Request for Course Exemption and/or Transfer Credit

This request is for: ☐ Course Exemption ☐ Transfer Credit

Please note the following guidelines for exemptions and transfer credit at Regent College:

(i) Exemption from required courses may be granted if the student can demonstrate that the same work has been covered in courses taken at another accredited institution. A grade of B is required for a graduate level course to be eligible, B+ for an undergraduate level course.

(ii) The maximum number of transfer credits for each program is as follows:
   - DipCS: 6 credits
   - MCS: 30 credits
   - MDiv: 45 credits
   - ThM: 0 credits

(iii) In order to be eligible for transfer, credits must have been earned in a course ...
   (a) taught at an accredited institution;
   (b) which is relevant to Regent’s programs and of equivalent academic standard; and
   (c) for which the student received a grade of at least a B.

ID #: __________________________ Name: __________________________ Email: __________________________
Student ID # __________ Surname __________ First Name __________

To which program have you been admitted at Regent? _______ Concentration: ______________________

Institution from which you are requesting transfer credit (use a separate form for each institution):
_________________________________________________________________________________  

When did you request an official transcript to be sent to Regent College? ______________________

<table>
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<tr>
<th>Regent Course(s) you wish to be exempted from or to satisfy with transfer credit</th>
<th>Equivalent External Course(s)</th>
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Please Note: You may be required to provide a course syllabus in order to determine equivalency of the courses you have taken.

Signature: ___________________________________________ Date: __________________________

Office Use Only: Date of Assessment: __________ Date Processed: __________