

Approved By: President

Date Approved: June 28, 2021

Effective Date: August 16, 2021

- 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 evaluation and awarding of academic credit for coursework not taken at Criswell College.
- 3. Entities Affected:** students, Admissions Office, Registrar's Office, Program Directors, Vice President of Academic Affairs

4. Definitions:

THECB-Recognized Accreditors: The Texas Higher Education Coordinating Board (THECB) recognizes accrediting agencies with a demonstrated commitment to academic quality and student achievement. The Texas Administrative Code, which governs the college's Educator Preparation Program affiliated with the B.S. in Education, specifies eligibility admittance requirements that include completion of courses at institutions accredited or otherwise approved by a THECB-Recognized Accreditor. A current list of accreditors the THECB recognizes can be found on the THECB website.

Policy: Transfer students must provide the Admissions Office with an official copy of transcripts from every higher education institution previously attended prior to the Application Deadline. All credits for courses, which are received from institutions accredited by an accreditor recognized by the Texas Higher Education Coordinating Board (THECB) and 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 current list of THECB-recognized accreditors can be found on the THECB website.

A limited amount of undergraduate transfer credit may be accepted from institutions without accreditation from a THECB-recognized accreditor. Requests for a transfer of credit for courses in which the student achieved a "B" or higher and the work was done in residence are considered by the Registrar in consultation with the Vice President of Academic Affairs and appropriate Program Directors.

Courses with the CRIS designation are a part of the college's common student experience and, therefore, must be taken at Criswell College.

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 (CEU) Credits

The college occasionally awards Continuing Education Unit credit 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 CEU credit. 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. To ensure that non-resident courses can be used for credit at Criswell College, students must obtain approval prior to enrolling in such courses by completing the appropriate form available from the Registrar's Office.

5. Procedure:

- a. **Implementation:** The Admissions Office is responsible for gathering transcripts of applicants from every higher education institution previously attended. The Registrar is responsible for maintaining procedures by which all other aspects of this policy are implemented.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College's website. Summaries and excerpts of the policy will be published in the College's *Catalog*.

For the Office of the President only:

Policy version: 3.0

Policy number: 2.002

Related policies:

Policy History

Version 1.0	Not Available
Version 2.0	July 1, 2020
Version 3.0	June 28, 2021

Reviewed by Executive Cabinet

Approved

Rejected

President's Signature: _____

Date: __/__/_____