

Title: Transfer Credit Policy

Last Updated: 2018-2019 Catalog

Approved by: Academic Dean

Functional Area: ACADEMIC

Credit for courses taken at another graduate institution accredited by the Association of Theological Schools in the United States and Canada or another accreditation body recognized by the Council for Higher Education Accreditation or the United States Department of Education may be transferred to AMBS, provided the courses fit into the particular degree program a student intends to pursue. Only courses with a grade of B- or better and completed within 10 years prior to when the student will complete his or her degree program at AMBS are eligible for transfer. No more than half of the credits required for a degree may be granted on the basis of transfer credits. No more than half of the credits of a graduate degree earned at another school may be transferred to AMBS.

Starting with the 2017–18 academic year, transfer credit letter grades are no longer being recorded on AMBS transcripts or factored into students' GPA at AMBS; instead, a grade of Pass is recorded. Prior to that year, transfer credit letter grades were recorded on AMBS transcripts and factored into students' GPA at AMBS.

Students should confer with their advisors and the Registrar in their first semester at AMBS to discuss which courses from a qualifying institution could be transferred to AMBS, if any, and whether each course is appropriate to transfer and satisfies a requirement of their degree program. If it is decided that credits should be transferred, students and their advisors should complete the Transfer Credit Petition form (see www.ambs.edu/forms) and submit it to the AMBS Registrar.

Credits completed more than 10 years before the term in which students will complete their AMBS degree program will not be eligible for transfer to AMBS. Students and advisors should consider the amount of time it will take to complete their degree program at AMBS to determine which transfer courses will be 10 years old or less by the time they graduate. For example, if a student will have three years of study to complete upon transferring to AMBS, she should not plan on transferring credits more than seven years old.

Once courses transferred to AMBS are 11 years old, they are no longer considered to meet AMBS degree requirements, and the student will need to fulfill the requirements another way, typically through additional courses.

Students' transfer credits may be applied to their records only after they have completed 11 credit hours at AMBS. However, students may submit the Transfer Credit Petition form anytime, including before they have completed 11 credit hours at AMBS.

Transfer credits are not considered to contribute toward a degree's residency requirement (see "Residency

requirements” above).

Under certain circumstances, courses from a nonaccredited institution may be transferred by action of the Curriculum Committee. Courses will be reviewed on a case-by-case basis; the academic credentials of the professor and the syllabus for the course will be the determining factors. In some cases, work beyond the requirements of the nonaccredited seminary or theological school could be required in order to meet AMBS standards and fulfill AMBS requirements.

Transfer of credit between AMBS MDiv and MA degrees

Students wishing to pursue both an MA and an MDiv degree at AMBS may apply up to one half of the credit hours from their first degree to a second degree, though not exceeding one half of the credit hours required for the second degree.

From the 2018–19 AMBS Course Catalog Academic Policies