



# Request to Change to Online Master's Degree

This form is intended for students who are currently admitted to a traditional master's degree at Western Seminary and would like to change to an online master's degree program. If you are in the Graduate Studies Certificate or Diploma program and wish to change to an online master's degree program, you will, in addition to this form, need to submit an updated pastoral and personal recommendation (forms can be found on the website). Students who have a non-degree status should contact the admissions office for instructions on applying to a degree program.

Full Name \_\_\_\_\_ Student ID \_\_\_\_\_  
First Middle Last

Are you an international student? \_\_\_\_\_ Are you a veteran receiving tuition benefits? \_\_\_\_\_

Current Program \_\_\_\_\_ Requested Online Program and Track \_\_\_\_\_

I have read and understood the description of the program in the Academic Catalog.

Please respond to the following short answer questions on a separate page:

1. How do you plan to apply the training you would receive through your chosen online master's program?
2. What are your reasons for requesting to change to this online master's program?
3. What will you do in order to succeed in online studies?

Since the Online M.A. in Biblical and Theological Studies and Online M.A. in Ministry and Leadership programs require two one-week campus residency sessions at the beginning and end of the program, it is necessary that students are able to travel to the Portland campus and cover the cost of their trips.

Online Master of Divinity students must also make these two trips with an additional trip midway through their program to attend at least four credit hours of required (non-elective) courses.

- I agree to travel to Portland for one week of personal connection and instruction during my first year in the program. During this week I will attend student orientation on Sunday and two specific gateway classes on Monday through Friday.

I commit to coming in:  October or  June (choose one).

- I agree to travel to Portland for one week of personal connection and instruction during February of my final year in the program. During the week, I will attend one specific capstone class as determined by Western Seminary.
- Master of Divinity applicants only: I agree to travel to Portland for personal connection and instruction during the middle of my program to complete at least four credit hours of required (non-elective) courses.
- I agree to maintain at least the minimum standards for computer hardware, software and internet connection as long as I am enrolled in an online program. I will demonstrate that I meet the initial, minimum requirements by completing a Technology Assessment administered by Western Seminary.

By signing below, I understand and agree to the additional requirements for the online programs stated above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

STUDENTSERVICES@WESTERNSEMINARY.EDU  
5511 SE Hawthorne Blvd  
Portland, OR 97215  
503-517-1800 or 503.517.1801 FAX

OFFICE USE ONLY

Approve \_\_\_ Disapprove \_\_\_ Advisor \_\_\_\_\_ Registrar \_\_\_\_\_ Date \_\_\_\_\_

Term of Admission \_\_\_\_\_ Comments/Provisions \_\_\_\_\_