The Montreal School of Theology

Policy on Transfer Credit for the Master of Divinity Degree

Approved by Academic Ctee: June 17, 2019; Updated by Academic Ctee: Nov 5, 2026	*Approved by MST Board: N/A (based on M. Div/Dip. Min Regs)*
Added to MST website: June 18, 2019	*See also: M. Div/Dip. Min Regulations, Section 2*
Applies to: M. Div. students, Academic Committee	*Effective: June 18, 2019*

Overview

The Master of Divinity degree is a 90-credit degree program. At least 54 credits of work for this degree shall be done in the Montreal School of Theology and the McGill School of Religious Studies. Normally this requirement is understood to mean the complete 30 credits of the In Ministry Year, plus 24 other credits.

In order to receive transfer credit, the student must document their previous work according to requirements established by the Academic Committee.

Transfer of credits

Credit earned at other institutions will be considered for transfer to the Master of Divinity program provided:

- The credits were earned at the graduate level at another member institution of the Association of Theological Schools or at a publicly-accredited university in Canada or the United States. Credits from other institutions outside Canada or the United States may be considered on a case-by-case basis.
- Courses must have been completed within 10 years of the date of admission to the MST program and successfully completed with a final grade of B- or a Pass in a Pass/Fail grading system.
- The credits are deemed equivalent to the MST or McGill course in content, number of units, and prerequisites, if any.

In order to receive transfer credit, students must submit a transfer credit evaluation request form.

Shared credit

Up to 30 credits may be transferred into the Master of Divinity program on the basis of a Master of Theological Studies (M.T.S.) or equivalent from another member institution of the Association of Theological Schools or at a publicly-accredited university. Such standing will only be granted after:

- Consideration of the content of the courses taken in the previous degree.
- Equivalency between the courses taken previously and the requirements of the M.Div. degree.

In order to receive transfer credit, students must submit a transfer credit evaluation request form.

Other Academic Credit

Clinical Pastoral Education may be accepted for credit toward the Master of Divinity degree to a maximum of 6 credits. One unit of CPE shall count for 6 credits. These credits cannot be used to meet distribution requirements. To qualify, a student must submit a certification of completion of a program recognized by the Association of Clinical Pastoral Education or the Canadian Association for Spiritual Care.

Colleges may choose to recognize coursework undertaken at other institutions as fulfilling the denominational studies requirement of the In Ministry Year.

Montreal School of Theology

Transfer Credit Information for Students

Please read the frequently asked questions below about transferring credits to the Montreal School of Theology.

How may I request an evaluation of my credits for transferability to the Montreal School of Theology?

- In order for us to evaluate your credits for transferability to the Montreal School of Theology, you must fill out and return to the Montreal School of Theology (via fax, mail, or 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 syllabi from the courses you took from another institution. If copies of the syllabi are unavailable, you may also submit copies of descriptions of the courses you took from another institution. You should also ensure that the College has a recent copy of your transcript which records the marks you received for the course/s.

What are general guidelines for courses that may be eligible for transfer to the Montreal School of Theology

- To be considered for transfer, credits taken at other institutions must fulfill the following requirements:
    - Taken at the Masters level
    - From a school that is accredited by the Association of Theological Schools in the United States and Canada (ATS) or a publicly accredited institution such as an university.
    - Courses must have been completed within 10 years of the date of admission to the MST program, and successfully completed with a grade of B- or better or a Pass in a Pass/Fail grading system.
    - It must be equal to a 3-credit course.

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

- Transfer credit evaluations generally take four to six weeks to process, as there are many steps to evaluate your credits. Thank you for your patience with this process. When the evaluation of your credits has been completed, you will be sent a letter explaining which, if any, of your courses are eligible for transfer and which M. Div.

courses they may replace.

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 syllabi or course descriptions for the course(s) to be evaluated.

Transfer credit evaluations may take 4 to 6 weeks to process.

Name:_____ID# (if applicable):_____

Phone:_____**Email:**_____

Degree:_____

Address: _____

_____

lnstitution(s) where course(s) will be/were taken:

_____

_____

Course# and Title	**Syllabi lnlcuded?**
	□
	□
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