

MARTIN LUTHER COLLEGE—Studies in Educational Ministry Procedures for Changing Area of Study

Points to consider before processing your change of area of study:

- Realize that a change in your area of study may result in a lengthening of your program. This is especially true of a switch from the elementary major to the STEP, ECE, and staff ministry majors. This may also be the case if you are switching from the STEP, ECE, or staff ministry majors to the elementary major after you have completed your freshman year.
- Have you discussed this with your family?
- Will marriage plans enter into the scenario?
- Do you have the necessary grade point minimums in religion/doctrine, education, and major courses?
- If you are lengthening your program, do you have the necessary funds to continue your education?

If you have contemplated the above issues and wish to change your area of study, proceed as follows:

1. Print a copy of the final page of this document *Request for Change in Area of Study* and provide the necessary information.
2. Secure the proper program plan into which you are transferring. See...provide URL
3. Behind the course numbers on the program plan, mark with a check those courses you have completed with a passing grade. Those left unmarked remain to be taken.
4. Calculate the number of credits that remain in your program and determine the number of semesters you will need to complete the program. Refer to the MLC Catalog regarding credit load policies if necessary.
5. Using the Portal 5 Year Plan (located under the Scheduling drop down tab), determine when your future courses will be offered. Plan out your remaining semesters by writing in the space behind the course number the year and semester you plan to take each course. This is especially important for coursework specific to your major which is not offered every semester or every year. Be aware that STEP/ECE majors student teach in specific semesters for their STEP/ECE experiences. Although elementary student teaching experiences may usually be done in either semester, coursework in the major will usually drive which semester the elementary experience needs to happen. These intricacies in scheduling student teaching experiences are as follows:

Elementary professional semester suggested to be **semester one** for the following:

- STEP Mathematics
- STEP Music
- ECE Majors

Elementary professional semester suggested to be **semester two** for the following:

- STEP Spanish
- STEP Science
- STEP English (depends upon coursework needed)
- STEP Physical Education (depends upon coursework needed)

STEP professional semester must be **semester one** for the following:

- STEP Mathematics
- STEP Music
- STEP Physical Education
- STEP Science

STEP professional semester must be **semester two** for the following:

- STEP English
- STEP Spanish
- STEP Social Studies

6. Consult with your advisor regarding your new plan of study. Show your advisor the plan for your remaining semesters on campus. Have your advisor sign the appropriate line on the form *Request for Change in Area of Study*. Keep a copy of your new program plan for your files.
7. Bring your completed program plan for study with the *Request for Change in Area of Study* signed by your advisor to the office of the SEM Dean. You and your advisor will be informed via e-mail of the acceptance or rejection of your proposed change of program. If warranted, there may be a change in advisor. Your new advisor would also receive notice of your change in area of study. All changes will also be forwarded to the Records Office.

