

TRANSFER CREDITS POLICY

WEST COAST BIBLE COLLEGE & SEMINARY



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WCBCS will evaluate credits earned at other institutions for consideration of transfer credits. Other credits earned such as examination credit (i.e. AP, CLEP) or Clinical Pastoral Education (CPE) credits may be transferable. Applicability of all potential transfer credits will be determined based on degree program requirements and the following guidelines:

- Official transcripts from previous institutions must be submitted to WCBCS admissions for evaluation of transfer credit by the Registrar. WCBCS may require student to provide additional information such as the course catalog or course syllabus from the institution from the year(s) credits were awarded.
- WCBCS accepts examination credit earned through Advanced Placement Program (AP) and College-Level Examination Program (CLEP). A maximum of 30 credits can be accepted will apply only at the undergraduate level. Official score reports are required for credits to be considered.
- For credits earned through a Clinical Pastoral Training (CPE) program to be considered, an official report from the CPE credit granting institution is required. CPE credit must be from a recognized source such as ACPE to be considered.
- To be considered for transfer, a grade of C or higher in a course is required for the undergraduate program. Only courses with an earned grade of B or higher will be considered for transfer for the master or doctoral programs.
- Students presenting credits earned at institutions outside the U.S. may require evaluation and certification from the Educational Credential Evaluators (ECE) or World Education Services (WES).
- While WCBCS does not have a recency requirement for transfer courses, any courses taken more than ten years prior may be subject to additional review to ensure course content aligns with current course material.
- Transfer credits shown in quarter credits will be converted to semester credits. Quarter hours are multiplied by .67 to determine semester hour equivalent. Therefore, each quarter credit equals 2/3 a semester hour.
- Transfer credit will not be evaluated or denied solely on the source of accreditation of the credit-granting institution.
- Credits from a non-CHEA recognized accrediting body may be awarded on an individual basis. For the acceptance of credits, the student must provide their transcript, a link to the college website, courses and course descriptions, professorial credentials, and other documents that will allow WCBCS to determine if the course rigor is consistent with best practices. If none of the above can be adequately established, WCBCS will not award credits.
- Students may appeal transfer decisions in writing to the registrar within 30 days after notification of decision.

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- Transfer credit acceptance is at the discretion of WCBCS.

Maximum Allowable Transfer Credits

- A maximum of 90 previously earned credits from all combined sources may be transferred toward the bachelor's degree program.
- A maximum of 15 credit hours may be transferred toward the master's degree program.
- A maximum of 6 credit hours may be transferred toward the doctoral degree program.
- Students are required to complete a minimum of 15 credit hours from their chosen core specialization area through WCBCS for the bachelor's degree program. A maximum of nine undergraduate transfer credits may be applied toward the core specialization courses.

Life Learning Credit: WCBCS will consider awarding credit for previous life and ministry experiential learning. For consideration, a student must submit a detailed life learning portfolio which includes details of positions held, dates of employment or service, job description and responsibilities, learning that resulted from the experience and how that learning has been applied in life and ministry. The student must explain in detail, what course(s) within their program aligns with their specific experience(s) and why their experience should be considered for credit toward the particular course(s) for which they seek credit.

The portfolio will be evaluated by the academic committee to determine applicability of credits toward degree requirements. A maximum of three credits may be awarded per year of full-time experience. Full-time will be considered a minimum of 30 hours per week engagement in the ministry/learning environment. A maximum of one credit may be awarded per each year of part-time or volunteer service. Multiple positions held during the same time period will not allow for additional credits to be awarded for the same year(s) of service. A maximum of 30 life learning credits will be awarded to any student.

Administration Approval

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