

DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

PETITION TO TRANSFER PREVIOUS ACADEMIC COURSEWORK

Carefully read the *Transfer of Academic Credit and Credit for Previous Academic Work* section 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.

Student Name: _____ Date: _____

Degree Program: _____ Student ID #: _____

Use this form to request that coursework that has not been used to complete another degree program be counted towards your DSPT program and to appear on your DSPT transcript. Transferred courses will be counted as electives, unless a request for course substitution (indicated in the table on the back) is also granted.

Whenever possible, attach syllabi (or at least course descriptions) for the courses you are asking to transfer. To approve the transfer, DSPT must receive official transcripts directly from the other institution(s). If the institution is outside the United States and does not use the ECTS system, please also attach the institution's guide for interpreting grades and/or units, e.g. how are units at the other institution equated to USA semester units, or how many contact hours and non-contact hours does each unit represent.

If you wish to transfer more courses than spaces available on the next page, attach a separate sheet with the information indicated in the table on the reverse.

Normally credits more than seven years old may not be transferred. The final determination of eligibility for transfer is made by the Academic Dean. If there is doubt about a course substitution, the Dean may ask you to discuss your previous coursework (and supply a syllabus) to the DSPT Instructor of the course, who will advise the Dean on whether the previous coursework covers the requirements of the DSPT course. Credits successfully transferred into a degree program are also counted for tuition credit for the student's program, contributing toward the total number of credits required for the degree. Transfer of credit may not exceed the following limits:

- 21 units in the MA (Philosophy) or MA (Theology);
- 27 units for the concurrent MA (Philosophy), MA (Theology) program; and
- 39 units in the Master of Divinity program.

I request to transfer the _____ units listed on the following page (or on an attached sheet) into my DSPT degree program.

Student Signature: _____ Date: _____

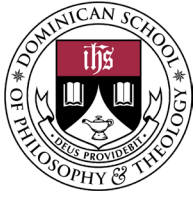
Advisor Signature: _____ Date: _____

DEAN ACTION:

☐ Petition Granted _____

☐ Petition Denied _____

Academic Dean
Signature: _____ Date: _____



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Institution where previous course(s) taken	Term	Course Title and Number at other institution	Grade	Units at other institution	DSPT course to substitute (if applicable)	Units at DSPT