

TRANSFER OF CREDIT POLICIES

Effective date: Prior to FY12
Last update: January 30, 2014
Responsible officer: Academic Dean
Policy owner: Director of Academic Services
Policy contact: Rick Houseknecht

POLICY STATEMENT

Master's programs

Transfer credit may be granted to qualified students for courses completed at other accredited graduate institutions. When requesting transfer credit, students must provide official transcripts of prior work and may be asked to provide course descriptions from a catalog or syllabus. Courses may be of any delivery method as long as they are from an accredited graduated school. Grades must be C (2.0) or higher to be considered.

Transfer credit is evaluated by the director of academic services (in consultation with appropriate faculty members when deemed necessary) and is credited after the successful completion of 9 credit hours at the seminary.

Biblical Seminary does not offer graduate credit for personal ministry experiences, including, but not limited to, missions trips sponsored by churches or other organizations.

Students may not transfer more than one-half of the credits needed to complete a program at Biblical. Normally, MA students must take at least one-half of the courses in their field of concentration at Biblical, while MDiv students will normally be required to take at least one-half of the required courses in each of the major divisions (Old Testament, New Testament, Theology, and Practical Theology) at Biblical.

Normally, transfer credit is accepted only for courses completed before matriculation to Biblical Seminary. Certain programs (e.g., urban LEAD) may limit transfer credit. **Accepting transfer credit is at the discretion of the academic office.**

Doctor of Ministry Program

Typically no credits from other institutions may be transferred into this program.

Articulation Agreements

The seminary has no articulations agreements with other institutions for transfer of credits.

PROCEDURES

Public Disclosure

In accordance with Section 668.43(a)(11) [U.S. Department of Education], the seminary publicly discloses its transfer of credit policies in the Academic Catalog (print and on the website).

Procedures for Transfer of Credit Requests

As part of the admissions process, students have official transcripts of previous schoolwork sent to the school. Students may request that their admissions counselor review their transcripts with the academic office to determine if they are eligible for transfer credit. Students will be informed by the admissions counselor or academic office which courses will transfer (based on official transcripts only). After the student has successfully completed 9 credits at the seminary, the director of academic services will place the transferred courses on the student's BTS transcript and inform the student.

FORMS OR INSTRUCTIONS

No forms. Students make requests directly to the admissions or academic offices.

DEFINITIONS

None

HISTORY

Amended date: January 30, 2014
Effective date: Prior version—2006