

TRANSFER CREDIT REQUEST

St. Stephen's College
8810 112 Street
Edmonton, AB T6G 2J6

Full Name of Student	
Student Program	

Transfer credit refers to the formal transfer of credit for a course(s) that has been earned outside of the program. Transfer credit may be granted to applicants who have completed courses at a recognized degree-granting institution. **Students applying for approval of transfer credit must complete a Transfer Credit Request form and submit it to the Registrar's Office along with a non-refundable evaluation fee of \$110 (no charge for CH RTP transfers); each application can include a maximum of 3 courses for transfer.** If the transfer credits are approved by the Department Chair/Associate Chair, a transfer credit statement will appear on the student's transcript. The amount of transfer credit granted will depend on how applicable the previous course work is to the particular program applied for, and in no case is a student permitted to transfer more than half of the total course or other credits required for their program from another institution. Courses approved for transfer must have a minimum grade of 66%, and must not have been used as part of the basis for admission to the program. Transferred courses must not have been taken as part of any previously awarded degree, with the exception of co-requisite requirements. Courses used for transfer credit should be no older than three years in the area of specialization or five years outside the area of specialization; however, acceptance of individual transfer credit will be at the discretion of the Department Chair or Associate Chair. Students taking courses at other post-secondary institutions for transfer credit may be eligible for classification as Visiting Students at these other institutions. Letters of Permission will be provided by the Registrar's Office upon request. Transfer credits from other institutions are not normally accepted into St. Stephen's College Graduate Certificate programs.

Masters students may not transfer for credit any undergraduate courses in their field of study and/or area of specialization to satisfy the core program requirements; however, in some instances, a senior undergraduate course (300-400 level) may be transferred in to satisfy one elective requirement, with the permission of the Department Chair or Associate Chair. Doctoral students may not transfer for credit any 500-level courses in their area of specialization; however, in some instances, a 500-level course may be transferred in to satisfy program requirements, with the permission of the Department Chair.

Students currently enrolled in a St. Stephen's College program who wish to transfer credit to their program for course work at another institution should submit a transfer request and receive approval prior to enrolling in the course in question. In order to receive credit, upon completion of the course an official transcript must be forwarded from the institution directly to St. Stephen's Registrar's Office.

Attach a course *syllabus of the course you are proposing be approved as a transfer credit, and any other supporting documentation. Transfer requests may be denied if supporting documentation is not sufficient to determine equivalencies. Email to st.stephens@ualberta.ca.

*NOTE: official transcript and syllabus are not required for University of Alberta credit courses offered through St Stephen's College via the Faculty of Arts (course numbers beginning with CH RTP), or for INTD577.

University	Course Name/Number	Start/End Dates	St Stephen's College Course Equivalent

Recommendation		
<input type="checkbox"/>	APPROVED	
<input type="checkbox"/>	NOT APPROVED	If not approved, provide reason:

Signature: Student's Department/Associate Chair
(Department of Theology or Department of Psychotherapy and Spirituality)

Date

OFFICE USE ONLY	INITIAL
1. Registrar's Office: payment received	A/Registrar:
2. Chair: inform student of decision, forward form to Assistant Registrar	Chair:
3. Official Transcript arrives at Registrar's Office: Transfer credit "Granted CR: CourseID at Institution" and grade 'S' entered into student record in database	A/Registrar: