



## Academic Program Request Form Change/Add/Select

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

**Check below your current Program of record:**

MDIV  MDIV/MA  MAPS  MAPS/MS   
MA  MTS  GC  Continuing Ed

**Check below to Change  or Add  the Program desired:**

MDIV  MDIV/MA  MAPS  MAPS/MS   
MA  MTS  GC  Continuing Ed

(Note: if changing degree program, attach required statement)

**Check below to Declare MA Subject Area of Concentration**

Church Law       Church History       Moral Theology  
 Sacred Scripture       Spirituality Studies       Systematic Theology  
 Word/Worship

**Dept. Chair signature required:** \_\_\_\_\_

**Check below to Select the desired Graduate Certificate:**

Carmelite Studies       Franciscan Theology and Spirituality  
 Lay Liturgical Practice       Pastoral Ministry       Spiritual Direction Studies  
 Spirituality Studies       Theological Studies       Word/Worship

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Signatures:

\_\_\_\_\_  
Student

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
(Date)

## Academic Program Request Instructions

### To Add or Change your program of study:

Students must use the process described below to accomplish any of the following objectives:

- Change from one degree program to a different degree program
- Change from a graduate certificate to a degree program
- Change from a degree program to a graduate certificate
- Change from continuing education to a graduate certificate or degree program
- Add a graduate certificate or degree program to your existing program

Process for Adding or Changing:

1. Contact the Enrollment Services Office to determine eligibility and timeline to process the add/change request.
2. **Submit the following to the Enrollment Services Office** for evaluation and letter of admission, if accepted:
  - a. Change/Add/Select form with your advisor's signature
  - b. Any additional documentation required for admission into the new program (ie: transcripts, letters of recommendation, resume or CV)
  - c. If changing degree program, a brief statement describing the reason for changing degree programs.

### To declare a Program Area of Concentration:

Students in the MA or MDIV/MA program are required to identify their specific academic area of concentration. Selection should be made in the second or third semester of study. The following procedures apply to the initial selection and any subsequent changes to the area of concentration:

1. Select an area of concentration from the following:
  - a. Church Law
  - b. Ecclesiastical History
  - c. Sacred Scripture
  - d. Spirituality Studies
  - e. Systematic Theology
  - f. Moral Theology
  - g. Word and Worship
2. Consult with your faculty advisor and the appropriate department chair and secure their signatures on the Change/Add/Select form.
3. **Submit the form to the Registrar.**