Toronto School of Theology
Graduate Centre for Theological Studies

Transfer Credit Request

A copy of the transcript on which the request is based must be appended to this form. A request for transfer credit without specifics will not be granted.

See Page 2 for regulations and the transfer credit categories.

SECTION 1 — Student

(to be filled out by the Student)

Please use the fillable pdf function

Surname | Given Name | Student Number

College | Program | UofT email

Requested course(s) for which transfer credit is (are) to be awarded:

Enter the name of the institution originally granting the credits, the course designator, course title, and grade information provided by the institution.

	Year	Institution	Course Designator	Course Title	Grade
1.					
2.					

SECTION 2 — Supervisor or College Graduate Director*

Supervisor (doctoral) or college Graduate Director (master's)

See Page 2 for regulations and the transfer credit categories.

Course Title	FCE	Type of Transfer Credit Request
1.	◯ 0.5 ◯ 1.0	◯ CE ◯ GEU ◯ DQD
2.	◯ 0.5 ◯ 1.0	◯ CE ◯ GEU ◯ DQD

Approved **Declined**

◯ ◯ College Graduate Director or Supervisor Signature* _____ Date:

◯ ◯ Co-Supervisor, if applicable _____ Date:

***Send form to gcts.office@utoronto.ca**

SECTION 3 — GCTS Approval

Approved **Declined**

◯ ◯ GCTS Signature _____ Date:

Privacy Disclaimer
Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. Your Personal Information will be protected at all times. If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3 or call 416-978-4040.

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Transfer Credits

A copy of the transcript on which the request is based must be appended to this form. A request for transfer credit without specifics will not be granted.

Transfer credit for graduate work completed in another program is limited to 1.0 full-course equivalent (FCE) or 25% of the course requirements for any degree, whichever is greater, provided that the courses have not been credited towards another degree, diploma, certificate, or any other qualifications (with the exception of iii below). Such courses must have been completed within five years of the first year of a student's registration in the program. Such credit may be given on the recommendation of the student's Supervisor (for the doctoral degrees) or college Graduate Director (for master's degrees). The GCTS Admissions Committee may also award such transfer credit. This form is used to report such recommendation. The award must be approved by the Associate Director, Graduate Programs.

Transfer Credit categories:

i. **Course Equivalent** (CE), credit received for a course completed in a prior program is considered to be equivalent to a TST graduate (5000-6000 level) course, thus reducing the overall course credit requirements for degree.

ii. **General Equivalent Unassigned** (GEU), credit for course not identifiable with course offerings but which is evaluated as being appropriate for academic credit on transfer, thus reducing overall course credit requirements for degree.

iii. **Double Qualifying Degree** (DQD). Where a student has two completed qualifying degrees, both of which meet the minimum requirements for admission, one of the two degrees shall be used for admission and up to two half-courses (1.0 FCE) from the other completed degree may be used toward the current program, thus reducing the overall course credit requirements for the degree.