GUIDELINES FOR REQUESTING TRANSFER OF CREDITS

ORU PH.D. THEOLOGY

Transfer credits may be awarded toward the ORU PhD in Theology. After an applicant has completed his/her application and been accepted into the program, he/she may submit an online petition to transfer (see link below). The purpose of granting transfer credit is to acknowledge significant previous academic work in the context of an accredited doctoral level graduate degree program in theology. Transfer credit is applied toward a required course in the degree plan.

Our policy for transfer of credits is based on the Educational Standards of ATS (Association of Theological Schools), as follows:

ES.7.2 Transfer of credits

ES.7.2.1 A theological school has the right and responsibility to determine if it will accept credits for work completed at other institutions toward the degrees it grants.

ES.7.2.2 If an institution determines that it will accept transfer credits, it should ensure that courses in which the credits were earned were eligible for graduate credit in the institution at which they were taken and, preferably, were completed at an institution accredited by a recognized accrediting body.

ES.7.2.3 Two-thirds of the credits required in a Board-approved degree may be granted on the basis of transfer credits, subject to the limitation in ES.7.3.1 below.

ES.7.3.1 Institutions have the right to determine if credits that have been earned as part of the award of another graduate degree program can be transferred to the institution’s approved degree programs. If an institution determines it will accept credits applied to other graduate degree programs, not more than half of the credits required for the other degree may be transferred into a Board-approved degree program.

Procedure for composing a Petition

1. The maximum allowance is nine credits;
2. Only courses on the Ph.D./Th.D. level would be considered for waiver/transfer;
3. The minimum grade to be considered is B;
4. The student is to submit a petition with the syllabus, the main paper, and the grade (in a transcript).

The petition and documentation will be retained as part of the student’s permanent file, unless the student requests that it be returned.

A successful petition will result in the granting of credits for a particular course. The supporting documentation must include a detailed account of the academic work for which credit is sought and an explanation of how this work increased the student’s knowledge base and development of skills in research and writing related to the discipline of theology. The Admissions Committee will assess the level of equivalence between the student’s previous academic work and the syllabus of the ORU course for which the student requests transfer credits.

The supporting documentation should include the following components:

* Description: The petitioner will provide a specific description of the previous work and the context in which it was completed (course, instructor, curriculum, and institution).
* Equivalence: How does the previous work match up with goals, learning outcomes, and assessments set forth in the syllabus of the ORU PhD course.
* Rationale: Why does this previous work merit transfer credits for the ORU Ph.D. in Theology?
* Documentation: Attached relevant documentation supporting the petition, such as a letter of validation from a responsible individual at the student’s place of employment or educational institution, a sample of the work, copies of certificates or awards received in connection with the work, CEU certificates, syllabi of courses, workshops, seminars, taught or taken, art portfolios, and a statement from a former advisor.

**Application Instructions**

1. Request form from Ph.D. Office - **How to Apply for Prerequisite, Advanced Standing and/or Transfer Credit.**
2. Fill out sections 1, 2, and 3.
3. To fill out section 4, “Possible Course Substitutions for Prerequisite, Advanced Standing, and/or Transfer Credit”:
   1. Review degree plan of the desired GSTM program at <http://degreeplansheets.oru.edu/>
   2. Review transcript(s) from undergraduate/other institution(s) for courses that may apply to degree plan and list possible course(s) on the left column; include course number, name, credit hours, and grade.
   3. If needed, review ORU course description(s) in the academic catalog at <http://www.oru.edu/academics/catalog/>. Graduate theology courses begin with GBIB, GTHE, and PRM.
   4. List possible ORU equivalent course(s) in the appropriate column.
4. The following documents must accompany the completed application :
   1. Official transcript(s) from other accredited institution(s) (unofficial transcript acceptable from ORU grads).
   2. Course description(s) from institutional academic catalog(s) for all courses for which credit is being requested.\*
   3. Syllabi for all courses for which credit is being requested.\* If the syllabus for the semester/year the course was taken is not available, use a current syllabus.
5. Email the application and all required documents to [gradtheoacademics@oru.edu](mailto:gradtheoacademics@oru.edu) .

Please note:

* Incomplete applications or those lacking required documents will be returned to the student.
* The GSTM Academic Committee will evaluate transcripts and syllabi to determine what courses, if any, qualify for prerequisite, advanced standing, and/or transfer credit.
* A copy of the application, signed by the dean, will be returned to the student indicating the Academic Committee’s decision.

If you have any questions please contact, gradtheoacademics@oru.edu or theologyphd@oru.edu.

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