



Credit Application Form

To be submitted by Coursework Coordinators and sent to MCD Director Coursework.

All credit should be requested before the end of the student's first semester of study.

For unit transfers amongst existing MCD courses, please use the MCD Change of Enrolment form.

Is the student studying or intending to study on a Visa? Please circle: YES or NO

Please specify type of Visa (e.g: Student, Occupational Trainee, Religious Worker, etc):

Name of Student: MCD ID (if enrolled):

Name of MCD course for which credit is applied:

Details of previous courses:

	Course Name	Institution	Start year	End year	Abbrev (eg: BA, ACU) to appear on transcript
1					
2					
3					

Please complete **either** A: Discipline-Specific Credit Table below, **or** B: Unit-to-Unit Credits Table overleaf.

MCD Disciplines			
Field A Humanities	Field B Biblical Studies	Field C Christian Thought and History	Field D Theology: Mission and Ministry
Biblical Languages	Old Testament	Church History	Canon Law
History	New Testament	Systematic Theology	Ecumenical Studies
Languages ancient and modern	Biblical Studies		Liturgy
Philosophy			Missiology
Religious Studies			Moral Theology
			Pastoral Theology & Ministry Studies
			Religious Education
			Spirituality
			Spiritual Direction (Grad and PG only)

A: Discipline-Specific Credit Table

Course 1/2/3	Unit code & unit name from prior course(if applicable)	Field A/B/C/D	Discipline (from list above; specify if Other)	Points	Level
Total					

B: Unit-to-Unit Credit Table

Note: there may be more entries in prior course details because single credits may be given for multiple prior units. MCD Unit Code and Name will only be included in special cases approved by the Director Coursework.

<i>Course 1/2/3</i>	<i>Unit code & unit name from prior Course</i>	<i>Field A/B/C/D</i>	<i>MCD Unit Code</i>	<i>Equivalent MCD Discipline or Unit Name</i>	<i>Credit Value</i>

Notes

- Transcripts must be certified and supplied in English. In addition, a copy of the unit outlines (synopsis, assessment, number of hours, textbooks used) in the year the subject was studied, may be required.
- There may be more entries in prior course details because single credits may be given for multiple prior units.
- Attach transcript/s and or other supplementary documentation relevant to this request, where required.

Additional notes (optional):

Coursework Coordinator Initials: _____ Date: ___/___/___ RTI: _____

Approved by MCD Director Coursework: _____ Date: ___/___/___

Director Coursework to calculate new expected course end date: ___/___/___

If not approved, Director Coursework returns this form to the Coursework Coordinator and adds request to next CWSC meeting agenda. The Coursework Coordinator will then resubmit new Credit Application Form after the meeting, based on decisions approved.

If approval given at CWSC, please insert meeting date: ___/___/___ (to be entered by Coursework Coordinator)

***For applicants on student visas - Admissions & Enrolments Officer (AEO) consults with Quality Compliance Officer (QCO)**

*AEO to email QCO form of approved credits _____ Date: ___/___/___

*Evidence of confirmation of acceptance from student by QCO to AEO _____ Date: ___/___/___

Data entry (inc end date) by AEO _____ Date: ___/___/___

* Email confirmation sent to CC (& QCO if on student visa) by AEO _____ Date: ___/___/___

Processed by Finance (if applicable) _____ Date: ___/___/___

* If any temp visa, AEO gives h/c form to QCO for filing _____ Date: ___/___/___