

THE LUTHERAN THEOLOGICAL SEMINARY

APPLICATION FOR PROGRAM CREDIT BY COURSE TRANSFER OR WAIVER

WAIVER OF REQUIREMENTS

Students with undergraduate or non-accredited coursework similar to coursework in the MDiv or MAR curricula may petition for waiver of specific comparable courses at LTSP. **Waiver of a requirement is without credit**; that is, the student must substitute an equivalent number of elective units. Petition is through the appropriate faculty member(s) and the Dean and is to be reported by them in writing to the Registrar.

TRANSFER CREDITS

The acceptance of transfer credits from other graduate institutions is not automatic. Credits will be accepted only upon consultation with appropriate LTSP faculty members and the Dean. To be eligible for transfer toward the MDiv or MAR degree, a course completed at another school shall meet the following requirements:

- The course was taken at a fully accredited seminary or other graduate theological institution.
- The course was taken at the graduate or first professional level.
- The student had completed and received a baccalaureate degree before taking the course. Courses taken in the course of studies leading toward a baccalaureate degree, even if extraneous to that degree are not eligible for transfer.
- The course is clearly relevant to the student's Seminary degree program.
- The course was taken no more than seven years prior to the student's admission to the Seminary degree program. A course accepted in transfer that becomes ten years old before the student completes degree requirements will normally be dropped from the student's transfer credits.
- The course was not previously credited toward another master's degree, either received or anticipated.
- The students received a grade equivalent to a C or better ("pass" in the case of a pass/fail course).

Any student wishing to have a course transferred in fulfillment of a degree requirement, rather than as a free elective, shall first seek the permission of the instructor and/or area offering the course. The student should be prepared to submit a course description, syllabus, bibliography, and/or sample coursework upon request. The instructor and/or area may grant credit toward a core or option requirement while requiring that the student take additional work in that field.

Not more than 17 units in the MDiv program or 10 units in the MAR program may be fulfilled through transfer credits.

TRANSFER OF COURSES TAKEN THROUGH DISTANCE EDUCATION

Any student wishing to take for credit toward his/her Seminary degree program a course offered by another institution via distance education must have **advance permission in writing** from the Dean.

STUDENT, COMPLETE FOLLOWING SECTION; SUBMIT FORM TO REGISTRAR

STUDENT: _____ DEGREE PROGRAM: _____

E-MAIL: _____ (Admitted students must use "@ltsp" address)

[Please note that all correspondence regarding this request will be conducted by email.]

I request ___ transfer of credit ___ waiver of requirements for the following LTSP program requirement:

___ Core requirement (specify): _____

___ Option requirement (specify): _____

___ Free elective

This request is made on the following basis:

___ Prior coursework ___ Educational background (for waivers only)

If course, number and title: _____

Course Units (specify quarter or semester hours): _____

Institution where course taken: _____

[Institution must be fully accredited graduate school, seminary, or divinity school. Transfer will not be effected unless an **official transcript has been received in the Registrar's Office directly from the issuing institution.**]

Please attach appropriate supportive materials (specify materials attached):

___ Catalog description ___ Course bibliography ___ Sample coursework

___ Course syllabus ___ Narrative summary ___ Other: _____

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____ OR ___ Email attached

Date received from student: _____

REGISTRAR'S REPORT:

To APPROPRIATE LTSP INSTRUCTOR: _____

___ I certify that I have received a transcript from a fully accredited institution showing that this student completed the course for which transfer is requested with a grade of C or better. The course hours are the equivalent of _____ LTSP units.

___ Please review the descriptive materials provided and submit your evaluation to me below.

NOTES:

Registrar signature: _____ Date: _____

INSTRUCTOR EVALUATION OF COURSE TRANSFER/WAIVER REQUEST

Instructor, please review student's request for waiver or transfer per criteria on p. 1, along with supporting materials. Indicate your judgments below and submit this form to the Dean for final approval.

INSTRUCTOR: _____

___ I **endorse** the ___ granting of credit for this course as a: _____ waiver of the following:

___ Core requirement (specify): _____

___ Option requirement (specify): _____

___ Free elective (*applies to course transfers only*)

If course/waiver only partially meets the above requirement, please indicate any additional or substitute courses or other remedial steps the student will be required to take:

___ I **do not endorse** the requested waiver or granting of credit for this course.

SIGNATURE OF INSTRUCTOR

DATE

INSTRUCTOR, PLEASE RETURN THIS FORM TO REGISTRAR FOR SUBMISSION TO DEAN

DEAN'S EVALUATION OF COURSE TRANSFER/WAIVER REQUEST

___ Request for **waiver of requirement** is approved per conditions set by instructor, above.

___ Request for **course transfer** is approved per conditions set by instructor(s), above.

___ Request for waiver or course transfer is **denied**.

SIGNATURE OF DEAN

DATE

DEAN, PLEASE RETURN TO REGISTRAR'S OFFICE.