



Policy on Transfer of Credits

The following policies and procedures govern the transfer of credits. The transferability of credits to other institutions is not determined by CBTS. The school has no articulation agreements with other institutions that guarantee the transfer of credits into CBTS or into the other institution.

1. Graduate courses completed at an institution of higher education accredited by an accrediting organization recognized by the U.S. Department of Education at the time the credit was earned.
2. A minimum grade must be achieved in courses for transfer credit consideration.
 - a. Master's, Diploma, and Graduate Certificate transfer courses must have at least a "B-" or higher.
 - b. Doctoral transfer courses must have a "B" or higher.
 - c. Previous credits earned that are based on alternative grading or assessment scale will be evaluated for equivalency to the Central's standard letter grade scale.
3. Graduate course credit earned at an institution that does not meet the conditions of the above policy might be considered for credit only after due diligence has been completed to assure the course meets the outcomes and standards of CBTS courses and after approval of the faculty senate or a designated committee of the senate (e.g., the DMin Committee).
4. Students requesting transfer credit received at previous colleges or universities located outside the United States must participate in an International Transcript Evaluation procedure.
 - a. Only Master programs at Central Baptist Theological Seminary are eligible for international transfer credits.
 - b. CBTS will make the final determination on the viability of academic credentials issued by international institutions and whether they meet the standards for admission or transfer credit in the United States.
 - c. International applicants must establish that the submitted credits were obtained at recognized institutions.
5. Approved transfer credits will be placed on a student's transcript after the equivalent of one semester/term of full-time study has been satisfactorily completed at Central Seminary.
6. Exceptions to this policy must have approval from the faculty.
7. Maximum Allowed Transfer Credits:
 - a. Doctoral programs – up to 6 credits
 - b. Master's programs – up to two-thirds of the degree's total required credits
 - c. Diploma programs – no transfer credit allowed
 - d. Graduate Certificates – up to one-third of graduate certificates total required credits
 - e. Professional Certificates – no transfer credit allowed

Procedure for Transfer of Credits from US-based Institutions and ATS-accredited institutions in Canada

1. To transfer courses, the request must be initiated through the Registrar's office.

2. A nonrefundable fee of \$25 will be assessed for any review of transfer credits for persons who have not matriculated at CBTS.
3. The current students or applicants must provide an extensive course description or syllabus to the Registrar's office.
4. A CBTS Standing Faculty member or supplemental faculty member designated by the Dean's office in the course's discipline will recommend whether the course satisfies the learning outcomes of a corresponding course in CBTS's curriculum.

Procedure for Transfer of Credits from Institutions based Outside the United States

1. To transfer courses, the request must be initiated through the Registrar's office.
2. A nonrefundable fee of \$25 will be assessed for any review of transfer credits for persons who have not matriculated at CBTS.
3. The courses must first be translated and evaluated by an approved Evaluation Agency (see list below) and then reviewed by the Dean's office of Central Baptist Theological Seminary. Additional information may be requested of the student by the Dean's office and Professors involved in the process.
4. After admission (and transfer of I-20 document, if applicable), the seminary will receive and evaluate the student's request. Students petitioning for international transfer credit must provide:
 - a. Official transcripts from prior institutions.
 - b. Evaluation of student's transcripts completed by an independent transcript evaluation service (see approved list below).
 - c. Letter stating which credits/courses from each institution the student would like CBTS to consider for transfer credit.
 - d. Submit all official documentation to: Central Baptist Theological Seminary Attn: Dean's Office, 6601 Monticello Road, Shawnee, KS 66226
 - e. The international transcript evaluation process at Central Baptist Theological Seminary can take up to 8 weeks.
 - f. IMPORTANT: All transcripts and credential evaluations submitted to CBTS become the property of CBTS and will not be returned. International Students should obtain and keep duplicate copies for their personal records.
 - g. Transcript Evaluation Agencies:
 - i. All agencies are private organizations.
 - ii. It is the responsibility of the student to pay for the services rendered.
 - iii. The organizations listed below are the only acceptable services.
 - iv. You should request a detailed or comprehensive report that includes a course-by-course review with unit value, grade, and lower/under division breakdown.
 - v. Students should provide complete and accurate information and carefully follow directions of the respective agencies.

Approved International Transcript Evaluation Agencies

Academic Credentials Evaluation Institute (request Comprehensive Report)
P.O. Box 6908
Beverly Hills, CA 90212

Phones: (310) 275-3530, (800) 234-1597

Fax: (310) 275-3528

E-mail: acei@acei1.com

Website: www.acei1.com

American Education Research Center (request Detailed Evaluation Report)

P.O. Box 996

West Covina, CA 91793-0996

Phone: (626) 339-4404

Fax: (626) 339-9081

E-mail: aerc@verizon.net

Website: www.aerc-eval.com

International Education Research Foundation (request Standard Application > Detailed Report)

P.O. Box 3665

Culver City, CA 90231-3665

Telephone: (310) 258-9451

Fax: (310) 342-7086

E-mail: info@ierf.org

Website: www.ierf.org

World Education Services (request Basic Evaluation > Course-By-Course)

San Francisco Regional Office

P.O. Box 26879

San Francisco, CA 94126-6879

Telephone: (415) 677-9378

Fax: (415) 677-9333

E-mail: sf@wes.org

Website: www.wes.org