

Horizon College and Seminary College Transfer Credit Policy

(Revised October 23, 2020)

Introduction

Horizon College & Seminary (HCS) considers transfer credit from a variety of post-secondary institutions. Applicants desiring advanced standing at HCS on the basis of previous work must have official transcripts forwarded directly from the institution where the credits were earned. Photocopies are adequate for an unofficial transfer assessment, but transfer credits can only be confirmed and awarded with official transcripts. HCS's Registrar's office will determine if a course is comparable to an HCS course.

General Policies

1. Horizon College is a competency based school, requiring the equivalent of at least a B-grade (Meeting Competency) for every college course to qualify for graduation. However, potential transfer credits will be considered with a minimum of a C grade (63 or higher), as outlined in the college grading scale.
2. A student from an Association of Biblical Higher Education accredited school will receive full credit for equivalent courses provided grades were at least a C (63 or higher) or above, and that the courses parallel requirements outlined in the program selected.
3. To be transferable, a course must be the equivalent or near to the equivalent of the HCS course. Most 3-credit courses at the college level require 90 to 100 hours of learning.
4. Courses can be considered for electives but must fit within the maximum number of elective hours in the particular program selected.
5. Students wishing to graduate from HCS College must take at least 25% of their courses at Horizon.
6. Grades for credits transferred will not appear on the transcript nor will they be considered when calculating a student's grade point average.
7. For college plus programs (2+1, 2+2, or 3+1), additional studies outside of Horizon must be completed within 5 years of the Horizon portion of studies.

Transfer of Credits from Unaccredited Schools

Transfer requests from unaccredited institutions such as discipleship training schools, church-based institutions, leadership organizations, correspondence schools, etc., will be governed by the following policies:

1. At the college level only, Horizon is prepared to give up to 9 credit hours, and potentially more, depending on the school, work load, ministry, leadership, relationship to Horizon, and association with other academic institutions, etc. Unless indicated otherwise, transfer credit from unaccredited schools will be considered on a case-by-case basis.
2. Transfers are more likely to be granted where the unaccredited institution is characterized by some or all of the following:
 - a. Consistency of program delivery over an extended period of time.
 - b. Strength in faculty credentials.
 - c. Relational and/or partnership connection to Horizon College and Seminary.
 - d. Past positive experiences with transfer credits from the sending institution.
 - e. Course equivalency to Horizon program requirements.

3. First year's college courses that would most lend to transfer include:
 - a. Introduction to Spiritual Formation-3 credits
 - b. Introduction to Christian Mission-3 credits
 - c. Personal and Christian Life Management-3 credits
 - d. Foundations of Leadership-3-credits
 - e. Introduction to the Old Testament- 3 credits
 - f. Introduction to the New Testament-3 credits
 - g. Ministry Formation-2 credits
4. Criteria for a 3-credit course transfer would include the following:
 - a. Outcomes that align, or are at least similar, with the outcomes associated with Horizon college courses.
 - b. Course work totaling 90 to 100 hours for classroom instruction, assignments, readings, and practicums.
 - c. Validation of the work done which could include, but is not limited to the following: review of syllabi, faculty credentials, grading standards, and other learning resources from the sending institution.
 - d. The courses must meet HCS's transfer credit criteria of a minimum C letter grade (63 or higher) and must parallel courses in their chosen program of study as core or elective credit.
5. Horizon will retain documentation in the student's permanent file (Populi or hard copy) outlining the process used to validate credits accepted from unaccredited sending institutions.

Appealing Transfer Credit Decisions

If an applicant thinks they have a valid basis for appealing a transfer credit evaluation, they can appeal through the Registrar's office. The student will likely be asked to provide additional evidence or documentation that an adjustment to the transfer credit decision is merited.

Failing an appeal, a student could also potentially consider PLAR (Prior Learning Assessment and Recognition) which might provide credit for previous life learning. PLAR consideration is only available for College level studies. More information can be secured from the Registrar's office or online.

Transfer of Credits for Courses Taken after Admission (Post-Admission Credits)

Admitted full or part-time students, and students on leave, who wish to take courses offered by other post-secondary institutions towards their program at HCS must apply through the Registrar's office for a letter of permission to be a visiting student. The courses to be taken must be specified. Following completion of the approved courses, an official transcript must be sent from the host institution to HCS in order for any transfer credits to be applied to the student's file.

Credit Transfer to Other Colleges and Universities

HCS students have been able to transfer courses to other colleges, seminaries, or universities. Each institution determines which credits taken at HCS will transfer into a student's program of study based on the program requirements of the chosen degree. It is advisable for students to consult with the school they are applying to regarding transfer credits.