



## Transfer Credits and Advanced Standing

### 1. Transfer and Shared Credit

*Transfer credit* refers to credit from a degree program either at Garrett-Evangelical or another ATS accredited seminary applied towards the completion of a degree at Garrett-Evangelical. Course work must have been completed within the last 10 years to be considered for transfer credit and have been graded at a B- level or better. P/F courses are not eligible for transfer. Transfer credits are not usually awarded for required foundational and introductory courses. All credits used towards degree requirements must have been completed within 10 years prior to graduation.

*Credit from Non-ATS Accredited Schools or Non-degree Programs:* Most university departments of religion are not ATS accredited. If a university graduate school is accredited by a regional accreditation association, transfer credit may be considered on a case-by-case basis up to 15 semester hours. We do not accept transfer credits from schools that do not have either ATS or regional accreditation.

*Shared credit* refers to credit earned while a student is enrolled in two degree programs at Garrett-Evangelical concurrently. Shared credit cannot exceed more than half of the shorter degree.

*Maximum credit* granted by transfer or shared credits for course work toward a Garrett-Evangelical degree program is as follows: MDiv 40 semester hours if transferring from another 3-year MDiv degree including ETS (Ecumenical Theological Seminary) and for the MA 25 semester hours or MTS 24-28 semester hours (depending on total hours required) if transferring from a 2 or 3 year degree program. For field education to be counted for advanced standing in an MA degree, it must be in an appropriate area of study.

*International Students:* Because of the residency requirements for a study visa, transfer credit may be limited for international students to ensure that students remain in compliance with full-time student status during their course of study. All above stated criteria apply for transfer credit.

### 2. Advanced Standing

*Advanced standing* is the recognition of previous successful study that is relevant to the program to which a student has been admitted at Garrett-Evangelical. These studies may be credited to the student's Garrett-Evangelical degree program, enabling the student to complete the program in a reduced amount of time.

Advanced standing may be granted without credit or with credit.

(1) Advanced standing without credit is granted by exempting students from some courses but not reducing the total number of academic credits required for the degree. Students are rarely given exemption from required foundational and introductory courses.

Students seeking advanced standing without credit must provide documentation (transcripts, certifications, references, course syllabi, etc.) sufficient to evaluate the student's competence in the subject matter and demonstrate, by appropriate written assessment (either a written exam or paradigmatic assignment), to the faculty responsible for the specific courses, that they have the knowledge, competence, or skills that would normally be provided by those courses for which they seek exemption and advanced standing. In some cases, the student may be asked to complete a version of the course final exam and a subsequent in-depth interview with the instructor(s).

(2) Advanced standing with credit is granted by reducing the number of hours required for the degree. However, students are rarely given exemption with credit from required foundational and introductory courses. Advanced standing with credit is usually granted on the basis of transfer credit from another master's degree program at an accredited institution [see "Transfer Credit" above]. Advanced standing with credit is not granted for P/F courses or for courses for which the student received a grade lower than B-. Decisions for advanced standing are made by the degree program director, in consultation with the academic dean if necessary.

Any credit awarded for prior learning must be documented, evaluated, and appropriate for the level of degree awarded. Advanced standing with credit cannot be granted on the basis of ministerial or life experience. Therefore, students seeking advanced standing with credit are required to provide to the registrar and degree program director a transcript from an accredited institution and copies of relevant syllabi for the courses for which they are seeking waiver.

If advanced standing is granted with credit, not more than 1/6 of the total credits required for the degree may be granted in this way. Under current degree requirements, no more than 8 to 9 hours for an MA (depending on the program) and no more than 13 to 15 hours for the MDiv (depending on the total number of credits required to complete the degree).

PhD students who have completed coursework beyond an initial theological master's degree may be eligible for advanced standing with credit for 6 semester hours if the work has been completed at another accredited doctoral granting institution within the previous ten years. These courses can count toward meeting the coursework requirements in the field in which they are concentrating or toward a minor field of study. Approval for such credit requires approval by the field, the student's advisor, and the PhD director.

## **5. Receiving Transfer Credit or Advanced Standing**

After admission to a degree program, students may request a review from the office of registration services for transfer credit or advanced standing. The transcript will be reviewed for courses meeting minimum requirements for transfer with explanation of the maximum credits allowed per program. The student will be directed to the petition form and asked to provide syllabi for courses being requested for review.

The office of registration services will ask the degree program director and the appropriate field faculty to evaluate the syllabi of courses proposed for transfer credit and/or to review documentation provided by the student demonstrating the necessary knowledge, competence, or skill required by the course. Acceptance of field education credit in transfer requires the approval of the director of field education. Upon support by the degree program director and the field faculty, the student and advisor will be informed of final decisions and the transfer credit or advanced standing will be applied to the program. Only after completion of this review will transfer credit or advanced standing be added to the student's Garrett-Evangelical academic record.

All transfer/advanced standing requests must be made in a single petition. The deadline for requests to be made is November 15 for students admitted in the fall and April 1 for students admitted in the spring. Petitions will be reviewed at the next regular field or degree program committee meeting and may not be considered before then.

#### 4. **Course of Study School Transfer Credit**

Transfer credit for Course of Study course work may be awarded toward the MDiv degree. One and a half semester hours per module may be awarded up to 15 semester hours and applied to the MDiv as elective credit. A graduate of the Garrett-Evangelical Course of Study School may receive up to a total of 27 semester hours or approximately 1/3 of the total MDiv degree. In addition to the 15 semester hours of elective credit for the 5 summers, an additional 12 semester hours can be applied to the following fields with the approval of the academic dean and director of academic studies:

3 hours	Bible elective
3 hours	History elective
3 hours	PCC-501 Introduction to Pastoral Care
3 hours	Preaching or Worship

Only courses with grades of B or higher may be counted in this additional credit. Those students under the former grading system must have grades of D (distinction) or P+. Interested students need to apply for transfer credit upon admission to the Master of Divinity degree program.