



MOODY THEOLOGICAL SEMINARY

REQUEST FOR TRANSFER CREDIT, ADVANCED STANDING CREDIT, OR VALIDATION 2024-2025

Read the policies below, complete and sign the second page, include attachments, and submit to arecords@moody.edu.

Transfer Credit

Equivalent graduate coursework graded **B-** or above from an **ATS, ABHE, or regionally accredited** institution may be transferred. Coursework must be **equivalent** to MTS requirements in both **content** and **credit hours** (4.5 quarter hours = 3 semester hours). See table below for maximum possible transfer credit for each program.

Advanced Standing Credit

Advanced standing credit is undergraduate coursework that is approved to apply toward a graduate program if it meets the following criteria:

- **Accreditation:** Credit is from a school accredited by the Association of Biblical Higher Education (ABHE), Association of Theological Schools (ATS), or regional accreditor.
- **Equivalent and 300-400 Level:** Equivalent undergraduate coursework must be upper-level (junior/senior) to be considered for advanced standing credit.
- **Grade:** B- or better must be earned to be considered for advanced standing credit.
- See table below for maximum possible transfer credit for each program.

Validation

MTS offers validation examinations to current students with extensive personal study or other nontransferable learning who desire to earn graduate credit. **Up to 25%** of a graduate program can be earned through validation credit by exam. Advanced Standing and Validation credit combined cannot exceed 33% of a program. A fee is charged for each examination. For more validation exam information, please contact arecords@moody.edu.

Credit Limits

MTS Program	Advanced Standing and Validation Examination Credit Combined	Maximum Number of Transferable Credits
Graduate Certificates	6	12
Graduate Certificate in Marriage, Family, and Couples Counseling	3	9
Graduate Certificate in Trauma-Informed Counseling	3	9
Master of Arts [Biblical Studies]	9	21
Master of Arts [Pastoral Studies]	9	21
Master of Arts [Biblical and Theological Studies]	0	3
Master of Arts in Clinical Mental Health Counseling	0	39
Master of Arts in Clinical Mental Health Counseling: Marriage, Family, and Couples Counseling	9	48
Master of Arts in Clinical Mental Health Counseling: Trauma-Informed Counseling	9	48
Master of Arts in Counseling Psychology (Plymouth only)	18	39
Master of Arts in Nonprofit Administration & Leadership	9	21
Master of Arts in Ministry Leadership	12	27
Master of Arts in Ministry Studies	9	21
Master of Arts in Biblical Spiritual Formation and Discipleship	12	27
Master of Theological Studies	15	30
Master of Divinity	21	45
Doctor of Ministry	9	15



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Evaluation Process

Only forms submitted with all requested information will be evaluated. If approved, your MTS transcript will reflect only the number of credits and name(s) of the institution(s) from which the credits were transferred. Actual transferred course names and grades are not posted and are not included in your MTS grade point average calculation.

Student Name: _____ Program: _____ Campus: _____ ID#: _____

Matriculated Student: I have reviewed the above guidelines and am submitting a request for my transcripts to be evaluated for eligible transfer or advanced standing credit. I have listed the courses I want evaluated in the chart below and have **attached course descriptions**. These courses appear on official transcripts from the accredited institution(s) previously attended. If all transcripts* have been submitted to Admissions during the application process, I do not need to resubmit them. I understand this request must be submitted **no later than the end of my first semester** and there is a six to eight week processing time.

Prospective Student: I have reviewed the above guidelines and am requesting a preliminary evaluation of potential transfer or advanced standing credits. I have listed the courses I want evaluated in the chart below and have **submitted relevant course descriptions and unofficial transcripts**.* I understand the evaluation will not be official and may be subject to change, and that there is a 4-6 week processing time.

*Any international transcripts must be WES or ECE evaluated.

List any **Bible, Theology, Pastoral Studies, or Ministry** courses to be considered for transfer or advanced standing credit (example in italics):

Term/Year	Course Number	Full Course Title	Institution	Grade	# of credits	MTS/MBIDL Graduate requirement I would like this course to fulfill. Requirements listed here .	Course description attached**
<i>FA/18</i>	<i>OT-55101</i>	<i>Intro to the OT</i>	<i>Wheaton College</i>	<i>A</i>	<i>3</i>	<i>BI-5533 OT Hist, Lit, and Theology</i>	<i>Yes</i>

**Additional information and/or syllabi may be requested.

Student Signature _____

Date _____