



# Gordon-Conwell Theological Seminary—Jacksonville Transfer Credits: Request for Evaluation

## Does it matter *where* I take courses?

Yes! You need to make sure that the institution you plan to attend is accredited by the Association of Theological Schools (ATS). If you intend to transfer quarter hours (from institutions that operate on a quarter calendar), the potential course must be at least 4.5 quarter hours in order to constitute 3 semester hours.

## When should I request a transfer evaluation?

It is recommended that a person submit this form and gain approval for a course to be transferred to GCTS **PRIOR TO** taking a class elsewhere. In the event that this is not possible or a course has already been completed in the past, please know there is no guarantee that transfer credits will be given.

## How can I expedite the transfer evaluation process?

- ◆ Please make sure the Registration Office has received transcripts for the course(s) under evaluation (listed in left column below).
- ◆ If possible, submit course descriptions and syllabi from the courses.
- ◆ Consider the GCTS courses for which your classes taken elsewhere could count. (Do your best to fill in the right column below.)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ ID#: \_\_\_\_\_

PH# Day: \_\_\_\_\_ Eve: \_\_\_\_\_ Degree: \_\_\_\_\_

Institution(s) where course(s) will be/were taken: \_\_\_\_\_

\_\_\_\_\_

**Course # and title  
to be transferred:**

**Potential GCTS  
course equivalents:**

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