



MTS & MBIDL GRADUATE SCHOOL

REQUEST FOR TRANSFER CREDIT, ADVANCED STANDING CREDIT, OR VALIDATION 2019-2020

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

Transfer Credit

Equivalent graduate coursework graded B- grade or above from a regionally or ATS accredited institution within the past ten years may be transferred. Coursework must be equivalent to MTS or MBIDL Graduate requirements in content and credit hours (4.5 quarter hours=3 semester hours).

Advanced Standing Credit

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

- **Accredited**—Regional or Association of Biblical Higher Education
- **Equivalent and 300-400 Level** — Equivalent undergraduate coursework must be upper level to transfer as advanced standing credit.
- **B-** — The minimum grade a student needs to earn to receive advanced standing credit.
- **10-Year Limit** — Academic/test credits that exceed ten years from the date of completion are not applicable toward current program requirements
- **25%** —A maximum of 25% of a graduate program may be fulfilled with MBIDL undergraduate course content and credit hours.

Validation

MTS and MBIDL Graduate school 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 25% of a program. A fee is charged for each examination. For validation exam information, please contact arecords@moody.edu.

Special Credit Limits

MTS Program	Advanced Standing and Validation Examination Credit Combined	Maximum Number of Transferable Credits*
Graduate Certificates	3	9
Graduate Certificate in TESOL	6	12
Master of Arts [Biblical Studies]	9	18
Master of Arts [TESOL]	12	24
Master of Arts in Clinical Mental Health Counseling (Chicago only)	0	30
Master of Arts in Counseling Psychology (Plymouth only)	14	29
Master of Arts in Ministry Leadership	9	21
Master of Arts in Spiritual Formation and Discipleship	9	21
Master of Divinity	21	42
MBIDL Graduate Program		
Master of Arts in Ministry Studies	9	18
Master of Arts in Global Ministry Design	9	18

**Note: Transfer credit, Advanced Standing credit, and Validation credit combined cannot exceed 50% of a program.*

Evaluation Timeline

Only forms submitted with all requested information will be evaluated. You will receive a confirmation email reflecting the decision approximately six to eight weeks after submission. If approved, your MTS or MBIDL Graduate 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 or MBIDL Graduate grade point average calculation.





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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 six to eight 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/12</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>Y</i>

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

Student Signature _____

Date _____