



## Application for Transfer of Credit

Students seeking a maximum of 8 units must submit applications for each course to be reviewed. Incomplete applications will be returned to the applicant.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
E-mail address (Approval or denial will be sent to this address)

\_\_\_\_\_  
**Course to be Transferred**

\_\_\_\_\_  
**Equivalent SCU Course Number and Title**

**To be approved all students requesting transfer must attach the following:**

- » *Course Description*
- » *Final Syllabus*
- » *Sample of writing (must be graded) –OR– Graded test/quiz*
- » *Official transcript showing final grade*

**Please note: The course or equivalent course must have been completed within five (5) years prior to beginning the program. No grade below a B will be considered in the transfer credit process.**

Explanation for requesting course to be transferred (use additional paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send this form and all information to:

**Graduate Program in Pastoral Ministries  
Santa Clara University  
500 El Camino Real, Kenna Hall 110  
Santa Clara, CA 95053**

FOR OFFICE USE ONLY

Approved \_\_\_\_\_ (Units Granted)

Need More Information \_\_\_\_\_

Denied \_\_\_\_\_

SIGNATURES

Executive Director \_\_\_\_\_

Date \_\_\_\_\_