

TRANSFER CREDIT REQUEST

St. Stephen's College
8810 112 Street
Edmonton, AB T6G 2J6

Full Name of Student	
Student Program	

Transfer credit may be granted to applicants who have completed a minimum of 30 hours of graduate level work at a recognized **degree-granting** institution. The amount of transfer credit granted will depend on how applicable the previous course work is to the particular program applied for, and in no case is a student permitted to transfer more than half of the total course or other credits required for their program from another institution. Masters students may not transfer for credit any undergraduate courses in their field of study and/or area of specialization to satisfy the core program requirements; however, in some instances, a senior undergraduate course (300-400 level) may be transferred in to satisfy one elective requirement, with the permission of the Department Chair. Doctoral students may not transfer for credit any 500-level courses in their area of specialization; however, in some instances, a 500-level course may be transferred in to satisfy program requirements, with the permission of the Department Chair. Courses approved for transfer must have a minimum grade of 66% for Master and Doctoral students, and 50% for Bachelor students, and must not have been used as part of the basis for admission to the program. Transferred courses must not have been taken as part of any previously awarded degree, with the exception of co-requisite requirements.

Courses used for transfer credit should be no older than three years in the area of specialization or five years outside the area of specialization; however, acceptance of individual transfer credit will be at the discretion of the Department Chair.

New applicants: students should submit the transfer credit request form to the appropriate Department Chair for evaluation after formal application to the degree or certificate program has been made, and arrange for *official transcripts to be sent directly to the College. Evaluation of transcripts and other application documents will be conducted prior to the admission interview, and a list of courses approved for transfer credit will be provided to the applicant.

Current students: students currently enrolled in a St Stephen's College program and who wish to transfer credit to their program for course work at another institution, should request permission from their Department Chair prior to enrolling in the course in question. In order to receive credit, upon completion of the course an official transcript must be forwarded from the institution directly to St Stephen's Registrar's Office. NOTE: official transcripts are not required for University of Alberta credit courses offered through St Stephen's College via the Faculty of Arts (course numbers beginning with CH RTP), and INTD577.

University	Course Name/Number	Dates	St Stephen's College Degree or Certificate Program Equivalent

Attach supporting documentation, in the form of a course syllabus or Calendar description, to this form. **A full syllabus is preferred where available.** Transfer requests may be denied if supporting documentation is not sufficient to determine equivalencies. Email to st.stephens@ualberta.ca.

Recommendation		
<input type="checkbox"/>	APPROVED	
<input type="checkbox"/>	NOT APPROVED	If not approved, provide reason:

Signature: Student's Department Chair (Department of Advanced Degrees, Department of Psychotherapy and Spirituality or Department of Theological Studies)

Date

OFFICE USE ONLY

1. Chair: inform student of decision, forward form to Assistant Registrar
2. Official Transcript arrives at College; forward to Assistant Registrar
3. Transfer credit "Granted CR: CourseID at Institution" and grade 'S' entered into database

TRANSFER CREDIT ENTERED
IN STUDENT RECORD

Date: