Jesuit School of Theology
of Santa Clara University

PETITION TO TRANSFER COURSEWORK

for Transfer of Credit and Advanced Standing

Student Name:_____ Degree Program (non-M.A.†):_____

JST Transfer Credit Policies for transfer of credits from other institutions toward the fulfillment of degree requirements at JST: A student who has taken graduate courses in theology not longer than six years prior to matriculation may petition for advanced placement. This should normally be included in the admission materials. No units will be transferred which have already been counted toward another degree. No units will be considered for transfer which are not from accredited institutions of higher learning or were not attained at a graduate level. (See the JST-SCU Catalog for additional information about transfer credit and advanced standing, including information about maximum allowable limits in each degree program.)

Transcript records: Courses to be transferred must also appear on official transcripts from the institutions where they were taken. If these transcripts are not already on file in the JST Academic Dean's Office, you will be asked to provide them.

Additional records: **Incoming M.Div.** students who wish advanced standing in the program should supply the following, in addition to transcript records: (1) A syllabus or description of the content of each course for which you are requesting advanced standing; and (2) a description of your background in theology ***prior*** to taking these courses. (Students in other programs may be asked to supply this information as well.)

COURSES TO BE TRANSFERRED:

Term* & Year	**Course #**	**Full Course Title**	**Educational Institution**	**Grade**	**Number of Units/ Credits***	***Are these Semester or Quarter credits?**	**MDiv: Program Area? Elective?**

†GTU MA and MABL Students: See MA Petition to Transfer Coursework

JST PETITION TO TRANSFER COURSEWORK (Continued)

COURSES TO BE TRANSFERRED (Continued):

Term* & Year	Course #	Full Course Title	Educational Institution	Grade	Number of Units/ Credits*	*Are these Semester or Quarter credits?	MDiv: Program Area? Elective?

STUDENT CERTIFICATION:

I have taken the above **graduate** level courses in **theology** which I would like to have placed on my JST transcript and counted toward the above degree program. These courses have **not** been applied toward another degree program. I understand that the appropriate school officials will evaluate this petition and decide which courses will be placed on my JST transcript, and what, if any, requirements of the above degree program will be waived.

Student Signature:_____ Date:_____

Submit the completed form, along with any supporting documents, to the JST Associate Academic Dean's Office.

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Official School Use

SCHOOL APPROVALS

APPROVAL FOR MEMBERS OF RELIGIOUS ORDERS:

JST Program Director:_____ Date:_____

JST Director of Studies for Religious: _____ Date:_____

JST Executive Dean:_____ Date:_____