Transfer of Graduate or Undergraduate Course Credit

I. Policy

Undergraduate and graduate credits earned in other accredited post secondary institutions of higher education may be transferred only if such credits are applicable to the work represented and to fulfill the appropriate degree requirements of Saint Charles Borromeo Seminary. The Academic Dean, in consultation with the Deans of Theology and College Division, will evaluate and determine the applicability and acceptability of such credits.

Course credits must be transferred in total or not at all. The transferred credit will appear on the student’s official academic record. However, the associated grades received for the transferred credit will not appear and are not computed in the student’s cumulative GPA (Grade Point Average) or count towards honor points.

II. Requirements for Transfer of Credits

The requirements governing the transfer of graduate or undergraduate credit completed in residence at another accredited institution is as follows:

- A grade of “C” at the minimum.
- Up to one-half (1/2) the minimum number of credit hours required for a Master of Divinity degree program may be transferred to a student’s record. Such credit may be transferred only for approved graduate-level courses.
- Up to one-half (1/2) the minimum number of credit hours required for a Master of Theology degree program may be transferred to a student’s record. Such credit may be transferred only for approved graduate-level courses.
- Up to 60 undergraduate credits for a Bachelor of Arts in Philosophy may be transferred to a student’s record. Such credit may be transferred only for approved undergraduate level courses.

III. Conditions for Transfer of Credit

In addition to the preceding requirements, the student applying for transfer of graduate or undergraduate credit must:

a. Be currently enrolled in a master’s degree program or a bachelor’s degree program.

b. Have attained a minimum grade point average of 2.0 for the transfer of credit for a particular course of study.

c. Have submitted official final undergraduate transcripts/credentials and have the undergraduate degree posted to their record.
d. Submit a current official final transcript from the institution the student wishes to transfer the credit from to the Registrar.

IV. Exclusions for Transfer of Credit

Courses will not be accepted for graduate or undergraduate transfer of credit if the student:

a. Already applied in whole or in part, in any way, toward any undergraduate degree, graduate degree or a certificate.

b. Applied in whole or in part, in any way, towards any current or future degree or certificate of another institution of Higher Learning.

c. Has taken more than five years to transfer credit before enrollment at Saint Charles Borromeo Seminary.

d. Has earned a numeric grade below 2.0.

V. Procedures for Requesting Transfer of Credit

1. If a course is elected elsewhere with the intention of transferring the credit to a degree at Saint Charles Borromeo Seminary, the Academic Dean must be consulted to ensure the credits will be acceptable for the degree and that the course meets the criteria set forth in this memorandum.

2. When the course is completed, an official copy of the transcript (i.e., one bearing the official seal of the school and the Registrar’s signature) must be sent to the appropriate Academic Dean (photocopies are not acceptable).

Review and Assessment of the Policy

This policy will be reviewed, assessed and updated if necessary on or before March XX, 20XX.

Approved: ___________________________ Date: ________________

Mr. Lawrence A. Heyman
Registrar

Approved: ___________________________ Date: ________________

Reverend Monsignor Joseph G. Prior,
Rector, Saint Charles Borromeo Seminary
GST Master of Arts Transfer of Credit Policy

A student may transfer a maximum of six credits from other accredited graduate programs. No courses will be accepted in transfer that were taken more than eight years before the request is made or in which a grade of “B” or higher has not been attained. To obtain transfer credit, the student must apply in writing to the Academic Dean.

GST Undergraduate Certificate Transfer of Credit Policy

A maximum of six undergraduate credits in Catholic theology from other colleges and universities may be accepted towards the certificate. Courses taken more than six years before the request is made or in which a grade of at least “C” has not been attained will not be accepted in transfer. Requests to transfer credits should be directed to the Academic Dean.

Many undergraduate courses fulfill requirements for multiple certificates. Students may apply a maximum of six credits to two certificate programs. Up to six credits earned toward one certificate may be applied to one other certificate with no more than six credits per student being applied to multiple certificates. Credits transferred from other institutions can be applied to only one certificate.