Request for Transfer Credit/Course Exemptions
Vancouver School of Theology

Students wishing to be considered for transfer credit or course exemption should make an appointment with the Registrar of Vancouver School of Theology and present all relevant material for consideration (course syllabi, assignments, transcripts). Where necessary, additional appointments will be arranged with appropriate members of VST’s faculty to determine transfer/exemption eligibility.

Student Name: __________________________________________ Date: ____________
(first)   (last)

Degree Program: __________________________________________

Transfer Credit: students who have studied at the graduate level in another theological college or seminary may qualify to transfer up to 1/3 of required credit hours into their VST degree program. Normally, only those courses with a grade of B or better will be considered for transfer credit. **Official transcripts; course outlines and syllabi; and any pertinent evaluations must be made available for all locating decisions.

Transfer students applying for transfer credit for work completed elsewhere must have completed that work no more than seven years prior to admission to VST.

Graduate courses from other institution: VST equivalent:
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**Course Exemption:** students who have completed course work at an undergraduate level OR through non-degree status experience or programs may request exemption from courses in which similar work is required. Experience-based exemptions rarely qualify for degree credit. **Detailed descriptions of courses, experience and evaluations should be made available for assessment.**

Course exemptions are granted in two ways:

1. **Without credit:** rather than be required to duplicate material, students may be **exempted** from particular course work and be required to take **alternative courses** to enhance their learning at a more advanced level.

2. **With credit:** in rare cases, students may be given degree credit for undergraduate course work and/or experience if it can be determined by appropriate written and/or oral assessment that students have the knowledge, competence, or skills that would normally be provided by a VST course. **Course exemptions with credit are limited to 1/6 of the total credit hours required in the student’s VST degree program.**

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<tr>
<th>Undergraduate Course or experience</th>
<th>VST equivalent</th>
<th>Credit?</th>
<th>Alternative Required</th>
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**Notes:**

Student’s Signature: ______________________________________

Registrar’s Signature: _____________________________________