biblical or Urban Studies)

Step 2: Reason for Change in Program/Emphasis

Reason: _____

Student Signature: _____ Date: _____

Step 3: Signatures Required

Students interested in changing programs (not emphasis) must meet with and obtain the signatures of both the Dean of Students and their Academic Advisor prior to Step 4.

I have met with the student,
Dean of Students' Signature: _____ **Date:** _____

I have met with the student,
Academic Advisor's Signature: _____ **Date:** _____

Step 4: Submission

- a. Submit required \$25 fee to the Finance Office. (See catalog's *Financial Information* pages.)
- b. The Finance Office will return the form to Registrar's Office after it receives the fee and signs the form. (The form will not be processed until the fee is received.)

Finance and Registrar's Office Use Only

Amount received: _____ Payment Type: _____ CC _____ Check (# _____) _____ Cash

Finance Officer's Signature: _____ Date Payment Received: _____

Registrar's Signature: _____ Date Received: _____

Step 5: Admissions Office (if required)

M.A.R., M.A. or Certificate students interested in moving up a program (M.A.R. to M.Div., M.A. to M.A.R. or M.Div., Certificate to M.A., M.A.R. or M.Div.) need to reapply through the Admissions Office. As part of the reapplication process, the Registrar's Office will submit this completed form to the Admissions Office, which will then contact you about reapplying. Once processed and signed, the Admissions Office will return this form to the Registrar's Office.

From Admissions Office: Program change is _____ **Approved** _____ **Denied**

Director of Admissions' Signature: _____ **Date:** _____