

Office of Admissions, 200 North Main Street, Hatfield, PA 19440 ♦ 800.235.4021 ext 146

CCEF CREDIT CONVERSION FORM

Missio and CCEF have partnered to mutually promote our programs and to provide the opportunity for CCEF students to convert their non-accredited CCEF credits to accredited credits through Missio.

Requirements

To convert a CCEF course, the student must have: 1) earned a Bachelor's degree before the course was completed, 2) have earned a B or higher in the course, and 3) taken the course during or after 2005.

Transferring Credits to Missio

Converted CCEF credits can be transferred into one of Missio's programs listed below. If course titles differ, the course will appear on the Missio transcript under Missio course title.

CCEF Course (credits)	Missio MA in Counseling* (pre-licensure)	Missio MA in Ministry, Counseling Concentration	Other Missio programs (MDiv, other MA)
Dynamics of Biblical Change (3)	Elective	Elective	Elective
Counseling in the Local Church (2)	Elective	Elective	Elective
Marriage Counseling (3)	Core (substitute for Marriage & Family Therapy)	Elective	Elective
Counseling and Physiology (2)	Core (1 more credit needed since BTS's course is 3 cred)	Elective	Elective
Human Personality (3)	Elective	Elective	Elective
Helping Relationships/Methods of Biblical Change (3)	N/A	Core (substitute for Pastoral Counseling)	Core for MDiv; Elective for other MA (substitute for Pastoral Counseling)
Biblical Interpretation (3)	Core (substitute for Counseling & the Bib. Text 1) or Elective	Core (substitute for Authentic Biblical Interpretation)	Elective
Essential Qualities of a Biblical Counselor (2)	Elective	Elective	Elective
Theology and Secular Psychology (3)	Elective	Elective	Elective
Counseling Observation (2)	Elective	Elective	Elective
Counseling Problems and Procedures (3)	Core (substitute for Psychopathology)	Core (substitute for Psychopathology)	Elective

*It is possible to transfer up to 17 CCEF credits into the MAC program (up to 11 core credits and 6 elective credits).

Transferring Credits to Another Institution

A non-Missio student who desires to convert CCEF credits to accredited credits will fill out the CCEF Accredited Course Non-Degree Application form, along with the Credit Conversion Form on page two. These converted CCEF credits meet the qualifications for graduate level education and may be eligible for transfer to other graduate institutions. However, Missio does not guarantee that converted credits will be accepted by another institution. Every institution sets their own policies regarding the transfer of courses into their degree programs. It is the student's responsibility to investigate transfer credit policies with the institution.

Cost

The student must pay the tuition differential between the Missio current tuition rate and the CCEF current tuition rate as determined by the Academic Office and Business Office, after reviewing the student's transcripts.

Office of Admissions, 200 North Main Street, Hatfield, PA 19440 ♦ 800.235.4021 ext 146

CCEF CREDIT CONVERSION FORM

Instructions: Submit this completed form and your official undergrad and CCEF transcripts to Missio via **mail** (to “Admissions” at the address above), **fax** (215-368-4913), or **email** (admissions@biblical.edu). If you plan to use your converted credits at another institution, rather than at Missio, you must also submit the CCEF Accredited Course Non-Degree Application.

Name (*Last, First, Middle*) _____ **Student ID #** (current student) _____
Address _____ **Home Phone** _____
 _____ **Work Phone** _____
E-mail _____ **Date of Birth** _____
Social Security # _____

I. Indicate the courses you are interested in converting. You must have earned a B or higher:

Course (credits)	Year taken (only courses taken during or after 2005 are eligible)
Dynamics of Biblical Change (3)	
Counseling in the Local Church (2)	
Marriage Counseling (3)	
Counseling and Physiology (2)	
Human Personality (3)	
Helping Relationships/Methods of Biblical Change (3)	
Biblical Interpretation (3)	
Essential Qualities of a Biblical Counselor (2)	
Theology and Secular Psychology (3)	
Counseling Observation (2)	
Counseling Problems and Procedures (3)	

II. How do you plan to use your converted credits?

At Missio:

- MA in Counseling MA in Ministry, counseling concentration
 Electives in MDiv or other MA degree Undecided

At another institution:

- I understand that Missio cannot guarantee that converted credits will be accepted by another institution. It is my responsibility to investigate this with the institution of my choice. I understand that Missio will issue a Missio transcript for converted credits if I meet all requirements.
 I will also submit the CCEF Accredited Course Non-Degree Application to Missio.

I certify that all information recorded on this application is truthful and complete to the best of my knowledge.

Student's Signature _____

Date _____