

GRADUATE PROGRAM PROCEDURES FOR STUDENTS IN HARTFORD SEMINARY'S COOPERATIVE MASTER OF DIVINITY PROGRAM

Hartford Seminary has cooperative agreements with Andover Newton Theological School (ANTS) and Yale Divinity School (YDS) that allow qualified Master of Arts (M.A.) students to begin their studies at Hartford Seminary and, if accepted, to proceed to either of the cooperating seminaries to pursue a Mast of Divinity (M.Div.) degree. Students may take advantage of this special cooperative relationship and agreement by following the process and procedures outlined below.

Please Note: Hartford Seminary students may, at any time, apply on their own directly to ANTS and/or YDS. Being, or having been, a student at Hartford Seminary does not inhibit this. However, if a Hartford Seminary M.A. student wishes to receive the benefit of the special cooperative agreements with these two seminaries, the condition, procedures and process detailed below will apply and must be followed.

1. *Before* making an application to either ANTS or YDS through the Cooperative Program, the student must be an M.A. student in good standing and must have *completed* at least 24 credits at Hartford Seminary. At least 12 of the 24 credits must have been earned in courses taught by at least two different core faculty or faculty associates.
2. *Sequence:* The student must first apply to Hartford Seminary's "Cooperative M.Div. Committee" (hereafter, the "Committee") in order to be considered eligible to subsequently apply to ANTS and/or YDS as a Hartford Seminary *cooperative agreement* M.Div. applicant. The student must understand, in advance, that the committee's decision (whether to recommend or not recommend the student) will be communicated to ANTS and YDS.
3. The application to the Committee consists of:
 - A 2-3 Page statement describing why the student has decided an M.Div. degree is more appropriate to their purposes than an M.A. degree, why now is the time, which of the two cooperating seminaries they intend to apply to and why, and what place they anticipate their coursework and experience at Hartford Seminary will hold in the final blend of studies that will culminate in an M.Div. degree.
 - One letter of recommendation from a member of the *core* faculty or faculty associates of Hartford Seminary written specifically with the student's M.Div. aspirations in mind. The student will not have access to this letter, unless the student has stipulated *in advance* to the professor that s/he be given access. If the Committee recommends the student, this

letter will serve as one of two letters of recommendation that support the student's subsequent application to ANTS and/or YDS.

- A copy of the student's transcript from Hartford Seminary, officially requested by the student to be sent to the Committee (*the normal transcript fee will be waived*).
- A copy of what you consider the best academic research paper that you have written in the course of your studies at Hartford Seminary.

4. The Application deadlines for submitting materials to the Committee are as follows:

To be considered for admission	FALL semester admission	SPRING semester
ANTS	March 1	October 1
YDS	December 1	

- 5.a. If the Committee decides to recommend an applicant, the applicant must still apply to ANTS and/or YDS, using each school's standard application forms. The Committee's notification letter to the applicant of its decision to recommend will be accompanied by a catalogue and application form to the appropriate seminary(s).
- b. When the recommended student applies to the M.Div. program at the cooperating seminary, the student must alert the committee that they are proceeding with the M.Div. application. With this signal, the Committee will release two letters of recommendation on behalf of the student to the Seminary(s) to which the student is applying. ANTS and YDS will recognize these two letters as two of the required letters of recommendation *and* as the Committee's official recommendation of the student. The student will not have access to these two letters, unless the student has stipulated *in advance* that s/he be given access.
- c. Students who have been recommended by the Committee must request of the Hartford Seminary Registrar that an official copy of their transcript be sent to the cooperating seminary (*the normal transcript fee will be waived*).
- 6.a. If the Committee decides *not* to recommend an applicant, a letter will be sent to both ANTS and YDS indicating this and a brief explanation will be provided. The student may still apply to ANTS and/or YDS, but without the recommendation of the Hartford Seminary Cooperative M.Div. Committee, but with the waiver of the normal transcript fee. The admissions committees at ANTS and YDS are free to decide in any manner they see fit on the applicants who have failed to obtain our recommendation.
- b. An applicant to the Committee who has *not* received the Committee's recommendation may reapply after 6 *more credits* have been earned in Hartford Seminary courses *taught by core faculty or faculty associates*.
7. Students who have applied to the Committee may continue their M.A. program at Hartford Seminary regardless of the Committee's decision regarding their *eligibility* for the cooperative M.Div. program.

8. When a student does matriculate to one of the cooperating seminaries and transfers their credits into a M.Div. program, they are no longer matriculated in a degree program at Hartford Seminary.
9. The proper officials at ANTS and YDS will notify the Committee at Hartford Seminary when one of our recommended M.Div. applicants has officially enrolled in their programs. At that time, the student will be changed from an M.A. student to a “Special Student” in our records. The standard six-course limit *will not apply* to Special Students who have matriculated to ANTS and YDS through this procedure—they may continue to take courses at Hartford Seminary. But students who matriculate to YDS should understand that courses taken at Hartford Seminary *after* beginning studies at YDS will not be transferable to YDS.
10. Students who are both recommended by the Committee *and* accepted into and enroll in the M.Div. program at either ANTS or YDS, will, within 4 months of completion of their coursework at Hartford Seminary, receive a “Certificate of Professional Ministry” from Hartford Seminary.
11. According to the terms of the cooperative program agreements between Hartford Seminary and the cooperating seminaries, up to 45 credits from work done at Hartford Seminary may be transferred to ANTS toward their Master of Divinity degree; up to 36 credits from work done at Hartford Seminary may be transferred to YDS toward their Master of Divinity degree.
12. Students must select their courses carefully, under the guidance of their advisor at Hartford Seminary, to accumulate the optimal combination of courses that will be transferable. It is important to keep in mind, however, that the final determination of which courses will be transferred, and toward what curricular requirements, rests with Andover Newton Theological School or Yale Divinity school, who will be the degree granting institution.