



## 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 courses 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, so any transferred credits will reduce the total amount of tuition over the course of the program. Tuition credits will be prorated in accordance with the student's projected graduation date.

To request a transfer of credits, entering MDIV or MASC students must submit a written request (Petition for Transfer of Credit form) with all documentation (i.e. an official transcript from the other school, or a CPE final evaluation) to the Director of Admissions prior to admission. **Requests may be submitted any time during the admission process and early submission is encouraged. Requests must be received no later than August 1 or January 15.**

The request will be reviewed and acted upon by the Dean of Faculty (or, in their absence, the faculty member of the Admissions Committee). Signed approval of transfer credits will be communicated in writing to the entering student, student's Advisor, the SKSM Registrar, and the SKSM Student Accounts Manager.

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

- Transferred course work must be 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 transferable credits:*

- For MDIV candidates no more than 45 credits can be transferred.
- For MASC candidates no more than 24 credits can be transferred.
- For joint MDIV/MASC candidates no more than 57 credits can be transferred.
- For Chaplaincy Institute courses, no more than 18 credits can be transferred.

On behalf of SKSM, the Academic Dean may grant Advanced Standing, and all transfer limits are at the discretion of the Academic Dean.

Students must save the completed form as a PDF with the name as:  
[Term].[Transfer of Credits Petition].[First name Last name]

**Email form with all documentation to: Director of Admissions, [mwaterman@sksm.edu](mailto:mwaterman@sksm.edu)**

The Director of Admissions will oversee review with the Dean of Faculty.

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

*Additional Questions? Please contact our admissions department at [admissions@sksm.edu](mailto:admissions@sksm.edu).*

# PETITION FOR TRANSFER OF CREDITS

Student Name: \_\_\_\_\_

Student Legal Name (if different): \_\_\_\_\_

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:

Additional Notes:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Accounts Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Admissions Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENTS:** The Registrar will obtain all necessary electronic signatures

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