

Transfer Credit FAQ

Please read the frequently asked questions below about transferring credit to GCTS.

How may I request an evaluation of my credits for transferability to Gordon-Conwell?

- In order for us to evaluate your credits for transferability to Gordon-Conwell Theological Seminary, you must fill out and return to the Registration Office (via fax, mail, or scanned PDF attachment to an email) a [Transfer Credit Evaluation Request form](#).

Do I need to include syllabi or other materials with my request form?

- Yes. Please remember to include with your request copies of either (a) descriptions of the courses from the other institution's catalog, or (b) syllabi from the courses you took from another institution. If your credits are approved by the Registrar to be transferred to Gordon-Conwell, you will also need to have an official copy of your transcript (showing the courses being transferred and their grades listed) mailed directly from the other institution to Gordon-Conwell's Registration Office. If you have already taken the courses, then you should request that a transcript be sent at the same time that you submit your request.

When should I request a transfer credit 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 granted.

How can I expedite the transfer credit evaluation process?

- Please make sure the Registration Office has received an official transcript for the course(s) under evaluation (listed in left column below).
- Submit course descriptions and/or syllabi from the courses.
- Consider the GCTS courses for which your classes taken elsewhere could count. (Do your best to fill in the "Potential GCTS course equivalents" column on the transfer credit evaluation request form.)

What are general guidelines for courses that may be eligible for transfer to Gordon-Conwell?

- To be considered for transfer to Gordon-Conwell Theological Seminary, credits taken at other institutions must be taken at the Masters level from a school accredited by the Association of Theological Schools in the United States and Canada (ATS) and must not be more than 10 years old. Credits taken at the Masters level from a school not accredited by ATS may be eligible for transfer for a limited number of elective credits.

When can I expect to hear from the Registrar about my transfer credit evaluation?

- Transfer credit evaluations generally take four to six weeks to process, as there are many steps our Registrar must go through to evaluate your credits. Thank you for your patience with this process. When the Registrar has finished his evaluation of your credits, he will send you a letter explaining which, if any, of your courses are eligible for transfer and which Gordon-Conwell courses they may replace.

Where can I find more information on transfer credit?

- For more information on Transfer Credit, see the [Student Handbook](#).

Send Requests To:
Gordon-Conwell Theological Seminary
Registration Office
130 Essex Street
South Hamilton, MA 01982
registration@gcts.edu
Fax: 978-646-4566 (no cover necessary)

Transfer Credit Evaluation Request

Please read the FAQ on the back of this form and fill out this form in its entirety.
Please attach to this form course descriptions or syllabi for the course(s) to be evaluated.
Transfer credit evaluations take 4 to 6 weeks to process.

Name	GCTS ID # (if applicable)	Date	GCTS Box # (if applicable)
Degree(s)		Email Address	
		Telephone	

Course Description(s) and/or Syllabi Attached
(REQUIRED) The Registrar will not be able to evaluate courses without course descriptions or syllabi attached. Use checkboxes below to ensure that all courses to be evaluated have attached descriptions or syllabi.

School Name(s) (REQUIRED)

School #1 Name

School #2 Name

Student Name and Address (REQUIRED)
(This is where the evaluation of your credits will be mailed.)

_____ Send to my GCTS Box

Student Name

Street

Street (continued)

City State Zip Country

	Course Number(s) and Title(s) of Course(s) to be Evaluated for Transfer	Course Number(s) and Title(s) of Potential GCTS Course Equivalents
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____