

# PETITION TO TRANSFER COURSEWORK and/or apply for **ADVANCED STANDING** Pacific School of Religion

for PSR students only

GTU MA students: **DO NOT** use this form. Please use the [GTU Petition to Transfer Coursework form](#)

**Student Name:** \_\_\_\_\_ **Program:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Student:** Applicants interested in transferring courses or applying for advanced standing should be processed through the Admissions Office prior to your first semester enrollment. Once matriculated, current students should submit this form no later than the end of your first semester at PSR. Courses to be transferred must be listed below and must also appear on official transcripts from the accredited institutions where they were taken. These transcripts should be received by PSR during the admissions process. You will be asked to provide any missing transcripts. Read the description of each type of transfer on the back of this form, then fill out both sides of the form, sign and **submit the completed form with attachments (if any) to the PSR Assistant Dean for Academic Programs.**

**COURSES TO BE TRANSFERRED OR CONSIDERED FOR ADVANCED STANDING** *(examples in italics)*

TERM/ YR	COURSE #	FULL COURSE TITLE	INSTITUTION	GRADE	Fill in only one column per course		FOUNDATIONAL OR AREA REQUIREMENT I WOULD LIKE TO APPLY THIS COURSE TO	SYLLABUS IS ATTACHED
					TRANSFER CREDITS <small>List # of credits to be transferred.</small>	ADVANCED STANDING ONLY <small>Mark box with X.</small>		
							List the requirement in your PSR program you would like to apply this course toward fulfilling. Requirements listed <a href="http://www.psr.edu/degree-and-certificate-programs">http://www.psr.edu/degree-and-certificate-programs</a> View "worksheet" for a quick list. Syllabus must be attached	Mark with X. Required if used toward a req.
<i>FA/12</i>	<i>OT 1101</i>	<i>Intro to the OT</i>	<i>Chicago Theological Seminary</i>	<i>A</i>	<i>3.0</i>		<i>Old Testament</i>	<i>X</i>

If approved, notation on your PSR transcript will appear as only the number of credits, name(s) of the institution(s) from which the credits were transferred, and the term(s) they were earned. Actual transferred course names and grades are not posted and are not included in your PSR grade point average calculation. This notation of transferred credits will not appear on your WebAdvisor transcript, but should appear on the hard copy of grades you receive after each Fall and Spring, so check to make sure it appears correctly on your grade reports.

Courses suitable for transfer of credit are graduate level academic courses from an ATS and/or WASC (or equivalent) accredited institution—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. Up to 2/3 of your total required units may be transferred from a school outside PSR including courses from another school in the consortium. As PSR is on a semester system, quarter credits are transferred in at 2/3 the original rate.

Petitions are not approved until you received a response letter from the Assistant Dean for Academic Programs. Response letters reflecting the decision on your petition will be sent to you approximately one month after each the submission deadlines as outlined below.

Submission Deadline Materials received by	Will Receive a Response by
30-Sep	30-Oct
30-Dec	30-Jan
30-Mar	30-Apr
30-Jun	30-Jul

*for GTU and non-GTU courses*

**I have read the PSR Policy on Transferring Credits (<http://www.psr.edu/transferring-credits-advanced-standing>)**

**I want to transfer a total of \_\_\_\_\_ units into the \_\_\_\_\_ program, of which:**

\_\_\_\_\_ **units I wish to use toward Basic Requirements**  
 I have attached a syllabus and course description for each course for which I requested to be used toward a requirement. If the course is not approved for requirements requested, it will be used for elective credits, unless I indicate otherwise.

\_\_\_\_\_ **units I wish to use toward Electives**  
 These units apply only as electives toward the total-unit requirement.

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

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

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

\_\_\_\_\_   
 Date