

Instructions

for Evaluating a Change from the current degree to new reduced hour degree

Needed documents

1. Unofficial transcript
2. Current degree tracking form (purple sheet)
3. New reduced hour degree tracking form (blue sheet)
4. Curriculum Transition Worksheet (green sheet)
5. Declaration of Curricular Change (yellow sheet)
6. Course Feedback Form (yellow half sheet)
7. UMC Requirements (if you are United Methodist) (white sheet)
8. MDIV 3 year Degree Completion plan (white sheet)
9. Draft Fall Schedule (white sheet)

Instructions for students who have completed 2/3 or more of the *current* degree program (MDIV-60 hrs , MATS-40 hrs, MACM-40 hrs)

1. Print or view your unofficial transcript in Self-Service.
2. Note on the Current 90 hour degree tracking sheet (blue sheet) which courses you have NOT completed.
3. Fill out the new Curriculum Transition Worksheet (green sheet).
4. Compare the list you made in step 2 with the “needed credit hours” column of the Curriculum Transition worksheet and consider whether or not you want to transition to the new curriculum.
5. **If you do not want to transition** to the new curriculum, submit the Declaration of Curricular Change form and submit it *in hard copy* to Tahmeka Thompson by July 25, 2014.
6. **If you want to transition** to the new curriculum, submit the Declaration of Curricular Change form **and** Curriculum Transition Worksheet to Tahmeka Thompson *in hard copy* by July 25, 2014.
7. If you need less than 15 credit hours to complete all degree requirements, fill out Form: Course Feedback Form and return it to Tahmeka Thompson or Rachel McClain by Friday March 7.

Instructions for MDIV students who have completed less than 2/3 of the *current* degree program

1. Print or view your unofficial transcript in Self-Service.
2. Fill out the Curriculum Transition Worksheet (green sheet).
3. **If you do not want to transition** to the new curriculum, submit the Declaration of Curricular Change (yellow sheet) form *in hard copy* to Tahmeka Thompson by July 25, 2014
4. **If you want to transition** to the new curriculum submit the Declaration of Curricular Change (yellow sheet) form **and** Curriculum Transition Worksheet (green sheet) *in hard copy* to Tahmeka Thompson by July 25, 2014.