

Transfer of Credit Request Form

Upon completion, please submit this form to the Dean's Office.

Students who have completed course work at other accredited graduate institutions may receive transfer credit for courses that are comparable to offerings in the Emmanuel curriculum. Transfer of credit is not automatic; it is conditional upon the approval by the Academic Dean in consultation with the faculty.

- A student may request transfer credit for courses equivalent to courses at ECS. Only courses with content that closely approximates core courses will be accepted as transfer for credit for ECS core requirements.
- Only one-half of the courses required for an ECS degree may be granted by transfer of credit.
 - Master of Divinity – 45 credit hours
 - Master of Arts in Religion – 28 credit hours
 - Master of Christian Ministries – 24 credit hours
- Transfer of credit beyond this limit (not exceeding two-thirds) may be granted only in special circumstances. The request must include a rationale for permitting further credit based on such factors as ministry experience, personal reference, academic excellence, or other relevant information. All requests will be reviewed by the Academic Dean's office.
- Only one-third of the courses required for an ECS degree may be granted by transfer of credit if the courses were completed through online/distance format. This is to ensure that students meet the residency requirements for all ATS-approved degrees offered by ECS.
- Courses completed more than 10 years previous may not be accepted as transfer credit unless continued competency can be demonstrated.
- Consideration for transfer of credit is available for students whose cumulative GPA is 2.5 or higher (on a 4.0 scale) at the transfer school and at ECS at the time of request and who received a grade of C or higher in the course(s) being considered.
- Field education/internship credits will be evaluated by the field education/internship supervisor.

Student Name: _____

Date: _____

Current Degree Program: _____

Please attach to this form the following:

1. A list of the completed courses alongside the closest equivalent courses from Emmanuel's catalog for which you are requesting substitution of those credits.
2. A web link to the graduate catalog or a hard copy of each course description from the transfer school.

Upon request (though you may submit with this initial form), you may be asked to provide the syllabus for the course and/or completed assignments from this course.

Student Signature: _____ Advisor Signature: _____

In submitting this form, I recognize that this request is subject to faculty approval, and courses may not be approved for credit transfer.

OFFICE USE ONLY

Approved
Rejected

Academic Dean Signature: _____ Date: _____

Comments: