

Residency: At least 50 percent of the required hours for an MTSO degree must be completed at MTSO.

Age of transfer work: All course credits applied toward degree requirements should be earned within 10 years of the awarding of the degree. (See chart below.)

Grades: B-minus or better.

Accreditation: Transferring seminary must be accredited by the Association of Theological Schools. Other graduate work from regionally accredited institutions can be transferred (with some limitations) if it is appropriate to the student's program at MTSO.

Limitations:

- Transfer work is not normally permitted in the Doctor of Ministry program. Students may petition the D.Min. committee. Contact the registrar at registrar@mtso.edu for more information.
- If the transfer work is part of an earned master's degree, the maximum amount of credit that can transfer is 28 semester hours.
- Master of Theological Studies students who have previously attended a non-theological graduate school may transfer up to 6 credit hours for courses which clearly and rationally relate to their declared area of concentration.
- Credits transferred to MTSO will be listed on the student's transcripts as earned credit, with no letter grade assigned, and do not affect the grade point average at MTSO. A grade of "TR" will indicate transfer credit for each course.
- According to the degree standards of the Association of Theological Schools, all course credits applied toward degree requirements should be earned within 10 years of the awarding of the degree. MTSO coursework of former MTSO students who return will also be subject to this 10-year timeline. Please note that if graduation is delayed beyond the normal full-time completion rate, aging transfer work may have to be retracted. Exceptions to normal transfer rules can be requested by appealing to the dean.

Degree entering	Normal full-time completion	Oldest transfer work considered
Master of Divinity	3 years	7 years prior to matriculation at MTSO
MA in Counseling Ministries – Track III	3 years	7 years prior to matriculation at MTSO
MA in Counseling Ministries – Tracks I and II; Master of Theological Studies; MTS; MA in Practical Theology	2 years	8 years prior to matriculation at MTSO

Transfer credit should be requested as soon as possible after submitting an application to MTSO.

For the complete transfer policy and guidelines, please refer to the MTSO Academic Catalog at www.mtso.edu/academics/registrar.