



Policy: Transfer of Credit

Effective: June 1, 2019

Responsible Department: Registrar's Office

Policy: Transfer credits must meet certain standards as determined by the institution. In most programs offered through Grace College and Seminary, there is no limit to the number of credit hours eligible for transfer to Grace from schools accredited by agencies recognized by the Council for Higher Education Association (CHEA) or the Department of Education (DOE); however, at least 50% of the courses needed to complete a degree are required through Grace College or Grace Theological Seminary before a degree can be granted by Grace.

Scope of the Policy

- 1.0 Recognition by CHEA or the DOE affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement and accountability expectations that CHEA has established, including the standard that the majority of institutions or programs accredited by the agency are degree-granting.
- 2.0 Undergraduate transfer students to Grace College are defined as those who completed 12 credit hours or more from another institution following their graduation from high school, not including earned non-traditional credit (e.g., CLEP, dual credit, or Jump Start courses).
- 3.0 "Transfer credit" describes the transfer of courses from one level of education to another at the same level, such as courses from one baccalaureate, master's or seminary program to another.
- 4.0 This policy applies to all courses transferred to Grace College and Seminary regardless of mode of delivery, including online, correspondence, traditional classroom, or other methods of course delivery.
- 5.0 All transfer credit must be received by the Registrar's Office before the end of the student's first 8-weeks of enrollment at Grace College and Seminary. Exceptions to this apply to those students whose chosen course of study requires completion of credits at another institution of higher education. This policy applies to students in online, correspondence, and traditional programs in undergraduate, graduate, and seminary divisions of the institution.
- 6.0 Individual undergraduate academic departments, graduate programs, and the seminary may have additional or more restrictive transfer credit policies and procedures outlined in their department policies and catalogs. Prospective students should discuss these with an admissions counselor or the registrar. Current students should discuss these with their program director or advisor.
- 7.0 The Master of Science in Nonprofit Management, Master of Science in Higher Education, and Master of Business Administration programs have a limit of 9 transfer credits. The Master of Arts in Clinical Mental Health Counseling program has a limit of 12 transfer credits.

Advanced Standing

- 8.0 In adult-degree completion, graduate, and seminary programs, the term "advanced standing" is distinguished from "transfer credit." "Advanced standing" describes the status of a student who completed a specified course of study, such as a degree or set of courses, prior to enrolling in an adult-degree completion, graduate, or seminary program and which results in accelerated graduate or seminary degree completion.
- 9.0 Adult-degree completion, graduate, and seminary programs describe advanced standing policies in their respective catalogs.
- 10.0 Students with an undergraduate degree from a non-accredited institution who are seeking admission to an adult-degree completion, graduate, or seminary program will be evaluated by the program director in consultation with the chair and the dean.
- 11.0 Refer also to the advanced standing policies of the adult-degree completion, graduate, or seminary program that is sought for more information.



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Course Transfer Determination

- 12.0 The Registrar's Office, the School of Professional and Online Education, and the Academic Affairs Office are the only offices on campus that evaluate transcripts from other institutions for the purpose of granting credit. Evaluation of transfer credits may be done in consultation with a department chair or program director.
- 13.0 Pre-requisite courses that have prefixes beginning with zero (e.g., MAT 010) are considered pre-college work and do not count toward the total number of credit hours needed for degree completion. They may not be transferred to Grace College for credit regardless of the final grade.
- 14.0 It is most desirable that students who are transferring in courses to substitute for integrated courses in the Grace Core will have taken courses from each discipline represented in the integrated course. Transfer courses representing only one of the disciplines in an integrated Grace Core course will be evaluated on an individual basis. Only in highly unusual situations will courses transfer in to substitute for integrated courses. See also [Core Courses Policy](#).
- 15.0 Course work will typically be transferred based on course descriptions; however, on occasion students may be required to provide additional information including catalog descriptions and course syllabi.
- 16.0 Credit will be granted on the basis of Grace's semester hour standard. Courses transferred from colleges and universities using the quarter system will be assigned credit hours for which one quarter hour equals two thirds of a semester hour.
 - 16.1 If the course being transferred into Grace is more than one (1) hour deficient, the student will need to either take the entire course or make up the deficiency in readings, independent study, or other supplementary work for credit. It is up to the department to determine whether that work must be done within that particular course discipline or just within the general major/minor area of study. All students must meet the total hour requirement for their major and minor.
- 17.0 Transfer credit may be awarded only when the course grade is a "C-" or above.
- 18.0 Courses accepted as transfer credit will be applied toward the Grace Core, B.A. or B.S. degree requirements, or major or minor requirements whenever possible. Courses transferred that do not satisfy these requirements will be considered elective credit.
- 19.0 A maximum of thirty (30) hours of Bible and thirty (30) hours of non-Bible credit toward a traditional undergraduate degree at Grace College is acceptable from unaccredited Bible colleges and Bible institutes as long as approved through the Academic Affairs process at Grace.

Also see [Credit by Substitution, Exam, or Experience](#) policy.

Revision Process and History

- All revisions to the policy must be approved by the Provost Council.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template
04-01-2021	(2.0) Update total credit hours completed from 15 to 12.
5-01-2021	Deploy transfer credit details removed