



DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

AT THE GRADUATE THEOLOGICAL UNION

PETITION FOR CREDIT FOR PREVIOUS ACADEMIC WORK

Carefully read the *Credit for Previous Academic Work* and *Transfer of Academic Credit* sections of the *DSPT Student Handbook* for complete information. Then complete this written petition and obtain the required signatures. Submit the approved form and any attachments to the DSPT Registrar. An approved copy will be sent to the GTU Consortial Registrar to add the approved courses to your DSPT transcript.

Normally credits more than seven years old may not be transferred.

TO: The DSPT Academic Dean

FROM: _____
Student Name Degree Program Student ID #

Date Submitted: _____

Transfer of Credit

Use this option if you wish coursework which has not been used to complete a degree program from another institution outside the GTU (including UCB courses) to be counted towards your DSPT program and to appear on your DSPT transcript. Transferred courses will be counted as electives unless advanced standing (see below) is also requested. Transfer of credit may not exceed the following limits: 21 units in the MA (Philosophy), MA (Theology), or Master of Theological Studies programs; 27 units for the concurrent program; and 39 units in the Master of Divinity program.

I request to transfer the _____ units listed on the following page into my DSPT degree program.

Academic Dean Action:

Petition Granted

Petition Denied

Comments: _____

Advanced Standing

Use this option if you want to be excused from a program core distribution requirement. Please remember that advanced standing by itself does not provide credit toward the DSPT degree; you must also request a transfer of credit (see above).

I **do/ do not** (circle one) request to apply the credits indicated on the following page to fulfill the specific course or subject area requirements of my DSPT degree program.

Academic Dean Action:

Petition Granted

Petition Denied

Comments: _____

Tuition Credit

Tuition credit means that accepted transferred credit counts toward the total number of tuition units required in a degree program and thus reduces the total tuition expected for the program.

I request to apply _____ units toward the fulfillment of the tuition residency requirement of my DSPT degree program.

Academic Dean Action:

Petition Granted

Petition Denied

Comments: _____

Courses for consideration must be listed below and appear on official transcripts from the institutions where they were taken. **If the official transcripts are not already in your DSPT academic file, please attach them to this petition.** For courses taken while a student in another DSPT program (i.e. as a special student), please attach the most recent DSPT grade report.

Institution	Term	Course No.	Title	Grade	Transfer Units	Advanced Standing for (DSPT Req)	Tuition Credit
<i>ABC Univ</i>	<i>FA/11</i>	<i>OT-123</i>	<i>Pentateuch</i>	<i>A</i>	<i>3</i>	<i>OT-2500 Pentateuch</i>	<i>3</i>

TOTAL

Transfer Units

Tuition Credit

Signature of Student

Date

Signature of Advisor

Date

Signature of Academic Dean

Date

cc: Student
GTU Consortial Registrar Office

3/7/14