**Transfer Credit Policies**

**Basic Graduate Theological Studies Courses for Non-Degree Deacon Students**

Non-degree students preparing for the Order of Deacon in the United Methodist Church may transfer courses to Saint Paul in order to meet the requirements for Basic Graduate Theological Studies. At least 14 of the required 27 hours must be completed at Saint Paul. Courses from other United Methodist seminaries are approved for transfer by the Deacon Studies coordinator. A request for the transfer should be made in writing to the VPAAD or Dean of Academic Programs. If the non-degree student pursues a degree program at Saint Paul, previously transferred courses will be evaluated for elective credit in the degree program, provided they were taken within acceptable time limits.

**Assessing Transcripts and Credits from Other Seminaries or Graduate Programs**

* **MDiv, MACM, and MA(TS) Degrees**
	+ A student or admitted applicant seeking an MACM, MA(TS), or MDiv degree from Saint Paul must complete at least the last two-thirds of his or her work at Saint Paul: for the MDiv degree, the last 53 semester hours, and for the MACM or MA(TS) degrees, the last 33 hours.
	+ The time limits for applying courses toward degrees -- eight years for the MDiv; six years for the MACM or MA(TS) -- apply to transfer credits as well as to work taken at Saint Paul.
	+ Normally only work from seminaries accredited by ATS (the Association of Theological Schools) seminaries and the NCA (North Central Association of Colleges and Schools) or other regional accreditors may be credited toward the Saint Paul degree. Transfer requests from international students will be considered on a case-by-case basis within the parameters of this policy.
	+ Work completed at a grade of B (3.0) or above from seminaries accredited by ATS may be considered for transfer toward Saint Paul degrees, if these courses are congruent with Saint Paul course offerings. Required courses may or may not be approved as equivalent to Saint Paul courses. Courses with a grade of B- or lower, pass/fail, or credit/no credit grades will not transfer. Transferred courses will appear on Saint Paul transcripts with a grade of TR (Transfer Credit).
	+ If the student’s transcript or the catalog indicates that courses were not graduate-level seminary or theological school courses, the request for transfer credit will be denied. Graduate level work in fields that might parallel fields of study at Saint Paul may be considered, with a maximum of six semester hours accepted in any one field. It is understood that such work is not likely to have any theological component, and this will be taken into account in the assessment.
	+ A student who has been in the Saint Paul Course of Study program may request that up to 9 semester hours be transferred from his/her work in that program. To be eligible for transfer, the course content and objectives must be substantially the same as the content and goals of the degree course and a student’s work must have been evaluated at the level of B or above. One two-week course in the Course of Study program is equivalent to one semester hour of credit. Only work from the Saint Paul Course of Study is eligible for transfer. Final grades will transfer as credit/no credit rather than a letter grade.
	+ In the case of a student who has earned the MACM or MA(TS) degree later deciding to pursue the MDiv, all requirements unique to each degree program must be met and at least 120 hours completed. In the case of a student who has earned the MDiv later deciding to pursue the MACM or MA(TS) degree also, all requirements unique to each degree program must be met and at least 120 hours completed.
	+ It is the student’s responsibility to apply for transfer credit and to provide necessary supporting documentation.
* **DMin Degree**
	+ The six-year time-limit for applying courses toward the DMin degree applies to transfer credit as well as to work taken at Saint Paul.
	+ In the General Program, students may transfer up to eight elective credit hours. In other words, a student seeking a DMin degree from Saint Paul must complete at least 22 credit hours of their work at Saint Paul.
	+ Only doctoral work from a university or seminary accredited by the appropriate regional accreditation association may be accepted for transfer toward the Saint Paul degree. Transfer credits will be recorded as electives and will not substitute for core courses.
	+ Normally work at a grade of B (3.25) or above from seminaries accredited by ATS (the Association of Theological Schools in the United States and Canada) is credited toward the Saint Paul degree, provided these are courses congruent with Saint Paul course offerings and do not duplicate courses offered by Saint Paul. Such courses appear on Saint Paul transcripts with a grade noted as TR.
	+ All graduation requirements, or their equivalents, must be met through work done at Saint Paul or at other graduate schools attended.
	+ Doctoral courses in fields that supplement study at Saint Paul can be considered for transfer as elective hours. Transfer courses cannot duplicate Saint Paul course offerings. Approval of transfer credit cannot be assumed before the student has taken the course; thus, it is imperative that the student consult with the faculty committee and the director about the viability of transferring credit for the course to the DMin program.
	+ It is the student’s responsibility to apply for transfer credit and to provide necessary supporting documentation.

***Note****: These policies and procedures are for assessing transcripts and courses. They do not guarantee that credit will be transferred into Saint Paul.*