TORONTO SCHOOL OF THEOLOGY
GRADUATE CENTRE FOR THEOLOGICAL STUDIES

REQUEST FOR TRANSFER CREDIT AND COURSE EXEMPTION

A copy of the transcript on which the request is based must be appended to this form. A request for transfer credit or course exemption 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. 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 PhD) 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 GCTS Director.

Transfer of credit and course exemptions include the following categories:

Transfer Credit: Course Equivalent (TC-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.

Transfer Credit: General Equivalent Unassigned (TC-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.

Course Exemptions (CEXMP). The GCTS does not exempt students from required courses. However, it may grant Advanced Standing for elective courses. For Advanced Standing, the student is exempted from taking elective course units required in the program in consideration of the student's previous studies (including earned degrees). The most typical case is a student who receives an award of up to two credits for completing a second graduate degree after having already met admissions requirements by completing a first master's degree.

PLEASE NOTE: This form **MUST** be completed using the fillable PDF function.

Section 1 – Student Information (to be completed by the student)

Last Name:	First Name:	Student Number:	College:	Program:

Section 2 – Request Transfer Credit and/or Course Exemption (first five columns ONLY to be completed by the student)

The course(s) for which transfer credit or course exemptions is (are) to be awarded must be specified below.

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	*FCE*	*Type of Transfer/Exemption - see above (circle one)*		
						TC-CE	**TC-GEU**	**CEXMP**
						TC-CE	**TC-GEU**	**CEXMP**

Section 3 – Approvals

Request Approval:

Please Indicate:	Signature of student's Supervisor or College Graduate Director:	Date:
☐ **Approved** ☐ **Declined**		

Award Approval:

Please Indicate:	GCTS Signature:	Date:
☐ **Approved** ☐ **Declined**		

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 the 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.

Office Use: Distribution of form: ☐ Original – GCTS Office ☐ College Registrar ☐ Student