



OFFICE OF THE REGISTRAR

TRANSFER OF CREDIT REQUEST

Credits earned at other schools may be applied up to one-half of a student's Undergraduate or Graduate (Masters) degree program at Southern Evangelical Seminary & Bible College subject to certain conditions: The credits must be of a comparable level and reflect a transcript grade of "C" or better, in a subject appropriate to the student's degree program at Southern Evangelical Seminary, and should have been awarded by an accredited school. Other restrictions may also apply. Transfer of credit is not automatic. Upon written request, the Registrar will evaluate the official transcript and inform the student of the credit that may be transferred. The student must complete at least one-half of his or her degree program at Southern Evangelical Seminary to receive a degree from this institution.

Official Transcripts from the issuing institution must be sent to the Registrar's Office at Southern Evangelical Seminary. Complete and submit this form to the Registrar for approval. Use additional forms if needed. A separate form must be used for each institution issuing credit. In some cases it may be necessary to submit course descriptions from the issuing school's catalog for each course.

Name: _____ I.D.# _____ Date: _____
 Address: _____ E-mail: _____
 City: _____ State: _____ Zip: _____ Ph: _____
 Degree Program: _____
 Name of Institution Awarding Credit: _____ Accrediting Agency of Issuing school: _____

COURSE NO.	COURSE NAME	SES OR SEBC COURSE NO.	HRS.

Student's Signature: _____ Date: _____
 Registrar's Signature: _____ Date: _____
 Dean's Signature: _____ Date: _____

This form may not be submitted electronically. Return completed form to the Office of the Registrar, **3000 Tilley Morris Road, Matthews, NC 28105**. Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600.

Office Use Only:

Registrar:	Date rec'd:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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