

2026–2027 DPPF Instructions

Transfer of Credit DocuSign

As part of the Ph.D. program's 60-credit requirement, you should transfer 30 credits from your master's-level coursework. The Graduate School requires you to submit a Transfer of Credit DocuSign, but you must first obtain approval from the Department of Theology's Graduate Committee.

Step 1. Review the Graduate School form

Find the Transfer of Credit DocuSign on the Graduate School website at "Forms and Student Records," under "Record Management/Miscellaneous." Review the form to familiarize yourself with the information it requires. Do not submit it yet.

The link: [Forms and Student Records // Graduate School // Marquette University](#).

Credit Transfer Link: [Transfer of Credit Request Form](#)

Step 2. Prepare two documents with your academic advisor

Both documents are available on the Department of Theology website under "Department Resources."

1. **List of Non-Marquette Master's Work and the MU Equivalent.** Make a copy of the document and list the master's-level courses you intend to transfer, along with their Marquette equivalents. Ordinarily, you will transfer ten 3-credit courses. If your master's courses carried a different number of credits, consult the Director of Graduate Studies (DGS).
2. **Excel DPPF Coursework Template.** Complete the template with your academic advisor. Of the ten courses you plan to transfer, identify six courses in your major area (Systematic Theology/Ethics, JCA, or Historical Theology) and two courses in each of the other two areas.

[Theology Department Resources // Theology // Marquette University](#)

Step 3. Submit the documents for departmental approval

Send both completed documents to the Chair of the Graduate Committee, Dr. Ogbonnaya, at least one week before a Graduate Committee meeting. Meeting dates are announced at the start of each semester. The committee will review the proposed transfer coursework.

Step 4. Complete the Transfer of Credit DocuSign

Once the DGS notifies you that the Graduate Committee has approved your two documents, complete and submit the Graduate School's Transfer of Credit DocuSign. The form will be routed electronically to the DGS for approval.

Timing: Complete this process toward the end of your first academic year in the Ph.D. program.