



Transfer Credit Policy

An admitted student who has completed graduate coursework in a program conducted by a school accredited by a recognized accrediting organization, who meets all of the requirements as outlined below, and who wishes to transfer credits should contact the Office of the Registrar at registrar@ptsem.edu.

- Admitted students who plan to transfer 12–26 credits from study at another accredited graduate program and who have final transcripts showing all work to be transferred should contact the Office of the Registrar at registrar@ptsem.edu.
- Admitted students who plan to transfer less than one semester's coursework (1–11 credits) should wait until the Fall Orientation program to contact the Office of the Registrar at registrar@ptsem.edu.

Transfer Credit

Princeton Theological Seminary may receive transfer credit toward the MDiv, MACEF, MA(TS) degrees, and toward the Dual (MDiv/MACEF) program in accordance with the following procedures and limitations:

1. Transfer credit is normally accepted only for graduate courses actually taught in seminaries and divinity schools accredited by a recognized accrediting organization. This principle also applies to work pursued at extension or satellite centers. The courses underlying the transfer credit must be similar in content and design to the Seminary's own course offerings. Students requesting transfer of credit may be required to submit additional documentation.
2. With the approval of the Registrar and the Associate Dean for Academic Administration, in consultation with the Education and Formation faculty, transfer credit toward the MACEF degree may also be received from a college or university accredited by a recognized accrediting organization. If the candidate subsequently seeks to change to the MDiv program, transfer credit from a college or university may be reconsidered.
3. Credit is not accepted for work begun more than seven years before the student enters the Seminary or for courses passed below the grade of B-. Courses taken on a pass/fail or credit/no credit basis ordinarily will not be received in transfer. No recognition will be given to life-experience equivalencies or continuing education units.
4. A maximum of 26 credit hours can be accepted in transfer for the MDiv, Dual (MDiv/MA.C.E.F.) or MACEF (Christian Education) program. A maximum of one semester of credit (15 credits) can be accepted in transfer for the MA(TS) program for domestic students, or a maximum of one year (26 credits) for international students entering the MA(TS) program. A student who presents 26 credit hours of transfer credit toward the MDiv must then take the remaining 52 units at Princeton Seminary in order to qualify for the degree. This ordinarily is done in four semesters of full-time study, apart from summer sessions or an internship.

5. No portion of the final year of study for the MDiv, MACEF, MA(TS) or Dual (MDiv/MACEF) program (26 credits) will be received as transfer credit from another institution.

Allocation of Transfer Credit

Accepted transfer credit is allocated according to the following policies:

1. Courses are accepted in lieu of distribution requirements, without examination, where those courses appear from the official descriptions to be similar to those offered by the Seminary and where they are comparably weighted. A one-hour course will not be accepted to replace a four-hour course; an introduction to Catholic theology will not replace an introduction to Reformed theology; an introduction to homiletics course that does not involve the preparation and delivery of sermons cannot replace a course that does.
2. If replacement transfer credit is denied by the Registrar and the Associate Dean for Academic Administration, the student may approach a member of the faculty designated by the department concerned, with syllabi and other evidence of comparability. The decision rendered by the departmental designee shall be final and may not be appealed.
3. Transfer credit toward the MDiv degree will not be counted toward all of the distribution requirements of a given department. Ordinarily, six credits in each of the four departments must be completed at the Seminary in order to qualify for a Princeton Seminary degree.

Transfer Credit Contract

The transfer of credit toward a Seminary degree is completed by signing a contract with the Registrar and the Associate Dean for Academic Administration. If a transcript showing all work to be transferred is available before the student arrives on campus, the contract may be completed before online registration. Otherwise, the credit transfer contract will be completed during the later summer or fall orientation period, but no later than the end of the first semester. Questions concerning transfer credit should be raised prior to matriculation, but may not be raised after the completion of the first semester of study at the Seminary.

Housing and Financial Aid for Transfer Students

Students received in transfer from other institutions are eligible for consideration for housing and financial aid, to an extent commensurate with the anticipated length of their candidacy. Relevant policies and guidelines may be found in the Seminary's *Handbook*, section 8.2 Policy on Housing and Financial Aid for Transfer. The *Handbook* is available online.

Preclusions for Transfer Credit

Princeton Theological Seminary receives no transfer credit toward the ThM or PhD degrees.