



## Transfer of Academic Credit Policy and Procedure

**Revision Date:** May 13, 2024

**Responsible Office:** Academic Affairs

**Policy Number:** 3126

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GBSC evaluates for transfer all non-remedial credits (generally in courses numbered 101/1001 or above) earned with a grade of C- or above from postsecondary institutions; transferred courses are entered on the student's GBSC transcript as "CR" instead of a letter grade and are marked as transferred, including a notation of the originating institution.

Transfer courses must meet the requirements of the student's GBSC program of study. Transfer credits generally are applied to specific requirements as first priority, and then considered for use as electives if they do not fulfill requirements and if the student's plan of study has elective room. Acceptance of some courses for transfer may be dependent upon the student's scores on matriculation exams or other instruments designed to measure comparability of coverage. Additional limitations or requirements may exist at the divisional level, as documented in divisional policies, or for specific courses, as documented in the Registrar's Office.

### **Accredited coursework**

Courses from institutions accredited by an agency approved by the U.S. Secretary of Education are considered to have appropriate rigor. Evaluation for transfer focuses on equivalence to GBSC course coverage and is usually determined by review of institutional catalogs or course descriptions. Students may be required to submit syllabi or other documentation to enable determination of equivalence.

### **Unaccredited coursework**

Courses from institutions not accredited by an agency approved by the U.S. Secretary of Education are reviewed both for rigor and for equivalence. While GBSC personnel will review institutional catalogs/course descriptions and similar documentation, students are likely to be required to submit syllabi, identify the course instructor to enable review of credentials, discuss with a GBSC faculty member the course's content and/or meet other documentation requirements to enable appropriate review of the course(s).

Further, unaccredited coursework will not be officially transferred unless and until the student has earned a GPA of at least 2.0 in at least 12 credit hours at GBSC.

### **Advanced Placement (AP) coursework**

AP courses are evaluated for transfer if the student earned an AP exam score of 3 or higher. As with accredited coursework, adequate rigor is assumed, but equivalence is evaluated.

### **Articulation agreements**

GBSC maintains articulation agreements, all of which are disclosed on its website. Transfer credit is awarded consistent with these agreements provided the earned grade meets this policy's minimum.

### **Procedure**

Incoming transfer students' transcripts are received by the Registrar, who upon receipt initiates the review of the transcripts as outlined below. (For General Education Core transfer, the General Education Core Committee performs functions assigned to academic divisions in the steps below, while for Bible/Theology Core transfer the Ministerial Education Division chair performs the functions assigned to academic divisions below.) For incoming students' transfer courses to be approved prior to fall matriculation, official transcripts must be received before July 1; for spring matriculation, official transcripts must be received before October 1.

- The Registrar's designee reviews transcripts and recommends for transfer courses meeting GBSC expectations and forwards the recommendation to the appropriate divisions and/or committees for review.
- Academic divisions and/or committees review proposed transfer courses, suggesting changes as appropriate.
- The proposal is then forwarded to the Vice President for Academic Affairs (VPAA)/designee for final approval.

Upon VPAA/designee approval, the Registrar records transfer courses on students' transcripts and notification is sent to the student and to his/her academic division.