

If approved, a signed copy will be sent to the GTU common registrar, who will add approved credits to your PSR transcript. Notation on your PSR transcript will appear as only the number of credits, name of the institutions from which the credits were transferred, and the terms they were earned. Actual course names and grades from your transferred courses are not posted and are not included in your PSR grade point average calculation. This notation of transferred credits will not appear on your WebAdvisor transcript, but should appear on the hard copy of grades you receive after every Fall and Spring, so check to make sure it appears correctly on your grade reports.

Courses suitable for transfer of credit are 3-unit graduate level academic courses from an accredited institution—in theology or a closely related field that were taken (1) as a special or non-degree student, or (2) above and beyond degree requirements in a degree program, or (3) for a degree program which the student did not and will not complete. In rare cases, two 1.5-unit courses may be combined, if documentation proves the reading and written work was comparable to a 3-unit academic course. Up to 2/3 of your total required units may be transferred from a school outside PSR including courses from another school in the consortium. NHTS students may transfer up to 1/2 of total required units.

TRANSFER OF CREDIT FOR ELECTIVES:

for GTU and non-GTU courses

I want to transfer _____ units into the _____ program, to count as elective credits toward the total required _____ units.

These units apply only as electives toward the total-unit requirement. To apply them toward program requirements, see “Transfer of Credit for Required Courses” section below. Once transferred, these courses will become part of your permanent GTU transcript. For information on electives within your program, please visit <http://www.psr.edu/degree-and-certificate-programs>.

TRANSFER OF CREDIT FOR REQUIRED COURSES :

for GTU and non-GTU courses

I want to apply the courses indicated to the Basic Required course requirements or to the Area of Concentration course requirements, which total _____ units.

Attach a syllabus or description for each course for which you request to be used toward a requirement. If the course is not approved for requirements requested, it will be used for elective credits, unless you indicate otherwise. For information on Basic Required courses and Area of Concentration courses within your program, please visit <http://www.psr.edu/degree-and-certificate-programs>.

I certify that the information I have provided is true and correct.

Student signature

School of Affiliation

Date

You will receive a letter from the Assistant Dean for Academic Programs within 4-6 weeks with the result of your petition.