Application for Transfer of Credit

Students seeking a maximum of 8 units must submit applications for each course to be reviewed. Incomplete applications will be returned to the applicant.

_____   _____

Student Name   Student ID Number

_____

E-mail address (Approval or denial will be sent to this address)

_____

Course to be Transferred

_____

Equivalent SCU Course Number and Title

To be approved all students requesting transfer must attach the following:
- » *Course Description*
- » *Final Syllabus*
- » *Sample of writing (must be graded)* **–OR–** *Graded test/quiz*
- » *Official transcript showing final grade*

Please note: The course or equivalent course must have been completed within five (5) years prior to beginning the program. *No grade below a B will be considered in the transfer credit process.*

Explanation for requesting course to be transferred (use additional paper if necessary):

_____

_____

_____

Please send this form and all information to:

Graduate Program in Pastoral Ministries
Santa Clara University
500 El Camino Real, Kenna Hall 323
Santa Clara, CA 95053

FOR OFFICE USE ONLY

❑ Approved   _____ (Units Granted)

❑ Need More Information _____

❑ Denied _____

SIGNATURES

Executive Director _____   Date _____