**Institutional Credit Transfer Policy**

Clarks Summit University and Baptist Bible Seminary believes that learning, wherever it occurs, should be recognized and integrated into a student’s degree program when that learning is found to be equivalent to that offered by post-secondary educational institutions and determined to be applicable for meeting degree and program requirements at Clarks Summit University and Baptist Bible Seminary. Clarks Summit University and Baptist Bible Seminary makes every effort to transfer as many courses as possible credit for credit. However, the student should be aware that all transferrable credits may not apply to the degree program of choice.

Applicants who have completed courses in an accredited college, university or seminary, may receive transfer credit for courses which apply to one of the University or Seminary degree programs, and which reflect the required grade according to University undergraduate, graduate, or Seminary transfer policies. Credits from non-accredited schools are also eligible for transfer based upon above mentioned criteria. Only the credit is transferred into the degree program. The grade and grade points are not calculated in the student’s grade point average. Students who take a course at Clarks Summit University and Baptist Bible Seminary who have received transfer credit for an equivalent course at Clarks Summit University and Baptist Bible Seminary will forfeit the transfer credit.

Credits from both accredited and non-accredited institutions and other sources must be validated prior to awarding transfer credits. Evaluation of credits for transfer is done by the Registrar. The validation process considers;

* Acceptable course grade according to the individual undergraduate, graduate, or Seminary credit transfer policies.
* The academic credentials of the course instructor.
* The course description and or content of the course.
* The acceptance of the credits by other reputable colleges, universities, or seminaries.
* ACE recommendations

Clarks Summit University and Baptist Bible Seminary accepts transfer credit for suitable scores in Advanced Placement (AP) exams, International Baccalaureate (IB) courses, College Level Examination Programs (CLEP) exams, Defense Activity for Non-Traditional Education Support (DANTES) exams, and ACE approved military training.

College credit for prior learning can be earned through a number of other different sources including: workshops, seminars, non-credit classes, training programs (including non-ACE evaluated Military training), and or work experience. After proper documentation is submitted, a prior learning evaluation will be done, and credits awarded accordingly. Contact the Registrar’s Office for further information.