



Petition to Transfer Coursework

Submitted by: _____ Student # _____

This form is to request the application of academic credits from courses already completed, toward an IBS degree or certificate program. Courses to be transferred must be listed below and must also be supported by your official transcript. The approved document is to be submitted to the IBS Registrar.

I am/was enrolled in the _____ program at _____ when I took the courses listed below, and am currently enrolled in the IBS _____ program. I am hereby petitioning to transfer course work as listed below.

ACCEPTED BY DEAN	COURSE NUMBER	FULL COURSE TITLE/FULFILLS REQUIREMENT FOR	GRADE	UNITS

Academic Policy for Transfer of Credits

Up to 9 units for the M.B.S. and 15 units for the M.Div. may be transferred from a school outside IBS or GTU and up to 24 units may be transferred from an IBS certificate or GTU degree program into an IBS degree program. (The GTU M.A. has a different transfer of credit policy; please see the GTU website for Transfer Credits Policy.)

Please use the following guidelines for selecting courses to submit for transfer consideration:

1. Courses must not have been used toward completion of a prior degree
2. Courses must have been completed with a B or better
3. Courses must match the intent of IBS requirements
4. Courses are units above and beyond the degree requirements in a graduate-level degree program, or for a degree the student did not and will not complete.
5. Courses completed as an IBS special student or certificate student may be transferred, by petition.
6. In some cases, two 1.5 unit courses can be combined if documentation proves the reading and written work was comparable to a 3-unit academic course.
7. It is the student's responsibility to petition for course work to be transferred. GTU M.A. students should contact the GTU Dean's office for the appropriate forms. M.B.S. and M.Div. students should use this form. Petition to transfer credits must be made no later than the end of the first semester of enrollment, and must be supported by authorized transcripts (official transcripts sent directly to the IBS by the previous institution, i.e., not those issued to student).
8. Petition should specify which course taken at another institution is being submitted to fulfill a specific degree requirement.
9. A faculty committee will review the petition and determine acceptability of the coursework submitted. At times, the committee may request additional supporting material.

I have read the academic policy regarding transfer of credits listed above.

I certify by signing below, that the information I have provided is true and correct.

Student _____
signature date

Transfer of Credit Approved:

IBS Dean _____
signature date