

APPLICATION PROCEDURE NON-DEGREE PROGRAMS

Office of Theological Admissions
The Theological School
Drew University
Madison, New Jersey 07940-4067
973/408-3111 • FAX: 973/408-3242
E-mail: theoadm@drew.edu
Apply online at www.drew.edu/theo



DREW

Thank you for your interest in the Theological School at Drew University. Please refer to the catalogue for specific admission requirements for degree and non-degree programs. The Theological School of Drew University considers candidates for admission in terms of their overall qualifications for the program in question. The school does not consider sex, gender, race, ethnic background, national origin, sexual orientation, age, class or handicapping conditions in its admissions decisions.

APPLICATION PROCEDURE

The Theological School has a variety of non-degree options. Please read the information carefully to determine which option is appropriate for you, then follow the appropriate application procedure. All non-degree applications must be completed by **August 1** (for fall admission) or **January 5** (for spring admission). Materials submitted with an application are not released for other purposes and cannot be returned to the applicant.

The first four non-degree options, described below, follow the same application procedure.

Theological Unclassified. A limited number of persons wishing to take one course per semester, up to three courses (9 credits), but who do not wish to matriculate as degree candidates, may be admitted as unclassified students. Registration for courses is on a space-available basis, including the permission of the instructor.

Theological Online. A limited number of persons wishing to take one online course per semester, up to three online courses (9 credits), but who do not wish to matriculate as degree candidates, may be admitted as non-degree students. Registration for courses is on a space-available basis, including the permission of the instructor.

Theological Auditor. Matriculating students may receive permission to officially audit from the Academic Associate Dean's office and register for the class. They are charged the full audit rate.

Spouses of students, alumni/ae, and ministers may be permitted to officially audit courses as space is available as official auditors, with audit credit being entered into a permanent transcript record. After completing the admissions process they receive permission to audit from the Academic Associate Dean's office and register for the class. They are charged the full audit rate.

Certification Studies. This status is assigned to students in the United Methodist diaconal and certification programs who will receive their certificates from the United Methodist Church, but who take Drew course(s) to meet that program's academic requirements. These courses are taken for audit credit and are entered into a permanent transcript record. A separate application is required for each U.M. certification.

The non-degree options above follow this procedure:

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A one page statement (written on page 20 of this booklet or one typed, double spaced page) describing your reasons for seeking admission as a non-degree student and your goals for study.
- Official Transcript.** Your most recent transcript, from degree or non-degree work. Copies, faxed documents, and transcripts that have been opened by the applicant are not official.
- 2 Letters of Recommendation.** Any letter from a family member, spouse, or current Drew student will not be considered. Each letter must be accompanied by a complete Recommendation Form (pages 21–24 or available at www.drew.edu/theo). Recommendation letters that lack the Recommendation Form or include an incomplete form are unofficial and do not count towards completion of the application. Letters should be from recommenders in the following categories.
 - 1 Religious Leader (May be from an episcopal supervisor, pastor, clergy member, campus minister, judicatory official, district superintendent, etc.)
 - 1 Personal Acquaintance

Theological Visitor. This classification is used for persons enrolled in another seminary or theological institution who wish to take classes at Drew, generally summer classes, for academic credit.

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Recommendation.** A letter from the Academic Dean or Registrar at your home institution is required to complete the application. This letter should indicate approval for coursework at Drew and that the applicant is currently a student in good standing at the home institution.

Community Fellows. Members of the community who wish to explore new subjects in a non-credit setting can apply to be Community Fellows. This program offers selected courses that include matriculated students. The aim of this program is personal enrichment, not credit toward a degree. Community Fellows are non-matriculated students. Students, spouses of students, alumni/ae, and ministers are ineligible for this status and must apply as a Theological Auditors.

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Interview.** An on-campus interview is required for the completion of this application process. After submitting the application form, please contact the Office of Theological Admissions to schedule this.

Theological Special. Persons who do not wish to matriculate as candidates for degrees may be admitted as special students. Registration for courses is on a space-available basis. Students in this area are ineligible for financial aid.

- Application Form.** Submit either a) pages 19-20 of this booklet with \$35 application fee payable in US currency to Drew University or b) online application available at www.drew.edu/theo.
- Personal Statement.** A one page statement (written on page 20 of this booklet or one typed, double spaced page) describing your reasons for seeking admission as a non-degree student and your goal for study.
- Official Transcripts.** Transcripts from all post-secondary institutions are required. Copies, faxed documents, and transcripts that have been opened by the applicant are not official.
- 4 Letters of Recommendation.** Any letter from a family member, spouse, or current Drew student will not be considered. Each letter must be accompanied by a complete Recommendation Form (pages 21-24 and available at www.drew.edu/theo). Recommendation letters that lack the Recommendation Form or include an incomplete form are unofficial and do not count towards completion of the application. Letters should be from recommenders in the following categories.
 - 2 Religious Leaders (May be from an episcopal supervisor, pastor, clergy member, campus minister, judicatory official, district superintendent, etc.)
 - 1 Personal Acquaintance
 - 1 Academic (May include a major or minor professor, faculty advisor or academic dean. Applicants who have been out of school for two or more years should substitute with a recommendation from an employer, including a manager, supervisor or co-worker who you worked with or reported to during employment.)

When your application file is complete, it will be reviewed by our Admissions Committee, which consists of faculty, students and staff. The Committee meets regularly and you will be notified as soon as a decision has been made on your application.

Applicants are notified of the Admissions Committee decision by mail.

The acceptance letter that we send to successful applicants will contain an "Intent to Accept Form." Please complete this form and send it, along with a \$150 enrollment fee, back to the Admissions Office. You are not considered an incoming student until we receive the completed form and non-refundable fee. Enrollment in a non-degree program at Drew or in the United Methodist certificate programs does not constitute automatic acceptance in a degree-granting program of Drew Theological School.

If admitted, please write or type the student identification number on all checks or money orders made payable to Drew University. Theological non-degree students are charged per-hour fees for course work and certain general fees. For information, contact the Business Office at 973/408-3376/3114. See catalog for further details.

APPLICATION FOR ADMISSION – NON-DEGREE PROGRAMS

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Date of Application _____ Theological Unclassified UM Certification _____ (program)
 For admission in _____ Theological Online I have completed an undergraduate degree.
 Fall _____ Spring _____ Theological Audit I have completed some undergraduate courses.
 Theological Special I have completed a high school degree.
 Theological Visitor
 Community Fellows
 Other _____

Please read the accompanying instructions before completing this application. Answer all items. A \$35 non-refundable fee must accompany the application.

PERSONAL INFORMATION

Name _____
Title (Mr., Mrs., Ms.) First Middle Last (family) Suffix

Previous Names (if applicable) _____
Title (Mr., Mrs., Ms.) First Middle Last (family) Suffix

Current Address _____
Street

_____ City State Zip Code

Permanent address (if different from above) _____ Date current address expires _____
Street City State Zip Code

Phone Number (____) _____ Fax Number (____) _____

E-Mail Address _____ Sex Male Female

Date of Birth _____ Social Security Number _____

Denominational Affiliation _____ Place of Birth _____

Please print or type all answers.

Transcripts are required for all applications requesting academic credit. Official transcripts required from the last college or university must be submitted regardless of whether a degree was granted. The college or university may mail the official transcript directly to you or to our office. All transcripts should be received by our office in an unopened envelope and bear the official seal of the college or university.

A recent TOEFL and TWE is required for all applicants for whom English is not the first language. See page 4 of this application for more information.

Schools	Locations	Dates of Attendance	Degrees	
			Earned	In Progress

The following items are optional: *(This information is used only for purposes of statistical analysis and is not considered in the admission process.)*

Are you Hispanic or Latino/a?
 No, not Hispanic.
 Yes, Hispanic or Latino/a: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

What is your race? Mark one or more races to indicate what you consider yourself to be.
 White
 Black or African American
 American Indian or Alaska Native
 Asian
 Native Hawaiian or other Pacific Islander

Please use the space below to describe your reasons for seeking admission as a non-degree student and your goals for study. Please give special attention to describing your ministry and the directions you see yourself taking in the future. You may attach one typed page instead of using the space provided below.

ENDORSEMENT

In accordance with the Family Educational Rights and Privacy Act of 1974, you may waive your right to inspect the recommendations submitted on your behalf. Should you decide not to waive the right, you will have access to the recommendations only if you enroll in the Theological School at Drew University.

My signature attests that all the information contained in my application is factually correct and honestly presented.

I hereby waive my right of access to all recommendations. I do not waive my right of access to all recommendations.

Signature _____ Date: _____

Drew University is committed to seeking academic excellence while striving continuously to be a welcoming, diverse, and socially just campus. We aspire to provide an education that in content, scope and pedagogy embraces difference and promotes respect that extends beyond the classroom to all University spaces and to local and global communities. Diversity encompasses multiple dimensions, including, but not limited to, race, culture, nationality, ethnicity, geographic origin, class, sexual orientation, gender, disabilities, age, and religion. Our intent is to achieve a learning environment in which students, faculty, and staff understand the challenges, accomplishments, and perspectives of various groups of people, thus gaining a fuller understanding of themselves as well as how to engage in conversation spanning differences and commonalities. Achieving this vision is a fundamental commitment critical to Drew University's mission as an institution of higher learning. Questions concerning this policy, or complaints of discrimination, may be directed to George-Harold Jennings, Affirmative Action Officer, Drew University, Madison, NJ 07940; 973/408-3392. (Information provided in compliance with Title IX, Section 504, and the Age Discrimination Act.)

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