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**Transfer Credit Request**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

Students attending Garrett are eligible to transfer credit from previous programs or institutions. Typically, the previous credits must have been completed at an ATS-accredited institution with a grade of B- or better. Additional criteria apply. Please see the current Academic Handbook for full guidelines.

Potential, new, or current students wishing to receive transfer credit should complete this form and submit the completed form along with transcripts to the Registrar. Students will be notified of potential transfer credits once a thorough review has been completed. Transfer credits are not finalized until a) the student is admitted and b) official transcripts have been received.

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| --- | --- | --- | --- |
| **1.** | **Personal Information** |  | |
|  | Full Name (Given, Middle, Family): |  | |
|  | Preferred Name: |  | |
|  | Garrett ID (if already admitted): |  | |
|  | Current school email address: |  | |
|  | Personal email address: |  | |
|  | Garrett degree program: |  | |
|  | Garrett concentration (if applicable): |  | |
|  | Garrett advisor (if assigned): |  | |
|  | Expected Garrett grad year: |  | |
|  |  |  | |
| **2.** | **Transfer Credit Petition**: Briefly describe why you are seeking to transfer credit to Garrett | | |
|  |  | | |
| **3.** | **How many credit hours** are you hoping to transfer to Garrett? | |  |

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| **4.** | **List of transfer courses**: Please provide information about each course you wish to transfer to Garrett. Garrett will only consider transfer credit that comes from an ATS- or other regionally-accredited institution and will only consider transfer credit for courses that earned a B- or better letter grade. | | | | | |
|  | Name of School(s): | |  | | | |
|  | ATS-accredited? (Y or N): | |  | Other accreditors? | |  |
|  | Course number(s): | |  | | | |
|  | Course title(s): | |  | | | |
|  | Grade(s) earned: | |  | | | |
|  | Credit hours: | |  | | | |
|  | For each course, which Garrett course do you anticipate replacing? | | | | | |
|  |  | | | | | |
| **5.** | **Field Education/Contextual Education Transfer Credit**: Garrett will consider transferring credit for field education/contextual education experience on a case-by-case basis. Determination is made by Field Education in consultation with the Registrar and Academic Dean. | | | | | |
|  | I have field ed/contextual ed credit I would like considered for transfer: Yes No | | | | | |
|  | Name of school: |  | | | | |
|  | Brief description of experience: | | | | | |
|  |  | | | | | |
|  | Total number of field/experience hours: | | | |  | |
|  | Describe briefly the supervision and theological reflection completed during the placement and provide a copy of your supervisor assessment of your time/work in field ed/contextual ed. | | | | | |
|  |  | | | | | |