

TRANSFER OF CREDIT  
DEPT. of THEOLOGY & RELIGIOUS STUDIES  
GUIDELINES

In order to preserve the integrity of its curriculum as a department of theology and religious studies at a Roman Catholic university and in order to ensure accomplishment of its goals for general education, the department has the following guidelines regarding petitions for transfer of credit by students already matriculated at USD. Students should note that before planning to take any course outside the university, they must submit the petition for transfer of credit to the TRS department chair for approval. To fail to do so is to risk taking a course that will not subsequently be transferred. Petitions should be left with the department secretary, Ms. Navas. Decision on the petition will generally be made within 72 hours and you will be contacted by the department only if the petition is denied.

1. General Rule: any course to be transferred should have a reasonable parallel in the published curriculum of the department as found in the current Undergraduate Bulletin. The description of the proposed transfer course's subject-matter and its designation as "lower-division" or "upper-division" should be the same as this department's curriculum. It is the student's responsibility to know whether the proposed transfer course is lower or upper-division at the other institution.
2. An exception to this rule is: students may transfer a course that is upper-division at another institution for *lower-division TRS general education credit* if the course has its reasonable parallel in this department's published lower-division curriculum. The course will, however, earn upper-division units towards the total number of upper-division units required for graduation.
3. Distance learning courses can not be transferred for USD credit.
4. Courses from church, denominational, or biblical institutes, or courses having a heavy practical-ministerial component cannot be transferred for general education credit.
5. Courses in the anthropology, or sociology, or psychology of religion as well as courses that examine the role of religion in social change and courses in religion and literature cannot be transferred for USD theology and religious studies general education credit. These courses may be transferable in their respective social science departments or the department of English at USD and students should consult the chairs of those departments. Even if not transferable in other departments, these courses may still be taken and transferred for USD elective credit, beyond the theology and religious studies general education requirement.

Date: 8 December 1999