

Approved By: President

Date Approved: Not Available

- 1. Summary:** This policy establishes the criteria by which transfer credit is awarded toward the completion of a degree at Criswell College.
- 2. Rationale:** This policy is necessary to ensure consistent transfer of credit and to comply with accreditation requirements.
- 3. Entities Affected:** students
- 4. Definitions:** Not applicable.
- 5. Policy:** Transfer students must provide the Office of Enrollment Services with an official copy of transcripts from every higher education institution previously attended. All credits for courses received from institutions which are accredited by regional accrediting associations, The Association for Biblical Higher Education (ABHE), The Association of Theological Schools (ATS), and the Transnational Association of Christian Schools (TRACS), which have a grade of “C” or better, are accepted at full value, to the extent that the courses are comparable to the college’s stated requirements.

A limited amount of undergraduate transfer credit may be accepted from schools without regional, ABHE, ATS, or TRACS accreditation, provided the grade for such credit is a “B” or higher and the work was done in residence. No more than 30% of the total credit hours required for a Criswell College degree may be from these types of institutions.

Fulfillment of Systematic Theology course credit at Criswell College must take place through the College. Other theology courses may be transferred in for open elective credit per academic administrative approval.

Students must complete a certain percentage of their degree requirements through Criswell College. For more information, see the residency requirements listed in the College’s Graduation policy.

Educational programs and courses sponsored by non-degree-granting organizations may be evaluated for transfer according to the recommendations of guides published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association for Foreign Student Affairs.

Advanced Placement Credit

Students submitting a score of three or higher on an Advanced Placement (AP) test administered by the College Entrance Examination Board (CEEB) will be awarded credits equal to those of the course equivalent at Criswell College. Such credit will be evaluated upon receipt of an official copy of scores. AP tests must be completed prior to enrollment at the college and cannot be applied as elective credit.

College Level Examination Program

Students may submit for evaluation official results of the College Level Examination Program (CLEP) subject tests for course credit at Criswell College. CLEP credit may not be applied to any course in which a student is enrolled or has been enrolled. Students should receive permission from the Vice President of Academic Affairs to apply CLEP credit to their degree programs prior to taking an examination. Students may apply CLEP credit to no more than four courses. CLEP credit is not accepted for electives.

Continuing Education Unit Credits

The college occasionally awards Continuing Education Unit credit(s) for professional development training courses, conferences, or seminars. Actual participation and completion of all requirements is documented. All arrangements for credit must be completed and approved in advance before the college agrees to offer appropriately awarded Continuing Education Units. An individual may not be awarded both CEU and academic credit.

Non-Resident Credit Requirements

Currently enrolled students may complete courses at other accredited or approved institutions for credit at Criswell College according to the College's graduation requirements and requirements stated above. However, to ensure that such courses can be used for credit at Criswell College, students must complete the appropriate forms, available from the Registrar's Office, to obtain approval prior to enrolling in non-resident courses.

6. Procedure:

- a. **Implementation:** Not applicable.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College's website and summaries of the policy will be published in the College's *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0

Policy number: 2.002

Related policies:

Policy History

Version 1.0

Not Available

Reviewed by Executive Cabinet

Approved

Rejected

President's Signature: _____

Date: __/__/____