



Administrative Policy Non-Resident Credit

Approved By: President

Date Approved: September 20, 2023

Effective Date: August 16, 2021

- 1. Summary:** This policy establishes the criteria by which Criswell College grants credit toward the completion of a degree at Criswell College for the demonstration of learning accomplished through transcribed coursework from another institution or through standardized exams.
- 2. Rationale:** This policy is necessary to ensure consistent demonstration and evaluation of learning accomplished other than through courses at Criswell College.
- 3. Entities Affected:** students, Admissions Office, Registrar, 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. 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.

matriculation: An admitted student becomes a matriculated student the first time that she 1. registers for courses and clears student billing for those courses, 2. is active in at least one of those courses by the second week of the semester, and 3. at the end of the second week of the semester remains in at least one for-credit course.

non-resident credit: Credit that is granted toward the completion of a degree at Criswell College for learning accomplished through another means.

- 5. Policy:** Students must complete the minimum percentage of their degree requirements through Criswell College as found in the College's Graduation Policy.

Credit for Coursework Taken at Institutions Other Than Criswell College (Transfer Credit)

Applicants must provide the Admissions Office with an official copy of transcripts from every higher education institution previously attended prior to the application deadline.

Matriculated students may complete courses at other accredited or approved institutions for credit at Criswell College in accordance with the "Residency Requirements" found in the College's Graduation Policy. To ensure that non-resident coursework 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 and the College's website.

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 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 as reflected on an official transcript are considered by the Registrar in consultation with the Vice President of Academic Affairs and appropriate Program Directors.

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.

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

Advanced Placement Credit

Students achieving a score of three or higher on an Advanced Placement (AP) exam 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 exams must be completed prior to matriculation at the College and cannot be applied as elective credit.

College Level Examination Program

Students may take College Level Examination Program (CLEP) subject tests for course credit at Criswell College. Students must obtain approval prior to registering for and taking CLEP tests by completing the appropriate form available from the Registrar’s Office and the College’s website.

CLEP credit will be evaluated upon receipt of an official copy of scores. CLEP credit may not be applied to any course in which a student is enrolled or has been enrolled. Students may apply CLEP credit to no more than four courses. CLEP credit is not accepted for electives.

6. 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 *Academic Catalog*.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

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| Policy version: 4.0 | Policy number: 2.002 |
| Related policies: | |

Policy History

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| Version 1.0 | Not Available |
| Version 2.0 | July 1, 2020 |
| Version 3.0 | June 28, 2021 |
| Version 4.0 | September 20, 2023 |