

Transfer Credit Policy by Degree Program

*For some programs there is also Advanced Standing or Shared Credit policies.
These policies are published in the current Academic Catalog.*

TRANSFER CREDIT - MASTER OF DIVINITY

An admitted student who has completed master degree level course work in religion or theology at a regionally or ATS accredited educational institution may ordinarily transfer up to 45 credits into the MDiv degree program. Credits more than 10 years old may not be transferred into the program. Transfer credit is not allowed for any grade below a C. Credits must be similar in course content and align with the MDiv student learning outcomes. When a degree has been conferred at another institution, no more than half of the credits applied to that earned degree (not to exceed 45 hours) may be transferred. Students are normally required to be in residence at least two quarters prior to vicarage and a minimum of two quarters after vicarage regardless of the transfer credit.

All courses taken from another regionally or ATS accredited educational institution after enrollment at CTSFW must receive approval prior to the beginning of such courses and must meet the transfer credit criteria for this degree program.

Both admitted and current students are responsible for having official transcript(s) and catalog description(s) of any credit they desire transferred to their degree program sent to the Registrar's Office. Additional documentation may be requested. Transfer credit, if any and how many, is determined by the Registrar in consultation with the Academic Dean.

ADVANCED STANDING AND TRANSFER CREDIT – MASTER OF ARTS IN DEACONESS STUDIES

All advanced standing (based on undergraduate courses) and transfer credit (based on graduate courses) must be approved in advance of beginning the MA in Deaconess Studies Program and will be determined by the Registrar in consultation with the Academic Dean, taking into account the content and level of each course. Students who wish to be considered for advanced standing or transfer credit must submit a detailed written request to the Registrar, including course descriptions from the institution at which they originally completed the course(s). Courses ordinarily must have been completed less than 10 years prior to the date that the student is to begin the program in order to be considered for advanced standing or transfer credit. Students in this program who have been granted advance standing and/or transfer credit must still take the equivalent of at least one full-time academic year (32 credit hours) of work through on-campus courses.

Advanced Standing

Undergraduate course work in religion or theology completed at a regionally or ATS accredited educational institution may be eligible for advanced standing, either:

1. without credit, in which case students will be exempted from some courses but the total number of academic credits required for the degree will not be reduced, or
2. with credit, in which case the number of hours required for the degree will be reduced. In either case, a maximum of nine quarter hours of advanced standing credit may be granted to applicants to the MA in Deaconess Studies Program. Advanced standing will not be granted on the basis of vocational or other life experience.

Transfer Credit

A maximum of 18 quarter hours of master degree level course work in religion or theology completed at a regionally or ATS accredited educational institution may be transferred into the MA in Deaconess Studies Program. Transfer credit is not allowed for any grade below a C. If advanced standing credit is granted, the number of quarter hours that can be transferred will be reduced proportionately in order that no more than a total of 18 quarter hours in advanced standing and transfer credit will be granted.

TRANSFER CREDIT – MASTER OF ARTS IN PASTORAL STUDIES

A maximum of 18 quarter hours of master degree level course work in religion or theology completed at a regionally or ATS accredited educational institution may be transferred into the M.A. in Pastoral Studies Program. Transfer credit is not allowed for any grade below a C. Courses must have been completed less than 10 years prior to the date that the student is to begin the program in order to be considered.

Students who wish to be considered for transfer credit must submit a detailed written request to the Registrar, including course descriptions from the institution at which they originally completed the course(s). All transfer credit must be approved in advance of beginning the M.A. in Pastoral Studies Program and will be determined by the Registrar in consultation with the Academic Dean, taking into account the content and level of each course.

ADVANCED STANDING AND TRANSFER CREDIT – MASTER OF ARTS

Advanced Standing

Undergraduate course work in religion or theology completed at a regionally or ATS accredited educational institution may be eligible for advanced standing, either:

1. without credit, in which case students will be exempted from some courses but the total number of academic credits required for the degree will not be reduced, or
2. with credit, in which case the number of hours required for the degree will be reduced. In either case, a maximum of nine quarter hours of advanced standing credit may be granted to applicants to the 60 hour MA Program; advanced standing credit will not be granted to applicants in the 36 hour MA Program. Furthermore, advanced standing will not be granted on the basis of vocational or other life experience.

Transfer Credit

A maximum of 18 quarter hours of master degree level course work in religion or theology completed at a regionally or ATS accredited educational institution may be transferred into the 60 hour MA Program or a maximum of 12 quarter hours into the 36 hour MA Program. If advanced standing credit is granted to a student in the 60 credit program, the number of quarter hours that can be transferred will be reduced proportionately in order that no more than a total of 18 quarter hours in advanced standing and transfer credit will be granted. Transfer credit is not allowed for any grade below a C.

TRANSFER CREDIT AND SHARE CREDIT – MASTER OF SACRED THEOLOGY

Transfer Credit Policy

CTSFW may accept credits toward the STM Program for graduate work in "advanced programs primarily oriented toward theological research and teaching" (STM/ThM, PhD/ThD) or "advanced programs oriented toward ministerial leadership" (DMin) completed at other institutions (transfer credit). A student desiring transfer credit will submit to the Graduate Studies Office an official transcript showing courses completed to be considered for transfer credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions.

Transfer credit is not allowed for any grade below B (3.00) on a 4.00 scale. Credits to be transferred may not be older than ten years at the time of transfer.

Normally, a maximum of 9 credits may be transferred from another institution. If a degree was earned from another institution, not more than half of the credits for that degree may be transferred (not to exceed maximum number of credits for transfer). The STM program director grants transfer credit at his discretion, in consultation with the registrar, within the boundaries of the above delimitations, considering the relevance of the coursework to the STM program outcomes and the qualifications and performance of the student. Exceptions to this policy may be granted by the Graduate Studies Committee on a case-by-case basis through the recommendation of the program director.

If shared credit is granted, the number of credit hours that can be transferred will be reduced proportionately in order that no more than a total of 9 credit hours of shared and transferred credit is granted.

Credit Share Policy

CTSFW may accept credits toward the STM program that have been earned as part of the conferral of another graduate degree program, either at CTSFW or at another institution (shared credit), so long as they are at the level of "advanced programs primarily oriented toward theological research and teaching" (STM/ThM, PhD/ThD) or "advanced programs oriented toward ministerial leadership" (DMin). Credits that have been earned as part of MDiv program at CTSFW may be accepted on two conditions: (1) credits that have been earned during Sem IV year, (2) credits that have been upgraded into 700 level at the beginning of its enrollment. A student desiring shared credit will submit to the Graduate Studies Office an official transcript showing courses completed to be considered for transfer credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions. Shared credit is not allowed for any grade below B (3.00) on a 4.00 scale. Credits to be shared may not be older than ten years at the time of transfer. Normally, a maximum of 9 credits may be transferred from another degree program. Not more than half of the credits required for the other degree may be shared.

The STM program director grants shared credit at his discretion, in consultation with the registrar, within the boundaries of the above delimitations, considering the relevance of the coursework to the STM program outcomes and the qualifications and performance of the student. Exceptions to this policy may be granted by the Graduate Studies Committee on a case-by-case basis through the recommendation of the program director.

If transferred credit is granted, the number of credit hours that can be shared will be reduced proportionately in order that no more than a total of 9 credit hours of transferred and shared credit is granted.

TRANSFER CREDIT AND SHARE CREDIT – DOCTOR OF MINISTRY

Transfer Credit Policy

CTSFW may accept credits toward the DMin Program for graduate work completed at other institutions (transfer credit). A student desiring transfer credit will submit to the Graduate Studies Office an official transcript showing courses completed to be considered for transfer credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions. Transfer credit is not allowed for any grade below B-. Credits to be transferred may not be older than ten years at the time of transfer. Normally, a maximum of 12 credits may be transferred from another institution. If a degree was earned from another institution, not more than half of the credits for that degree may be transferred (not to exceed maximum number of credits for transfer).

The DMin Program Director grants transfer credit at his discretion, in consultation with the registrar, within the boundaries of the above delimitations, considering the relevance of the course work to the DMin program outcomes and the qualifications and performance of the student. Exceptions to this policy may be granted by the Graduate Studies Committee.

If shared credit is granted, the number of credit hours that can be transferred will be reduced proportionately in order that no more than a total of 18 credit hours of shared and transferred credit is granted.

Credit Share Policy

CTSFW may accept credits toward the DMin Program that have been earned as part of the award of another graduate degree program, either at CTSFW or at another institution (shared credit). A student desiring shared credit will submit to the Graduate Studies Office a transcript showing courses completed to be considered for shared credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions. Shared credit is not allowed for any grade below B-. Credits to be shared may not be older than ten years at the time of transfer. Normally, a maximum of 12 credits may be shared from another degree program. Not more than half of the credits required for the other degree may be shared.

The DMin Program Director grants shared credit at his discretion, in consultation with the registrar, within the boundaries of the above delimitations, considering the relevance of the course work to the DMin Program outcomes and the qualifications and performance of the student. Exceptions to this policy may be granted by the Graduate Studies Committee.

If transferred credit is granted, the number of credit hours that can be shared will be reduced proportionately in order that no more than a total of 18 credit hours of transferred and shared and credit is granted.

TRANSFER CREDIT AND SHARE CREDIT – DOCTOR OF PHILOSOPHY IN MISSIOLOGY

Transfer Credit Policy

CTSFW may accept credits toward the PhD [Missiology] program for graduate work completed at other institutions (transfer credit). A student desiring transfer credit will submit to the Graduate Studies Office an official transcript showing courses completed to be considered for transfer credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions. Transfer credit is not allowed for any grade below B. Credits to be transferred may not be older than ten years at the time of transfer. Normally, a maximum of 15 credits may be transferred from another institution. If a degree was earned from another institution, not more than half of the credits for that degree may be transferred (not to exceed maximum number of credits for transfer).

The PhD [Missiology] program director grants transfer credit at his discretion, in consultation with the registrar, within the boundaries of the above delimitations, considering the relevance of the course work to the PhD [Missiology] program outcomes and the qualifications and performance of the student. Exceptions to this policy may be granted by the Graduate Studies Committee.

If shared credit is granted, the number of credit hours that can be transferred in will be reduced proportionately in order that no more than a total of 18 credit hours of shared and transferred credit is granted.

Credit Share Policy

CTSFW may accept credits toward the PhD [Missiology] program that have been earned as part of the award of another graduate degree program, either at CTSFW or at another institution (shared credit). A student desiring shared credit will submit to the Graduate Studies Office a transcript showing courses completed to be considered for shared credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions. Shared credit is not allowed for any grade below B. Credits to be shared may not be older than ten years at the time of transfer. Normally, a maximum of 15 credits may be shared

from another degree program. Not more than half of the credits required for the other degree may be shared.

TRANSFER CREDIT AND SHARE CREDIT – DOCTOR OF PHILOSOPHY IN THEOLOGICAL STUDIES

Transfer Credit Policy

CTSFW may accept credits toward the PhDTS Program for graduate work in “advanced programs primarily oriented toward theological research and teaching” (STM/ThM, PhD/ThD) completed at other institutions (transfer credit). A student desiring transfer credit will submit to the Graduate Studies Office an official transcript showing courses completed to be considered for transfer credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions. Transfer credit is not allowed for any grade below B (3.00) on a 4.00 scale. Credits to be transferred may not be older than ten years at the time of transfer. Normally, a maximum of 15 credits may be transferred from another institution. If a degree was earned from another institution, not more than half of the credits for that degree may be transferred (not to exceed maximum number of credits for transfer).

The PhDTS Program Director grants transfer credit at his discretion, in consultation with the registrar, within the boundaries of the above delimitations, considering the relevance of the coursework to the PhDTS Program outcomes and the qualifications and performance of the student. Exceptions to this policy may be granted by the Graduate Studies Committee on a case-by-case basis through the recommendation of the program director.

If shared credit is granted, the number of credit hours that can be transferred will be reduced proportionately in order that no more than a total of 18 credit hours of shared and transferred credit is granted.

Credit Share Policy

CTSFW may accept credits toward the PhDTS Program that have been earned as part of the conferral of another "advanced programs primarily oriented toward theological research and teaching" (STM/ThM, PhD/ThD), either at CTSFW or at another institution (shared credit). A student desiring shared credit will submit to the Graduate Studies Office an official transcript showing courses completed to be considered for transfer credit and a description of the course(s) from an official source of the institution where the course was taken.

Credits will normally be accepted only from regionally or ATS accredited education institutions. Shared credit is not allowed for any grade below B (3.00) on a 4.00 scale. Credits to be shared may not be older than ten years at the time of transfer. Normally, a maximum of 15

credits may be shared from another institution. Not more than half of the credits required for the other degree may be shared.

The PhDTS Program Director grants shared credit at his discretion, in consultation with the registrar, within the boundaries of the above delimitations, considering the relevance of the coursework to the PhDTS Program outcomes and the qualifications and performance of the student. Exceptions to this policy may be granted by the Graduate Studies Committee on a case-by-case basis through the recommendation of the Program Director.