



STARR KING

SCHOOL FOR THE MINISTRY

PETITION FOR TRANSFER OF CREDITS

Starr King welcomes transfer students through our regular application process. Students admitted to Starr King's MDIV or MASC degree, who, within five years prior to their matriculation with Starr King have completed course work in an accredited theological school, or a graduate religious studies program, or who have completed a certified unit of Clinical Pastoral Education may request that credits be transferred *upon their admission to Starr King*. Students may also transfer credit for modules completed at the Chaplaincy Institute in exception to the general policy not to accept coursework from unaccredited institutions. Transfer credits count towards the required number of total credits needed to complete a degree program and the amount of all-inclusive tuition required will be reduced accordingly. Tuition credits will be prorated in accordance with the student's projected graduation date.

Note: The transfer policy for Common M.A. students is found in the M.A. Student Handbook published at www.gtu.edu.

In addition to completing this form, students must also submit documentation (i.e. an official transcript from the other school, or a Clinical Pastoral Education final evaluation) to the Director of Admissions. *Requests may be submitted any time during the admission process and early submission is encouraged. Requests must be received within 30 days of start of first semester.*

Signed approval of transfer credits will be communicated in writing to the entering student once the Dean of Faculty, Student Accounts Manager, and Registrar have reviewed and approved (in that order) the request.

Students must save the completed form as a PDF with the name as Term.TransferofCreditsPetition.Your first and last name. Then, email the form to registrar@sksm.edu, and Cc your advisor.

The office of the registrar will obtain the necessary signatures after the completed PDF form is received.

The following criteria will be applied in determining pre-admission transfer credits:

- Transferred course work must be within five years prior to matriculation, and relevant to the degree requirements and learning goals of the MDIV and/or the MASC
- Credit-hour equivalency will be determined by SKSM.
- No course work or CPE work that has been counted in the awarding of a completed degree at another institution will be transferrable.

Allowable limits on transfer credits:

- For MDIV candidates no more than 30 credits can be transferred.
- For MASC candidates no more than 15 credits can be transferred.
- For joint MDIV/MASC candidates no more than 39 credits can be transferred.

Student's Legal Name: _____

Degree(s) credits will be transferred towards: _____

PREVIOUS INSTITUTION

Name of Institution: _____

Start Date: _____ End Date: _____

Course Codes for Credits to Transfer (list all):

Total Number of Credits Transferred: _____

SKSM SIGNATURES AND DATES

1. Student: _____ Date: _____

2. Dean of Faculty: _____ Date: _____

3. Student Accts Mgr: _____ Date: _____

4. Registrar: _____ Date: _____

5. Director of Admissions: _____ Date: _____