

INCOMING STUDENTS

Please submit requests for transfer credit evaluation prior to or concurrent with your first semester of enrollment at Western Seminary.

CONTINUING STUDENTS

If you wish to enroll in a course at another institution with the purpose of transferring credits to Western Seminary, please obtain the Western Seminary Registrar's approval prior to enrolling in the course.

TRANSFER CREDIT EVALUATION POLICIES

1. Transfer credit is accepted from graduate institutions accredited by the Association of Theological Schools or regional accrediting associations.
2. Transfer credit is granted to students currently enrolled in or applying to enter a degree or diploma program.
3. The course(s) to be transferred must approximately parallel the Western Seminary course content (80% or higher equivalence), as judged by comparing course descriptions or course syllabi.
4. The coursework must have been completed within ten years of the application for transfer credit evaluation. Students may request to be assessed by exam for currency on courses to be transferred that are more than five years old.
5. The coursework must have a grade of "B" (3.0) or higher. Courses assigned a passing grade, rather than a letter grade, will not be considered. Additional information regarding transfer credits may be found in the [Academic Catalog](#).
6. The student is expected to bring current competency of the course material (i.e. current working knowledge of the subject matter, as well as knowledge of current issues in the field). In some instances, the student will be interviewed or examined by a designated faculty member.
7. Please complete the information below with the courses you wish to transfer and the Western courses you believe they correspond with.

Name _____ Student ID _____ Date _____

Degree Program _____ Previous/Other School(s) _____

Equivalent course(s) at other school					Western Seminary course(s)	
Course No.	Course Name	Term	Credits	Grade	Course No.	Course Name

Please request an official transcript and course description(s) from the other school (unless these materials are already on file with your application). Your transcript must arrive in a sealed envelope in order to be considered official or through official electronic means to registrar@westernseminary.edu. Send this request form, your official transcript from the other school, and the corresponding course description(s) in one email to registrar@westernseminary.edu.

OFFICE USE ONLY

Registrar's Office _____ Date _____