



## ADMINISTRATIVE POLICY

### Transfer Credit Policy

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#### Responsible Officers:

- Vice President of Academic Affairs

#### Policy Owner:

- Academic Affairs Committee

#### Policy Contact:

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## POLICY STATEMENT

Credit for course work taken at other institutions will be transferred to UVF subject to the following primary considerations:

- a. The accreditation status of the institution
- b. The mission of the institution from which credits would be transferred;
- c. The comparability of the course work with UVF course work; and
- d. The appropriateness of the course work for meeting baccalaureate and graduate degree requirements at UVF.

### a. Accreditation Status

The platinum standard of transferability is college/university-level accreditation with one of the regional accrediting agencies recognized by the Council on Higher Education Accreditation (CHEA). These are:

- a. The Higher Learning Commission of the North Central Association of Colleges and Schools;
- b. The Middle States Commission on Higher Education of the Middle States Association of Colleges and Schools;
- c. The Commission on Institutions of Higher Education of the New England Association of Schools and Colleges;
- d. The Commission on Technical and Career Institutions of the New England Association of Schools and Colleges;
- e. The Northwest Commission on Colleges and Universities;
- f. The Commission on Colleges of the Southern Association of Colleges and Schools;

- g. The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; and
- h. The Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges.

UVF will transfer in credits specified on transcripts from regionally accredited colleges and universities which were earned at another institution and then transferred to the institution issuing the transcript, without making an independent effort to ascertain whether or not this work meets generally accepted college-level standards.

#### **b. Mission**

UVF will accept credit from institutions endorsed by the Alliance for Assemblies of God Higher Education.

Religious studies courses transfer if they are not doctrinal, confessional, or sectarian in nature. Religious studies courses from public institutions transfer without special review; religious studies courses from all other institutions will be evaluated by appropriate college or departmental faculty.

Member institutions accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), a national accrediting agency recognized by the Council on Higher Education Accreditation (CHEA), will be recognized. Other national accrediting agencies recognized by CHEA will be evaluated on an institution-by-institution basis.

Bible institutes and training centers which have articulation agreements with UVF will be evaluated based on the specifics of the agreement. Bible institutes and training centers which do not have articulation agreements with UVF will only be evaluated for Life Experience credit. This will be done on an institution-by-institution basis.

#### **c. Comparability of Coursework**

Credit granted by another institution for non-traditional experiences: College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and military training will be re-evaluated for content and comparability by the Registrar's Office.

Credits from technical schools may be considered for transfer when appropriate to a student's degree program. Credit is not normally transferred from specialized or proprietary institutions, military training, or industry-based education programs.

UVF will only accept transfer credit from courses that are taken in a seated, face-to-face format, and online. UVF will not accept correspondence courses for transfer.

#### **d. Appropriateness of Coursework**

Transferable credits are accepted by UVF to the extent that they apply to the student's declared program of study. Evaluation is done by the Registrar's Office – in collaboration with Department

chairpersons, when necessary – and relevant credits are articulated and applied to the transcript accordingly. The relevancy of general courses are determined by the course content and will be accepted for transfer credit according to the Equivalency Requirements for General Education Courses document, which is in Appendix 1.

Transfer credits from other institutions will be limited to a total of 96 credits toward a Bachelor's Degree and 30 credits toward an Associate Degree. This is in compliance with the University of Valley Forge's policy that the final 30-credits must be taken through the university.

### **Final 30 Credits**

The University of Valley Forge follows the recommendations of the joint statement of the American Association of Collegiate Registrars and Admissions Officers, The American Council on Education/Commission of Educational Credit and the Council on Higher Education Accreditation regarding the transfer of credits from institutions of postsecondary education. Transfer of credits toward a degree program is based on the comparability and applicability of the credit from the sending institutions toward a degree program at UVF. Grades of at least "C" or its equivalent are considered for possible credit. All students must earn the last 30 credits through UVF to qualify for graduation. Any change of major will require re-evaluation of transfer credits.

### **Life Experience Credit**

UVF will not automatically transfer in credits for Life Experience or non-classroom learning awarded by another institution. UVF will make its own determinations regarding Life Experience or non-classroom learning.

### **International Transfer Credit**

Because of the great variety of types of educational institutions that exist around the world, as well as how difficult it is to assess foreign equivalencies to American terminology and standards, the University of Valley Forge requires academic credit earned from institutions located outside of the United States not only to be documented with transcripts or similar official reports, but also to be evaluated using the American Association of Collegiate Registrars and Admissions Officers (AACRAO) "Course-by-Course Evaluation." Transfer credit will be assessed based on equivalency to collegiate work completed at regionally accredited institutions in the United States

### **REASON FOR POLICY:**

- To provide a concise and consistent standard by which UVF will evaluate previous academic credit earned outside of the institution and award such by means of transfer credit toward a UVF degree program.
- Federal Regulation §668.43 (11).

### **PROCEDURES:**

UVF will maintain the Registrar's Office and Department chairpersons as an ad hoc committee to monitor how well the transfer credit policy is functioning, to suggest improvements to the policy as necessary, and to fit new schools and kinds of schools that might emerge into the taxonomy described below.

Articulation Agreements for transfer of credits must include the transferable courses in the educational program that UVF will accept, the name and location of the institution, the method of delivery for the transferable courses, and the estimated costs students may incur as the result of enrolling in the educational program.

**APPENDICES:**

**Appendix 1: Matrix: Accreditation, Institution Type, and Transfer Credit Policy**

Description	Examples	Transfer Status
Regionally Accredited Schools	Penn State University, Eastern University, Evangel University	Full transferability for "C" work or better
Alliance for Assemblies of God Higher Education.	Western Bible College, Native American Bible College, American Indian College, Caribbean Theological College, Latin American Bible Institute	Transfer of courses toward degree requirement of a "C" or higher
College-level work done in the U.S. military, as delineated in the <i>Guide to the Evaluation of Educational Experiences in the Armed Services</i> by the American council on Education	Army War College; Aviation Maintenance Technician 151A0	Full transferability for "C" work or better following the ACE Guide guidelines
<b>ABHE</b> Accredited schools (Association for Biblical Higher Education )/ <b>CHEA</b> Accredited schools (Council for Higher Education Accreditation)/ <b>TRACS</b> Accredited schools (Transnational Association of Christian Colleges and Schools)	NorthPoint Bible College, etc.  <a href="http://www.abhe.org/pages/NAV-Directory.html">http://www.abhe.org/pages/NAV-Directory.html</a>  <a href="http://www.chea.org/about/chea-member-directory.asp">http://www.chea.org/about/chea-member-directory.asp</a>  <a href="http://www.tracs.org/TRACS_Members_all.html">http://www.tracs.org/TRACS_Members_all.html</a>	Full transferability for "C" work or better
<b>DETC</b> (Accrediting Commission of the Distance Education and Training Council)	Global University	Full transferability for most classes with UVF equivalents
Non accredited, non-traditional programs	District Schools of Ministry, Urban Bible Training Centers, Master's Commissions, Discipleship Schools, Global University's Berean School of the Bible, local church, etc.	Consideration for Life Experience credit only

## Appendix 2: UVF Equivalency Requirements for General Education Courses

Course	Requirements	Examples
Communication	Any communication related course.	Public Speaking Intro to Communications
Fine Arts	Any fine arts course related to art, music, theater, or film	Art or Music History, Cinema, Pottery
History	Any history related course	American History, Government
English	Any college level writing courses (With proof of research paper for ENG 123)	Essay Writing, Creative
Literature	Any literature courses	Writing, World Literature
Physical Education	At least 1 of 2 credits must be an activity related course	Fitness for Life
Math	Any college level math. <i>A developmental course is not sufficient.</i>	College Algebra, Calculus
Science	Any science related course	Biology, Astronomy, Chemistry
Philosophy	Any philosophy related course	Ethics, Philosophy
Psychology	Any psychology related course	General Psychology, Lifespan Development
Sociology	Any sociology or anthropology related course	Cultural Anthropology, Intro to Sociology

**University of Valley Forge  
Assemblies of God Credentialed Minister Program**

**Nine (9) credit hours of advanced standing** can be applied to the completion of the online Bachelor of Arts in *Christian Ministries—Field Track* or the residential Bachelor of Arts in *Christian Ministries* for each **A/G credential level attained.**

**Advanced standing credits would be granted upon:**

- 1) the verification of successful completion of the student's DSOM course of study and documentation of the A/G credential level that the student has been granted;
- 2) evidence of ongoing Christian ministry;
- 3) the completion of 24 additional credits that have been completed by the student in normal UVF matriculation;
- 4) students petitioning for academic credit earned by completion of a district School of Ministry must do so in the first semester of enrollment at UVF.

**Program #1: Online B.A. Degree in *Christian Ministries – Field Track***

**Finances:** AG Credentialed Minister/DSOM program price of \$350/credit hour

<b>Advanced Standing Credits</b>	
Certified Minister (9 credits)	THE 233 An Intro to the History and Theology of the AG - 3 cr SOC 103 Life Formation - 3 cr PST 472 Field Internship - 3 cr
Licensed Minister (9 credits)	NWT 113 New Testament Survey – 3 cr BIB 103 Intro to Biblical Interpretation – 3 cr PST 472 Field Internship - 3 cr
Ordained Minister (9 credits)	PST 493 Topics in Pastoral Ministry - 3 cr PST 472 Field Internship - 6 cr

**Program#2: Residential B.A. Degree in *Christian Ministries***

**Finances:** Automatic 10% UVF Scholarship for AG Credential holders

<b>Advanced Standing Credits</b>	
Certified Minister (9 credits)	THE 233 An Intro to the History and Theology of the AG - 3 cr SOC 103 Life Formation - 3 cr Elective: 3 credits
Licensed Minister (9 credits)	NWT 113 New Testament Survey – 3 cr BIB 103 Intro to Biblical Interpretation – 3 cr (elective course) Elective: 3 credits
Ordained Minister (10 credits)	PST 493 Topics in Pastoral Ministry - 3 cr PST 481 Internship - 1 cr Elective: 6 credits

**Online Bachelor's Degree Program  
Tuition Cost Comparison**

	<b>Valley Forge</b> <i>B.A.</i> <i>Christian Ministries</i>	<b>Southeastern</b> <i>B.S.</i> <i>Ministerial Leadership</i>	<b>Southwestern</b> <i>B.A.</i> <i>Christian Ministry</i>
<b>Credits given per A/G credentialing level</b>	<b>9 credits</b>	<b>6 credits</b>	<b>9 credits</b>
<b>Total Credits for Bachelors Degree</b>	126 credits	120 credits	126 credits
<b>Credits remaining for B.A.</b>			
Certified Minister:	117 credits	114 credits	117 credits
Licensed Minister:	108 credits	108 credits	108 credits
Ordained Minister:	99 credits	102 credits	99 credits
<b>Cost/online credit</b>	<b>\$350/credit</b>	\$390/credit	\$560/credit
<b>B.A. Program Tuition Cost*</b>			
Certified Minister:	<b>\$40,950</b>	\$44,460	\$65,520
Licensed Minister:	<b>\$37,800</b>	\$42,120	\$60,480
Ordained Minister:	<b>\$34,650</b>	\$39,780	\$55,440

\* Program Tuition Costs given do not include online course fees, semester fees or technology fees.



**Appendix A – A/G Education Requirements For Credentials**  
(Berean School of the Bible course numbers)

**CERTIFIED MINISTER**

BIB 112	Synoptic Gospels: The Life & Teachings of Christ
THE 114	Introduction to Pentecostal Doctrine
BIB 115	Acts: The Holy Spirit at Work in Believers
BIB 117	Prison Epistles: Eph, Col, Philip, & Philemon
BIB 121	Intro. To Hermeneutics: How to Interpret the Bible
MIN 123	The Local Church in Evangelism
MIN 181	Relationships & Ethics in Ministry
THE 142	A/G History, Missions, and Governance
MIN 191	Beginning Ministerial Internship

**LICENSED MINISTER**

THE 211	Intro to Theology: A Pentecostal Perspective
BIB 212	New Testament Survey
BIB 214	Old Testament Survey
BIB 215	Romans: Justification by Faith
MIN 223	Introduction to Homiletics
THE 245	Eschatology: A Study of Things to Come
MIN 251	Effective Leadership
MIN 261	Introduction to A/G Missions
MIN 281	Conflict Management for Church Leaders
MIN 291	Intermediate Ministerial Internship

**ORDAINED MINISTER**

THE 311	Prayer and Worship
BIB 313	The Corinthian Correspondence
BIB 318	Pentateuch: Genesis, Exodus, Leviticus, Numbers & Deuteronomy
BIB 322	Poetic Books: Job, Psalms, Proverbs, Ecclesiastes and Solomon
MIN 325	Preaching in The Contemporary World
MIN 327	Church Administration, Finance, and Law
MIN 381	Pastoral Ministry
MIN 391	Advanced Ministerial Internship