

If approved, notation on your PSR transcript will appear as only the number of credits, name(s) of the institution(s) from which the credits were transferred, and the term(s) they were earned. Actual transferred course names and grades 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 each Fall and Spring, so check to make sure it appears correctly on your grade reports.

Courses suitable for transfer of credit are graduate level academic courses from an ATS and/or WASC 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. 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. As PSR is on a semester system, quarter credits are transferred in at 2/3 the original rate.

Petitions are not approved until you received a response letter from the Assistant Dean for Academic Programs. Response letters reflecting the decision on your petition will be sent to you approximately one month after each the submission deadlines as outlined below.

Submission Deadline Materials received by	Will Receive a Response by
30-Sep	30-Oct
30-Dec	30-Jan
30-Mar	30-Apr
30-Jun	30-Jul

for GTU and non-GTU courses

I have read the PSR Policy on Transferring Credits (www.psr.edu/transferring-credits)

I want to transfer a total of _____ units into the _____ program, of which:

_____ **units I wish to use toward Basic Requirements**
 I have attached a syllabus and course description for each course for which I requested to be used toward a requirement. If the course is not approved for requirements requested, it will be used for elective credits, unless I indicate otherwise.

_____ **units I wish to use toward Electives**
 These units apply only as electives toward the total-unit requirement.

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

 Student signature

 School of Affiliation

 Date

Office use only

Received by

Date