



Though transfer is allowed according to the following rules, it is generally the case that, because each degree program has specific requirements, transferring of academic credit or transferring between degree programs becomes more difficult as the student progresses.

Transfer of Academic Credit Earned Prior to Claremont School of Theology enrollment.

M.Div. and M.A. students with graduate academic credit completed with a grade of B (3.0) or better, and earned within the past eight years but not applied to a completed degree program at another accredited school, may be permitted to transfer up to fifty percent of their total degree units. D. Min and Ph.D. students may not transfer academic credit earned at other institutions, with the following exceptions: Ph.D. students transferring from doctoral programs at Claremont Graduate University may petition for transfer of previously earned credit for doctoral level course work appropriate to their program of study.

Academic credit from an incomplete degree program may be considered for transfer whether or not Claremont School of Theology gives credit for comparable work. Credit may only be transferred into a parallel or more advanced degree program. Students must arrange a consultation with the Registrar, who will determine what courses are transferable. For every nine units transferred, the time limit for completion of the degree will be reduced by one semester.

Unit credit from institutions outside the U.S. may be transferred when it meets comparable grade and institutional standards. Students may be required to have their coursework translated and evaluated by an external credit evaluation agency.

Courses completed at Claremont Graduate University in the areas of Cultural Studies, English, History, Music, Philosophy, Psychology, Religion, Education, or Management will automatically be accepted as elective credit in any Claremont School of Theology degree program. In all other cases, the student must consult with the Dean.

Transfer between Programs

A student who wishes to transfer between programs must work with her or his advisor on a new program summary and submit a request in writing to the Director of Admission requesting admission to a new program and stating her or his reasons for the change. Students may be required to complete the admission application process.

Transfer between other Masters' Programs or from the D.Min. Program to the M.A. Programs

A student who wishes to transfer between other masters' programs or from the D.Min. program to the M.A. program must write a letter to the Director of Admission requesting admission to the new program and stating her or his reasons for the change. If admission is granted, the student will be required to complete all program requirements. Earned academic credit will be transferred into the new program as allowed by the requirements of the desired degree.

Transfer of Academic Credit Earned as a Claremont School of Theology Non-Degree Student

If granted admission to a Claremont School of Theology degree program, a student may transfer a maximum of 12 units of work of "B" or better, taken at Claremont School of Theology as a Non-degree student. This work must not be more than eight years old.

Waiver of Required Courses

With approval of the instructor, a student may request a waiver of a required course, based on previously completed similar course work at another accredited institution. The instructor may require the student to present evidence of this previously-completed work. No reduction in units for the degree will be awarded when a course is waived. When the work was undergraduate level, the student must take an equivalent number of units in a required advanced course in the same field. When the work was graduate level, the student may take courses in any subject matter to substitute for the waived course. If the student requests waiver of more than one required course, separate petitions must be submitted for each course. In order for a student to be exempted from Field Education, the petition must contain a signed statement by the Director of Field Education and Contextual Learning.

Residency Requirements

In order to receive the M.Div. or M.A. degrees, at least fifty percent of the units required must be completed through Claremont School of Theology. In order to receive the D.Min. degree, at least 20 units of course work must be completed on the Claremont campus. In order to receive the Ph.D. degree, students are required to take at least two consecutive semesters of 12 units each or at least three semesters of 8 units each.