PETITION TO TRANSFER COURSEWORK  
for Transfer of Credit, Tuition / Residency & Advanced Standing  
GTU COMMON MA PROGRAM

Student Name: ___________________________ School of Affiliation: ___________ Area of Concentration*: ___________ ID#: ___________

Student: This form should be submitted to the Admissions Office during the admissions process. Courses to be transferred must be listed below and also appear on official transcripts from the institutions where they were taken. These transcripts should be received during the admissions process and filed in your official GTU file. You will be asked to provide any missing transcripts. Read the description of each type of transfer on the back of this form, then fill out both sides of the form, sign and collect the required signatures. If you have already begun your MA Program, submit the completed form to the GTU Dean’s Office for processing and your official GTU file.

COURSES FOR TRANSFER OR ADVANCED STANDING:  (examples in italics)

<table>
<thead>
<tr>
<th>TERM</th>
<th>COURSE #</th>
<th>FULL COURSE TITLE</th>
<th>INSTITUTION</th>
<th>GRAD E</th>
<th>TRANSFER OF CREDIT:</th>
<th>ADVANCED STANDING:</th>
<th>TUITION / RESIDENCY:</th>
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<tbody>
<tr>
<td>Fa/14</td>
<td>OT 1076</td>
<td>Intro to the OT</td>
<td>PLTS/CDSP</td>
<td>A</td>
<td>3.0</td>
<td>Biblical Studies</td>
<td>3.0</td>
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* If your Area of Concentration is Buddhist Studies, Jewish Studies, Orthodox Christian Studies, or Biblical Languages, and you wish to request advanced standing in one of your Area's additional or alternative requirements, please also specify which requirement the course fulfills

over
### TRANSFER OF CREDIT:

I want to transfer _______ units into the GTU Common MA program, to count toward the total required 48 units.

These units apply only as electives toward the 48-total-unit requirement. To apply them toward program requirements, see “Advanced Standing” section below. Once transferred, these courses will become part of your permanent GTU transcript.

12 units may be transferred from a school outside the GTU, and 36 units may be transferred from a GTU member school. **The maximum number of transfer units is 36 units total.**

Courses suitable for transfer of credit are 3-unit academic courses—not professional or ministry courses—in theology or a closely related field that were taken (1) as a special or non-degree student, or (2) above and beyond degree requirements in a degree program, or (3) for a degree program which the student did not and will not complete. In rare cases, two 1.5-unit courses may be combined, if documentation proves the reading and written work was comparable to a 3-unit academic course.

I want to apply ________ units from ____________________________________, a non-GTU member school and _______ units from ________________________, a GTU member school, toward the 48-unit full-tuition / residency requirement of the GTU Common MA program.

Up to 12 units from a non-GTU member school may be applied to this requirement. **Only 36 units total** can be transferred and applied toward Tuition/Residency.

### ADVANCED STANDING:

I want to apply the courses indicated to requirements of the GTU Common MA Program and to the tuition/residency requirement.

Attach a transcript, syllabus or description for each course for which you request advanced standing. If a GTU course, a description from the Schedule of Classes may be adequate, unless the Dean requires more information. If the course was offered by a professor at your School of Affiliation, this attachment may be waived at the Dean’s discretion. Note: Advanced Standing for the MA in Biblical Languages program requirements must be approved by the MA Biblical Languages Coordinator and the Dean of the School of Affiliation.

Up to 18 units of this prior course work can be applied toward the Tuition/Residency requirement.

I certify that the information I have provided is true and correct.

<table>
<thead>
<tr>
<th>Student signature</th>
<th>School of Affiliation</th>
<th>Date</th>
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### APPROVAL SIGNATURES:

Dean of School of Affiliation

Date

MA Biblical Languages Coordinator

Date for MA students in Biblical Languages only

Updated 7/7/14