



TRANSFER OF CREDIT REQUEST POLICY

Transferring credits refers to the practice of applying credit hours earned at one educational institution toward the completion of an academic program at another accredited or approved institution. In order to receive credit for transfer courses, students must send official transcript(s) from the school(s) where the courses were taken. An “official transcript”, *is a transcript received directly from the educational institution in the original sealed university envelope.*

To begin the transfer evaluation process, an official transcript must be submitted. Official transcript(s) are then evaluated by the Academic Affairs Division. The transfer request may only include coursework earned within the past ten years and equate to a similar course where the student earned at least a grade of “C”. In accordance with accreditation residency standing guidance, requests must be made during the time of matriculation and credits may not exceed one-third (1/3) of the required credits needed to complete the degree program.

In order to receive credit for transfer courses, students must send in official transcripts from the school(s) at which the classes were taken. An “official transcript” must be received directly from the educational institution attended within the original, sealed university envelope addressed to University Admissions.

During the evaluation process, the transcript will be reviewed to determine the number of hours and the specific courses for which transfer credit will be accepted in addition to the following steps:

- Credits awarded in a graduate program for course work completed at a graduate level institution are also considered. BHU awards transfer credits from graduate course work from accredited colleges or universities only.
- Transcripts containing college credits acquired through the various branches of the military should be submitted along with the student’s other transcripts. The transcript will be reviewed to determine the number of hours and the specific courses for which transfer credit(s) will be accepted.
- Coursework completed at another institution, in which a student is seeking transfer credit into a program at the Beulah Heights University, cannot exceed the number of credit hours awarded.

Please note, for transcripts containing college credits acquired by the college-Level Examination Program (CLEP), USAFI through colleges in the various branches of the military, should be submitted along with the student’s other transcripts.

The Criteria for Transfer Credit:

1. Credit is awarded for courses actually taken or with prior academic advisement approval.
2. Course objectives and requirements must align with BHU course objectives and requirements.
3. The grade earned must be a grade of “C” or better for undergraduate or “B” or better for graduate and doctoral programs.
4. Credit hours awarded must apply directly to program requirements in order for the student to meet graduation requirements.
5. Credit hours awarded may not replace the required minimum hours that must be completed within the specific degree program.
6. Transfer Credit or Advanced standing credit hours awarded by another institution are subject to additional verification (official transcript from the awarding institution must accompany the request)*
7. Upon review to award transfer credit, the Academic Program Coordinator of the specific degree program will provide an explanation of awarded credit(s). He/She will represent the department in direct communication with the student upon grievance/concern regarding the decision.
8. Students must submit the transfer evaluation request within their first academic year of study. Returning students, should also abide by this step unless otherwise authorized by the Academic Dean.
9. For international student requests please contact the Office of Admissions for further guidance.

Upon transfer credit completion, the student shall receive the final determination letter outlining approved course(s) and/or explanation of the decision via email within 14 business days of the submission request. If a student is unsatisfied with the credit transfer results, he/she has the right to appeal. Please see the academic catalog for more information on the steps that can be taken to begin the appeal process.

ADVANCED STANDING

Disclaimer: Advanced Standing hours credited by BHU may not transfer to another institution. Advanced standing is only granted to currently enrolled BHU students. Students must request BHU to take this action. The process is NOT automatic.

Advanced Standing is credit awarded at the graduate level for work completed at the undergraduate level when completed at an accredited institution, and when the course objectives align with BHU undergraduate course requirements for similar courses.

**Advanced Standing is granted only to entering students and not to transfer students.*

Students enrolling in a Master of Arts (MA) degree program with an undergraduate degree from an accredited college or university with a major in Biblical Education [Religious Studies is acceptable] may be awarded advanced standing, receiving up to a maximum of nine (9) credit hours. Advanced Standing is awarded for individuals entering a Master of Arts program with either a concentration in Religious Studies or a concentration in Leadership Studies.

Criteria

- Advanced Standing Award is for “first-time” entrants in a BHU graduate program.
- Course work must be from an undergraduate degree in an accredited institution.
- Course work must be from a Biblical Education or Religious Studies major.
- Course work must have received a grade of “B” or better.
- Students beginning in the MA program intending to move to the Master of Divinity program will not be awarded credits beyond the nine (9) hours specified for MA entrants until the student completes the MA program and is admitted to the Master of Divinity Program.
- If a student enrolls in the Master of Divinity Program and leaves the program before completion and enters the Master of Arts program, the advanced standing credits will be reduced accordingly.
- Students already enrolled in BHU Graduate Programs will be given consideration to receive retroactive advanced standing credits.

Advanced Standing Credit from Non-BHU Course Work:

BHU will evaluate and award advanced standing credits for non-BHU course work on a case-by-case basis. It is BHU’s intention to award advanced standing credits based on the same criteria applied to undergraduates completing course work at BHU; however, BHU will exercise latitude to award as much credit as possible where awarding credit aligns with course descriptions and the requirements of the student’s program.

Designated Courses

The courses designated for advanced standing credit are as follows:

Master of Arts Religious Studies Bi 501 Old Testament

	Bi 502 New Testament
	Th 503 Systematic Theology I
Master of Arts Leadership Studies	Bi 501 Old Testament
	Bi 502 New Testament
	Th 503 Systematic Theology I
Master of Divinity	Bi 501 Old Testament
	Bi 502 New Testament
	Th 503 Systematic Theology I
	Th 513 Systematic Theology II
	Th 610 Holy Spirit Throughout the Bible
	A Th 612 Introduction to Evangelism
	Th 607 Hermeneutics
	A Th 610 Introduction to World Missions
Doctor of Ministry	DM 901 Doctor of Ministry Orientation and Assessment
	DM 902 Foundations for Ministry Leadership