

UNION THEOLOGICAL SEMINARY

Transfer of Credit Policy

Students who have successfully undertaken graduate studies in an accredited theological school prior to their admission to Union Theological Seminary may request a transfer of credits to be applied toward the Union Master of Divinity or Master of Arts degrees. Transfer credits are not accepted for the Master of Sacred Theology or Doctor of Philosophy degrees.

Transfer students must take at least one course at Union in the Biblical, Historical, Theological, Interreligious Engagement, and Practical Theology fields. The final semester's work for the Master of Divinity or Master of Arts degree is to be done at the Seminary, except by permission of the Dean of Academic Affairs.

The Dean of Academic Affairs has sole discretion to authorize and allocate the transfer of credit, in accordance with the following requirements and limitations:

- A maximum of 45% of credits required for the Union Master of Divinity or Master of Arts degrees may be considered for transfer.
- Transferred courses must be relevant to the student's Union program.
- A grade of B or higher is requisite for credit to be transferred.
- Transfer credit may not be applied to required courses unless a student can demonstrate, to the satisfaction of the Dean of Academic Affairs, that the course at another school was similar in level, scope, and approach to Union courses.
- Courses taken more than seven years prior to the student's admission to Union are ineligible for transfer of credit in the absence of exceptional circumstances.

Normally, requests for transfer of credit are determined after one semester of full time study at the Seminary. However, incoming students may apply for an early credit-transfer determination by submitting an application to the Associate Dean of Admissions and Financial Aid, no later than March 15th of the calendar year in which studies will begin. The application for an early credit-transfer determination must demonstrate, with supporting documentation, that the courses for which credit-transfer is requested meet the requirements listed above. Such documentation should include, at a minimum, an official transcript, course syllabi, and representative samples of the student's work in courses for which credit-transfer is requested. It is within the sole discretion of the Dean of Academic Affairs to grant or deny in whole or in part, a request for an early credit-transfer determination or to defer a determination until after a full semester of study at the Seminary has been completed.