



# GATEWAY SEMINARY

Biblical • Missional • Global

Office of the Registrar  
3210 E. Guasti Road • Ontario, CA 91761  
909.687.1468 (phone) • 909.687.1593 (fax)  
[registrar@gs.edu](mailto:registrar@gs.edu)

## Transfer Credit Evaluation Request

Transfer credit is not granted without an official transcript showing the grade for each course requested.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Degree: DCMN DPTH-C  
DPTH DPEL MACC MAIS MMISS MTS  
MAEL - Concentration: \_\_\_\_\_  
MDIV - Concentration/Advanced Track: \_\_\_\_\_

I am: Applicant Current Student at  
AZC BAC ONLN ONT PNWC RMC CLD Center #: \_\_\_\_\_

**I hereby acknowledge that I have read and understood the transfer credit policy.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Pre Approval Request

Students wishing to take a course for transfer of credit to Gateway Seminary should request a course evaluation PRIOR to enrolling for the course. Approval of a course does not guarantee that transfer credits will be given.

#### The following information is required to evaluate the course:

1. Complete all applicable sections of the Transfer Credit Evaluation Request Form (it must be signed) and send to the Registrar's Office.
2. Provide catalog course descriptions. NOTE: No courses will be evaluated until this information is provided by the student.

#### Upon completion of the course(s), the following information is required to transfer the course:

1. An official transcript with final grade posted, must be sent to the Registrar's Office. Faxed, copied or unofficial transcripts are not accepted.
2. Student id number.

### Transfer Credit Evaluation Request

#### The following information is required to transfer the course(s):

1. Complete all applicable sections of the Transfer Credit Evaluation Request Form (it must be signed) and send to the Registrar's Office.
2. Provide catalog course descriptions. NOTE: No courses will be evaluated until this information is provided by the student.
3. An official transcript must be sent to the Registrar's Office. Faxed, copied or unofficial transcripts will not be evaluated.

For those who are not Gateway Seminary students, please be aware that if you are requesting the evaluation prior to being admitted to Gateway Seminary, no course(s) shall be transferred until the registrar's office receives this written request once the student has been accepted & enrolled.

School Name	Accreditation (ATS, WASC, etc)	Transcript Attached	Course Description Attached
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

REGISTRAR OFFICE USE ONLY

Date processed: \_\_\_\_\_ Initials: \_\_\_\_\_

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### **Transfer Credit**

Consideration will be given to graduate credit earned at institutions that are accredited or candidates for accreditation by a regional accrediting commission recognized by the Department of Education and the Association of Theological Schools (ATS). Contact the Registrar's Office for credit transfer guidelines related to the Contextualized Leadership Development program, Seminary Extension, and schools that are not ATS or regionally accredited, but are in some way affiliated with a school that is accredited. The Registrar will evaluate all prior credit. Credit that meets Gateway Seminary's transfer credit policy will be granted. The student will be notified, and a written record of transfer credit will be maintained in the student's file.

### **Veterans Affairs**

In the case of veterans, the Veterans Administration will be notified upon credit transfer approval.

**Request for Transfer Consideration** Upon receiving approval for general admission to Gateway Seminary, students may request a transfer credit evaluation by submitting the following items to the Registrar's Office:

- Transfer credit evaluation request form
- Official transcript to be evaluated
- Catalog/official catalog descriptions of all courses to be evaluated

An evaluation will be completed only when the above items have been received by the Registrar's Office.

### **Guidelines**

- Only courses with a grade of "C" or above will be considered. Courses graded as "Pass/Fail" are generally not transferable.
- Courses must have been substantially parallel to Gateway Seminary courses as determined by the Vice President for Academic Affairs and/or Registrar.
- Transfer credit from institutions outside the United States will be evaluated on an individual basis after the student has completed at least 12 semester hours at Gateway Seminary. A Credentials Evaluation Service report may be required of each student desiring such credit and may serve as a guide for transfer credit evaluation. Transfer of credit from institutions outside the United States that are not affiliated with an ATS accredited seminary must be approved by the faculty.
- Students transferring credits to complete graduation requirements must submit official transcripts with final grade to the Registrar's Office at least 60 days prior to commencement.
- Students pursuing a second degree at the same level (two master's degrees) can transfer no more than half of the credits required for the first degree into the GS degree.
- Transfer credit is not granted for P1111 Introduction to Ministry Formation, P1116 Reflection on Ministry Formation, and P1121/22 Leadership Practicum I & II.

### **Maximum Number of Transferred Credits Allowed**

- All work done at the graduate level (that did not result in a graduate degree) at an ATS accredited school can be transferred to any Gateway Seminary degree program. The only limit is that at least 27 hours must be completed at Gateway Seminary.
- When a student has completed a graduate degree at an ATS accredited school, not more than half of the completed degree may transfer into a GS degree; and not more than half of the requirements for the GS degree may be satisfied by hours already applied to the completion of a previous master's degree.
- The same policy applies to credits from schools that are only accredited regionally; however, the credits can only be transferred toward electives, including required electives within a concentration.