

# PETITION TO TRANSFER COURSEWORK

for Transfer of Credit, Tuition / Residency  
**GTU COMMON MA PROGRAM**

**Student Name:** \_\_\_\_\_ **School of Affiliation:** \_\_\_\_\_ **Area of Concentration\*:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Student:** This form **should be submitted to the Admissions Office during the admissions process.** Courses to be transferred must be listed below and also appear on official transcripts from the institutions where they were taken. These transcripts should be received during the admissions process and filed in your official GTU file. You will be asked to provide any missing transcripts. Read the criteria on the back of this form, then fill out both sides of the form, sign and collect the required signatures. If you have already begun your MA Program, **submit the completed form to the GTU Dean's Office** for processing and your official GTU file. .

**COURSES:**

*(examples in italics)*

TERM Fa/Yr Sp/Yr Su/Yr Wi/Yr	COURSE #	FULL COURSE TITLE	INSTITUTION	GRADE	NUMBER OF UNITS:	IF COURSE IS TO BE USED TOWARD AN M.A. PROGRAM REQUIREMENT, LIST GTU AREA:
Fa/14	OT 1076	Intro to the OT	PLTS/CDSP	A	3.0	Biblical Studies

\* If your Area of Concentration is Buddhist Studies, Hindu Studies, Islamic Studies, Jewish Studies, Orthodox Christian Studies, or Biblical Languages, and you wish to request advanced standing in one of your Area's additional or alternative requirements, please also specify which requirement the course fulfills

**over**

**TRANSFER OF CREDIT:**

*for GTU and non-GTU courses*

I want to apply \_\_\_\_\_ units from \_\_\_\_\_, a non-GTU member school and \_\_\_\_\_ units from \_\_\_\_\_, a GTU member school, toward the 48-unit full-tuition / residency requirement of the GTU Common MA program.

12 units may be transferred from a school outside the GTU, and 36 units may be transferred from a GTU member school. **The maximum number of transfer units is 36 units total.**

Courses suitable for transfer of credit are 3-unit academic courses—not professional or ministry courses—in theology or a closely related field that were taken (1) as a special or non-degree student, or (2) above and beyond degree requirements in a degree program, or (3) for a degree program which the student did not and will not complete. In rare cases, two 1.5-unit courses may be combined, if documentation proves the reading and written work was comparable to a 3-unit academic course.

**I certify that the information I have provided is true and correct.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
School of Affiliation

\_\_\_\_\_  
Date

**APPROVAL SIGNATURES:**

\_\_\_\_\_  
Dean of School of Affiliation

\_\_\_\_\_  
Date

\_\_\_\_\_  
MA Biblical Languages Coordinator

\_\_\_\_\_ **for MA students in Biblical Languages only**  
Date