



TRANSFER CREDIT REQUEST

Full Name of Student	
Student Program	
Will you need a Letter of Permission for the host school if transfer credit is approved?	If yes, provide email of Registrar's Office of host educational institution:

Transfer credit refers to the formal transfer of credit for a course(s) that has been earned outside of the College. Transfer credit may be granted to applicants who have completed courses at a recognized degree-granting institution. **Students applying for approval of transfer credit must complete a Transfer Credit Request form and submit it (along with course syllabus) to the Registrar's Office (st.stephens@ualberta.ca).** A list of courses pre-approved for transfer credit are appended to this form. If the transfer credits are approved by the Department Chair, a transfer credit statement will appear on the student's transcript. The amount of transfer credit granted will depend on how applicable the previous course work is to the particular program, and in no case is a student permitted to transfer more than half of the total credits required for their program from another institution [with the exception of the Graduate Certificate in Spiritual Care, where students can transfer up to two-thirds of the program]. Courses approved for transfer must have a minimum grade of 66%, and must not have been used as part of the basis for admission to the program. Transferred courses must not have been taken as part of any previously awarded degree, with the exception of corequisite requirements. Courses used for transfer credit should be no older than three years in the area of specialization or five years outside the area of specialization; however, acceptance of individual transfer credit will be at the discretion of the Department Chair. Students taking courses at other post-secondary institutions for transfer credit may be eligible for classification as Visiting Students or Open Studies at these other institutions. Letters of Permission will be provided by the Registrar's Office upon request. Masters students may not transfer for credit any undergraduate courses in their field of study and/or area of specialization to satisfy the core program requirements; however, in some instances, a senior undergraduate course (300-400 level) may be transferred in to satisfy one elective requirement, with the permission of the Department Chair. Doctoral students may not transfer for credit any 500-level courses in their area of specialization; however, in some instances, a 500-level course may be transferred in to satisfy program requirements, with the permission of the Department Chair.

Official Transcript: In order to receive credit, upon completion of the course, student must arrange for an official transcript to be forwarded from the institution directly to St. Stephen's Registrar's Office. Exception: transcripts are not required for University of Alberta credit courses offered through St. Stephen's College (CATS, SPRIT or CHRTP).

University/College with full address	Course Name/Number	Start/End Dates	Which St. Stephen's College program requirement do you propose to satisfy with this course? (ie. specific core, elective)

Recommendation	
APPROVED	
NOT APPROVED	If not approved, provide reason:

Signature: Student's Department Chair (Department of Theology, or Department of Psychotherapy and Spirituality)	Date

OFFICE USE ONLY	Date:
Dept Chair: inform student of decision, forward form to Assistant Registrar	
Official Transcript arrives at Registrar's Office: Assistant Registrar enters transfer credit "Granted CR: CourseID at Institution" and grade 'S' into student record in database and forward academic record to student	

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Courses Pre-Approved for Transfer Credit

The courses below offered at University of Alberta (St. Stephen's College campus, Edmonton), Ambrose Seminary (Calgary), Taylor College and Seminary (Edmonton), Newman Theological College (Edmonton), and Canadian Southern Baptist Seminary and College (Cochrane) are pre-approved for transfer credit at St. Stephen's College, so submission of a course syllabus is not required. However, the student's Department Chair must still approve the transfer credit request.

2C1243 Dealing with Conflict (CSBSC)
2P2341/2P2342 Capstone Ministry I & II (CSBSC)
2P3215 Spiritual Formation (CSBSC)
2P3231 Spiritual Leadership (CSBSC)
CATSxxx (offered at St. Stephen's College, University of Alberta credit)
CC602 Crisis Counselling (Ambrose)
CHRTPx (offered at St. Stephen's College, University of Alberta credit)
FE442/443/444 Field Education (Taylor)
INTD577 (offered at St. Stephen's College, University of Alberta credit)
LE503 Leadership & Leadership Formation (Ambrose)
LE633 Leadership and Resilience (Ambrose)
MI502 Intercultural Competence (Ambrose)
MI620 Gospel in Multi-Cultural/Faith World (Taylor)
MI712/720 Intercultural Internship or Mentoring (Ambrose)
PC431 Personal Development & Ministry (Taylor)
PC632 Crisis Intervention (Taylor)
PT501 Personal Formation & Development (Ambrose)
PT540 Spiritual Formation (Taylor)
PT712/721 Pastoral Internship or Mentoring (Ambrose)
SC501 Foundations of Spiritual Care (Ambrose)
SC610 The Ministry of the Chaplain (Ambrose)
SC613 Introduction to Prison Chaplaincy (Ambrose)
SC615 Spiritual Care of the Dying (Ambrose)
SC625 Professional Ethics (Ambrose)
SC715/716 Clinical Pastoral Education (6 cr) (Ambrose)
SPRITxxx (offered at St. Stephen's College, University of Alberta credit)
STP470 Theological Field Education (Newman)
STP575 Spiritual Direction (Newman)
STP576 Bioethics: Moral Issues from Life Sciences (Newman)
STP586 Introduction to Pastoral Counselling (Newman)