

Horizon College and Seminary Seminary Transfer Credit Policy

(Revised June 2023)

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. A graduate student from an institution accredited by the Association of Theological Schools or the Association for Biblical Higher Education will receive full credit for equivalent courses provided grades were at least a C (73 or higher).
2. To be transferable, a course must be the equivalent or near to the equivalent of the HCS course. Most 3-credit courses at the seminary level require 100 to 120 hours. The hours include classroom instruction, readings, assignments, revisions, etc.
3. Courses can be considered for electives but must fit within the maximum number of elective hours in the particular program selected.
4. Students wishing to graduate from Horizon Seminary must take at least 50% of their courses from Horizon.
5. Grades for credits transferred will not appear on the transcript nor will they be considered when calculating a student's grade point average.

Seminary Transfer Credit Agreements with Specific Schools

Horizon has transfer agreements with three seminaries (Briercrest Seminary, Providence Theological Seminary, and Mennonite Brethren Biblical Seminary) that are accredited by the Association of Theology Schools. More information about the applicable courses can be obtained from the Registrar's office.

Transfer of Credit to a Second Graduate Degree with Horizon College & Seminary

An individual wishing to graduate with a second graduate degree from Horizon College & Seminary can transfer up to a maximum of half the credit hours (50%) from the first degree, and must complete a minimum of half (50%) the credit hours of the second degree at Horizon College & Seminary.

Only 50% of credits from the shorter degree can apply to a longer degree. If a student has a previous MA of 36 credits, only a max. of 18 of those credits could be used in a second MA. Alternatively, if a person has a previous MA of 60 credits and wants to take a second, 36-credit MA at Horizon, again only a max. of 18 credits could be used.

The following criteria must also be met:

- The student has met the admission requirements of the second degree.
- The specific requirements of *each* degree must be fulfilled.

- The second degree must have a different specialization from the first degree.
- Credits transferred in must have been completed within the last 10 years from the commencement of a second degree.

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.

Seminary Advanced Standing Policy

Advanced standing may be applied where a student has completed undergraduate coursework that is considered equivalent to that required by a graduate program.

Advanced standing may be awarded in one of two ways:

Advanced standing with credit:

- Students may apply to have credit applied to a program requirement on the basis of course work completed from an *accredited* undergraduate institution. This includes credit toward open elective requirements, provided the undergraduate course aligns with the program objectives.
 - Undergraduate internships and previous ministry experience alone will not be considered in any advanced standing requests.
- At this time, advanced standing with credit *can only be applied to the Master of Divinity (MDiv)* program at Horizon College & Seminary.
- *No more than 18 credit hours (6 courses)* needed for completion of the MDiv may be accrued through upper-level undergraduate courses (*300/400-level*) for advanced standing with credit.

- The student must provide evidence of undergraduate credit completed through submission of an official transcript. Course assignments may be requested for additional assessment.
- Only *courses with a minimum “B+” grade will be considered* for advanced standing.
- The courses considered for advanced standing must have been taken within ten years of commencement of the current degree program at Horizon College & Seminary.
- All requests for advanced standing must be completed in writing to the Registrar’s Office no later than six months after official acceptance to Horizon College & Seminary.

Advanced standing without credit:

Advanced standing without credit allows a student to waive a curricular requirement on the basis of having sufficient breadth in the field of study and allows the student to substitute an advanced course in the same field. Exemptions do not reduce the total credits required for a degree.

The Program Coordinator and Registrar will determine appropriate course substitutes for advanced standing without credit. This may be done through assessing transcripts, syllabi, and/or course work.