

Pittsburgh Theological Seminary

Transfer of Academic Credit from Other Institutions

Transfer of academic credit from accredited seminary or graduate program in religion requires an up-to-date official transcript from the other institution, normally at least a B grade in the course, and the judgment of the Dean of Faculty that the course is appropriate for the PTS curriculum. If the transfer is from a Presbyterian (USA) seminary, only the course description is additionally necessary. If the transfer is from another seminary, the student should be able to present to the Dean as much information about the course as possible: course description, syllabus, term papers. In some cases these materials may be required before approval is given. The Dean may consult with faculty in the relevant field before making a final decision about transfer of credit. If more than 12 credit hours are transferred, the transfer student is not eligible for special awards, scholarships and prizes. Transfer students may, however, be eligible for financial aid.

A student must complete a minimum of one academic year at Pittsburgh Theological Seminary in order to become a candidate for a degree from the Seminary.

In the case of *distance learning courses*, no more than 12 credit hours may be transferred. In addition to the above requirements, no approval can be given without the Dean's review of the course description and syllabus, which must include the name of the person who taught the course, required reading and other course requirements, and how students' work in the course was evaluated. The student should also present to the Dean other relevant material, such as term papers and examinations; in some cases these may be required before approval is given. Distance education courses should be clearly identified on official transcripts or, if not so noted on the transcript, identified by the student.

An option open to all students is that of demonstrating adequate knowledge of the content of a course that is required for graduation, so that the student may be exempted from taking the course. The demonstration has the form of an examination conducted by a member of the faculty. This option does not grant academic credit for the exempted course and does it reduce the total number of credit hours required for graduation.