



## **Transfer Credit Request Procedures**

In accordance with the Seminary policy as outlined in the catalog, students may transfer up to one-half of the credit hours required for a degree. All transfer courses must have received a grade of 'C' or higher from an accredited institution in order to be considered for transfer. Transferred credits may fulfill up to one half of the credit hours needed for graduation from the Pentecostal Theological Seminary degree program for which the student is applying.

In order to receive transfer credit for seminary core or concentration courses, students will be required to provide course documents verifying parallel outcomes between transfer courses and seminary requirements. Transfer credit will not be given for coursework that is more than 10 years old. Exceptions to this policy may be granted in cases where documentation and demonstration of course equivalency can be established. Transfer credit cannot count toward meeting the minimum requirement of one year of residential coursework.

The following information must be submitted in order for a transfer credit request evaluation to take place:

- Copy of transcript from previous institution
- Transfer Credit Evaluation Form
- Syllabi, term papers, notes and other information indicating the content for the course(s) for which transfer credit is being requested

Please submit all transfer credit requests and the above information to the Office of Academics. Once all information is submitted, the Assistant Academic Dean will evaluate the transfer credit request. Students will be notified once a decision has been made. For questions please contact the Office of Academics at (423) 478-7949 or [academics@ptseminary.edu](mailto:academics@ptseminary.edu).