

## TRANSFER OF CREDIT (UNDERGRADUATE)

Generally, upper division credit is not allowed for courses taken in a two-year college, and no more than 70 semester hours of lower division courses may be applied to a program of study. A maximum of 98 semester hours may be transferred from a four-year college. No course lower than a "C-" will transfer from another institution. An evaluation of transcripts to determine transfer credit is done only when an Application for Admission has been formally accepted. This evaluation will be based only on the official transcript submitted directly to the University. Students are responsible to submit either a college catalog or course syllabus should one be needed. Corban does not transfer grade point averages, only credits earned.

Up to 40 professional-technical hours may be transferred from an accredited institution if these courses are described as transferable in that institution's catalog or recognized in the ACE Guide (American Council on Education). These courses usually are transferred as elective credit. The total combined number of professional-technical hours and portfolio hours cannot exceed 70 semester hours.

Transfer students coming from institutions which are not accredited by one of the six regional associations or by the Association of Biblical Higher Education may be given the opportunity to validate credits if the course work applies to Corban's curriculum requirements.

Corban University academic credit has been successfully transferred to many colleges and universities in the Northwest and across the United States. Our regional accreditation and solid academic reputation have allowed students to move to other programs in well recognized institutions. It is imperative the students understand that it is the receiving institution that has final authority in matters relating to how Corban academic credits will transfer to that institution. The Office of the Registrar will aid students in their efforts to transfer by providing information in the form of course syllabi as needed and advice when requested.

## TRANSFER EVALUATION CRITERIA

A minimum grade point average of 2.00 (exclusive of developmental or other nontransferable course work) is required for transfer admission consideration.

Generally, upper division credit is not allowed for courses taken in a community college and no more than 70 hours of lower division courses may be transferred. Only courses with a grade of "C-" or better will transfer from another institution. Credit conversion from quarter hours to semester hour credits is calculated by multiplying the number of quarter credits by two-thirds.

An official evaluation of transcripts to determine transfer credit is done only when an Application for Admission has been accepted. This evaluation will be sent to each transfer applicant following notification of acceptance. All matriculating transfer applicants are required to send final and official college transcripts to the Admissions Office before registering at the university.

After enrolling and completing a semester at Corban, the transfer student assumes a new cumulative grade point average that is subject to academic policies established by the university.

Up to 40 professional-technical hours may be transferred from an accredited institution if these courses are described as transferrable in that institution's catalog or recognized in the ACE Guide (American Council on Education). These courses usually are transferred as elective credit only. The total combined number of professional-technical hours and portfolio hours cannot exceed 64 semester hours.

A maximum of 12 College Work Experience (CWE) hours (must be 100 level or more) will be accepted as transfer elective credit.

Transfer students coming from institutions which are not accredited or recognized may be given the opportunity to validate credits.

**GRADUATE SCHOOL OF MINISTRY  
TRANSFER CREDIT POLICY**

Corban University School of Ministry may accept credits from regionally and nationally accredited institutions approved by CHEA (Council for Higher Education Accreditation). Exceptions to this policy will be made on a case-by-case basis. The following rules govern the transfer of credit:

1. A student must be accepted by the university before the registrar will consider requests for course credits to be transferred.
2. No more than 50% of the total credit hours required in a program may be transferred from another institution. The final 20 semester hours must be taken in residence at the School of Ministry.
3. Courses must be completed with a minimum of a B- (2.7) grade. Acceptable credits earned in another institution are recorded on the student's permanent academic record, but only work completed at the University will be included in the student's Corban grade point average.
4. The decision to approve transfer of credits will be based on similarity of course content, final judgment being made by a comparison of course syllabi.
5. Course work from non-accredited institutions will be considered on a case by case basis.
6. A student who is enrolled at the School of Ministry may take courses elsewhere and have those credits transferred to the University. This will require approval by the Registrar before the course is taken. In such cases, the Registrar will consult with the Dean, but the registrar will make the decision on whether or not the credits may be transferred.
7. Transfer of credit applies only to degree programs. No transfer credit will be granted for non-degree status students.

**TRANSFER CREDIT POLICY – DOCTOR OF MINISTRY**

Up to 12 hours of D.Min. credit, representing three modules/courses, may be transferred into the program from other accredited seminaries. Exceptions to this policy will be considered by the D.Min. Director and the Dean of the School of Ministry. The transfer of courses is subject to the approval of the Director and Dean based upon their relevance to the current program emphasis and structure, and whether the courses represent a comparable level of academic and professional quality. Students requesting credit transfers should do so at the time of admission to the program. If requested after admission is approved, permission for transfer is subject to the decision of the program director and the Registrar's Office.