

## TRANSFER OF CREDIT POLICIES

Effective date: Prior to FY12  
Last update: July 31, 2018  
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 within the last 10 years. 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 graduate school. Grades must be B (3.0) or higher for the Master of Arts in Counseling program and C (2.0) or higher for all other Master's programs to be eligible for transfer.

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

Missio 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 Missio. Normally, MA students must take at least one-half of the courses in their field of concentration at the school, 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).

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

#### **Master of Theology, Doctor of Ministry, and Certificate Programs**

Typically no credits from other institutions may be transferred into these programs because of the limited total credits required for completion.

#### **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 Missio 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: July 31, 2018

Effective date: Prior version—2006