

Registrar office

Transfer Credit Petition

Policy Summary (For more information, refer to the Transfer Credit policy in the AMBS Catalog)

- An official transcript must be sent to the Office of the Registrar at AMBS.
- Credit for courses taken at another graduate institution accredited by the Association of Theological Schools in the United States and Canada (with some exceptions) may be transferred to AMBS, provided the courses fit into the particular degree program.
- Only courses with a grade of B- or better and completed within 10 years prior to enrollment at AMBS are eligible for transfer.
- All academic credits (semester and quarter) transferred into AMBS will be translated into equivalent AMBS course credits according to the following conversion: four quarter units equal 2.7 AMBS credits.
- Not more than half of the credits required for a degree may be granted on the basis of transfer credits.
- Assignment of transfer credits is evaluated by the Registrar in consultation with the Faculty Adviser.
- Transfer credits may be applied to the students' record after the student has completed a minimum of 11 credit hours of AMBS credits.
- In order to insure sufficient credit for graduation, please submit all transfer credit requests by the first semester of the senior year.
- Please check with the Registrar's Office to confirm transfer credit totals.
- Starting with the 2017-18 academic year, transfer credit grades will not be recorded on AMBS transcripts or factored into the GPA.

Instructions

- Please read the guidelines above carefully before filing this request.
- Provide all information and return the signed, approved form to the Office of the Registrar.
- Request an official transcript from the school you are transferring credit from be sent directly to the Office of the Registrar.

AMBS program Adviser name	(include major)
Adviser name	
Name of Institution credits will transfer from	
Dates of attendance: / / to /	/
Courses to transfer	Substitute for AMBS course / requirement
Course ID Course Title Credits Course II	Course Title / name of requirement
Student signature	Date
Adviser signature	Date